

Trainee production assistant – job spec

Full Time: 37.5 hours per week, 09:30 -18:00

Contract: Fixed term

Start Date: Sept 2024

Location: Bristol

Who we are

A Productions are an award-winning animation studio based in central Bristol. Our success in creating engaging, original and award-winning content is made possible through the unique chemistry of the creative teams we build. This shared vision is underpinned by our focus on diversity and inclusion, staff wellbeing and ensuring an authentic voice across all our productions. Delivering a creative, inclusive work community that encourages collaboration, engagement and mutual trust is at its core.

What we are looking for

We are looking for a trainee production assistant to work with us on the exciting new series, *Digital Girl*.

This full CG 26 x 22' series is produced in collaboration with our partners Cyber Group Studios for the BBC & SuperRTL.

General duties

- Download and correctly file all scripts and script notes and keep the relevant tracking documents up to date.
- Support production manager during all crew on and off-boarding tasks. Help ensure studio team is kept up to date with the production's needs.
- Support Production Manager with asset tracking and breakdowns.
- Keeping all files neatly organised and up to date, both on the internal server, Googledrive and on Shotgrid.
- Organising internal and external review playlists and sending them to the relevant people.
- Aiding in all file transfers, downloading, and uploading and keeping track of what is sent and received across multiple departments including but not limited to design, storyboard and edit.
- Prepping for meetings; organise meeting agendas & setting up any assets that are needed for calls. Managing Zoom accounts for remote working meetings.

- Logging and transferring internal and client feedback on Shotgrid and notifying crew when this is updated.
- Acting as a point of contact between crew (both in house and remote), the line producer and the PM to ensure that any crew concerns and queries are attended to promptly.

Skills and experience

- Computer literate – MS Office
- Experience in a fast-paced ever-changing environment.
- Excellent organisational skills.
- Good communication skills and experience working in a team environment.
- Must be able to work to own initiative and take direction.
- Good problem-solving skills and methodical working methods
- 3D Animation series experience is desirable but not essential.
- Experience of working with tracking software such as ShotGrid or Ftrack a bonus

A Productions are an equal opportunity employer and place a high value on diversity and inclusion within our company and actively encourage applications from underrepresented groups. We are committed to equality of opportunity and are open to discussing flexible working hours.

Why work for us

Half-day Friday/Hybrid & remote working/Wellbeing support/Massage Monday/Optional flu jabs/Summer & Christmas Parties/Feast Thursday/Charitable fundraising events/Dog friendly studio/Enhanced maternity & paternity pay/Loyalty holiday bonus scheme/Bike to work scheme/Life drawing classes/Part time & job sharing opportunities/Day off for moving house/Mentoring schemes/Snacks

Website

<https://aproductions.co.uk/>