

Trainee production assistant – job spec

Length of Contract: 12 weeks, fixed term – full time

Start Date: September 2024

Location: Based at Aztec West

An exciting opportunity to join the team working on the seventh series of Aardman's flagship show, *Shaun the Sheep*. This series will consist of 20 episodes, each 7 minutes in length.

The successful candidate will provide production and administrative support to the Production Manager, Production Assistant, and Studio Floor Ads as required. The role will ensure efficient communication across the production on a day-to-day basis.

Duties and responsibilities

- To help collate and track timesheets on a weekly basis and to distribute to producers for sign-off
- To help gather weekly invoices and send to producer for signing
- To assist the Production Assistant and PM in the co-ordination and tracking of crew holiday requests and holiday allowance.
- To ensure new starters (including freelancers) have required resources, including workstations and appropriate software. Booking any inductions where relevant
- To provide administrative support to the Production Assistant and PM, including diary management
- To keep relevant files and databases up to date
- To organise meetings as required by the PA/PM and to collate and distribute relevant notes
- To help book and organise any required voice record sessions
- To help facilitate shot tracking and efficient VFX scheduling where required. Adding any relevant notes to Flow, under the guidance of the PM
- To assist with ordering supplies for both Modelmaking and Art teams
- To assist with credit card reconciliation and other administration duties
- To provide basic cover on the studio floor if required, including some manual tasks
- To observe the provision of the Health and Safety at Work Act

Person specification

- Strong administrative and organisational skills (including diary management)
- Experience with Microsoft Office, especially Word and Excel
- Excellent communication skills - both written and verbal
- Strong attention to detail
- Able to work under your own initiative as directed by PM / PA / ADs
- Proactive and flexible team player
- Able to prioritise and work to set deadlines
- Able to maintain a high level of confidentiality and diplomacy
- Knowledge of production tracking software, such as Flow (training can be given)

Responsible to

- Producer, production manager

Aardman strives to be the most inspirational animation company in the world creating world class entertainment to a diverse and intergenerational global audience. We aim to lead the way in both our content and our professional principles, ensuring diversity and inclusion is inherent to the development and production of all our content - both on and off screen. Aardman is committed to building a culturally diverse workforce and strongly encourages applications from underrepresented groups. We are committed to equality of opportunity and welcome applications from all individuals and are always happy to discuss flexible working needs.

Website

<https://www.aardman.com/>