

## **Trainee production assistant (animation) – job spec**

### **What we are looking for**

Wild Child Animation is looking for a dynamic production assistant (animation ) to support in the pre-production phase of an exciting new production with the BBC. You will also be managing the studio diary, supporting studio management and planning (and creating if you have the skills!) content for our social media platforms.

This role will initially join the People team where you will support with finding, interviewing and onboarding a team of artists. This will grant insight into different roles across a CG animation production and will grow an understanding of the full workflow from pre-production to shot production. The role will also support in managing our Studio which is based in Scotland which will be everything from setting up client meetings to helping out our Managing Director planning travel and meeting planning for trips to LA and festivals. You will also work with the Managing Director to develop and manage plans for our social media - primarily LinkedIn and Instagram.

Throughout the traineeship you will be given the opportunity to join creative and director reviews and production meetings to further grow your understanding on television and animation.

This role will be primarily supporting the People and Exec teams, however, there is potential for this role to take on some technical support inside one of the creative departments which would be helping out artists in setting up shots and workflows to create Previs sequences which will grant further insight into the animation industry.

We are looking for someone based in Scotland that can come into the studio in central Stirling two days a week. (Tues/Thurs)

### **Role profile**

- supporting the people team in crewing up for a TV show for the BBC including researching talent, setting and joining interviews
- supporting with the onboarding and administration around hiring including issuing contracts, NDAs and updating out internal systems
- liaising between the People, Production and Creative teams to understand different department needs
- working with the Managing Director and studio Execs to manage the studio diary including setting up for client meetings

- Working with the Operations team to ensure smooth running of the studio in Scotland - this can be anything from supporting with event planning to planning parties
- working with the Managing director to managing or create content for social media
- joining creative and director reviews to gain experience of the TV and animation industry

## Website

<https://wildchildanimation.com/>