

Position - Production Manager

16 month contract , Studio Based

Please note that this is a full time in house position.

Requirements

- The ideal candidate must have at least 1-2 years experience as Production Manager in TV animation or feature animation production
- Strong written, verbal and analytical skills
- Experience with some production tracking software and asset management software, preferably Shotgun
- Comfortable working in a fast paced environment
- Ability to work with partner studios
- Strong attention to detail and outstanding organizational skills
- Excellent verbal and written communication skills and enjoys working in a team environment.

Responsibilities

- The candidate will be responsible for the management of all processes, procedures, outputs and deliverables for all departments through the production while ensuring that the department's outputs are aligned with the production schedule as well as the creative vision of the production
- The PM will communicate clearly and regularly with the Line Producer, Senior Production Manager and team supervisors on the production status
- Produce and maintain a detailed weekly report for the production for all the individual departments, while ensuring the team understand the deadlines of each task along with the main delivery deadlines of the project
- They will also help to develop, maintain and improve the pipeline for production.

To apply, please email your CV application to jobs@cheersdogears.com and specify

'ProductionManager_your name' in the Subject.

The deadline for this application is 5pm on Friday 6th November.