

DOG EARS

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Cartoon Saloon

Dog Ears

Dog Ears is an award-winning creative studio based in Derry in the North of Ireland. We create content for kids and bring our stories and characters to life across media and platforms worldwide.

Cartoon Saloon

Cartoon Saloon is a four time Academy Award (R), Golden Globe (R), BAFTA and Emmy nominated animation studio based in Kilkenny in the South East of Ireland. Employing over 150 crew, we are currently working on a number of projects in production and in development

About the Show

This new animated TV series is a co-production between Dog Ears and Cartoon Saloon. It is a 2D, Toon Boom Production with a uniquely exciting epic tale at the heart. There's lots of action, adventure and humour throughout with a rich cinematic visual style for audiences aged 8+.

Role

We are looking for a Production Coordinator to join the team for our TV series.

Job Responsibilities

As a Production Coordinator you will be responsible for:

- Work very closely with Production team & Key Creatives in order to facilitate production
- Coordinate the day-to-day operation of the pre-production team ● Maintain close communication with crew regarding their tasks and deadlines
- Check on individual artists progress and problem solve if needed, and highlight delays
- Able to capture and report production weekly progress
- Able to project potential possible workflow and timeline issues as related within and between departments and suggest possible solutions ● Populate Assets and Data in Shotgun
- Attend and take notes at production meetings
- Address any problems with the Production Manager and Line Producer

Requirements

What we would like to see from you:

- Previous experience in fast paced TV series or Film
- Excellent organisational and communication skills
- Strong team player, capable of motivating and leading teams with enthusiasm
- Highly organised and self motivated
- An ability to work collaboratively & efficiently in a fast paced quality driven team
- Excellent knowledge of Microsoft Office & Google Doc
- Knowledge of asset tracking and database software is a distinct advantage

Other information

This role will be based in our Derry studio.

To apply please send your CV with personal statement (no more than 300 words) to jobs@cheersdogears.com

Deadline for Applications - June 10th 2022