

Trainee production assistant – job spec

Reporting to: Production Manager

Location: Paper Owl Films, Belfast, Co. Down and Remote

Who we are

Paper Owl Films is a leading animation studio dedicated to producing innovative and visually stunning 2D animated content. We are seeking a detail-oriented and organized trainee production assistant to join our dynamic team. If you have a passion for animation, excellent organizational skills, and thrive in a fast-paced creative environment, we invite you to contribute to the success of our upcoming projects.

Position overview

As a trainee production assistant in 2D animation, you will support the production team in various tasks related to the creation of 2D animated content. This entry-level position is ideal for candidates passionate about animation and eager to learn about the production process. You will work closely with experienced professionals, gaining hands-on experience and understanding the workflow in a dynamic production environment.

- Administrative support:
 - assist in scheduling meetings, taking notes, and distributing information to team members
 - organise and maintain production documents, files, and databases
 - help manage and track production schedules and deadlines
- Production coordination:
 - assist in coordinating with different departments (storyboarding, design, animation, etc.) to ensure smooth workflow and communication
 - help in tracking progress of animation projects and updating production status reports.
 - liaise with external vendors and freelancers, ensuring timely delivery of assets and materials
- Asset management:
 - assist in collecting, organising, and distributing animation assets (drawings, models, backgrounds, etc.) as needed
 - ensure all assets are properly labelled and stored in the designated locations
- Quality control:
 - assist in reviewing animation sequences for quality and consistency

- help identify and document any errors or issues for correction
- Support to creative team:
 - provide support to animators, designers, and other creative staff as needed
 - assist in the preparation of materials for presentations and reviews
- Learning and development:
 - actively participate in training sessions and workshops to improve your skills and knowledge in 2D animation production
 - stay updated on industry trends, tools, and techniques

Qualifications

- strong organizational and multitasking abilities with a keen attention to detail
- excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment

Skills and abilities

- basic understanding of 2D animation principles and techniques
- proficiency in Microsoft office and knowledge of production management software
- strong organizational and time management skills
- excellent communication and interpersonal skills
- ability to work well in a team environment
- attention to detail and a proactive approach to problem-solving
- strong writing & documenting skills

Personal attributes

- passionate about animation and eager to learn
- creative mindset with the ability to think outside the box
- reliable, punctual, and hardworking
- ability to handle multiple tasks and meet tight deadlines
- resilient and a motivated self-starter

Opportunities for growth

This position provides an excellent opportunity to gain foundational experience in animation production. Successful candidates can look forward to potential career advancement within the company, moving into roles such as production coordinator, animator, or other specialised positions within the animation industry.

Website

<https://paperowlfilms.com/>