

Role Profile

Job Title	:	Senior Development Producer Project Planning Temporary Cover Jan 21 – Nov 22
Department	:	Development Pillar
Band	:	

Function of the Development Pillar & main purpose of the job:

Business Purpose:

The Development Pillar is responsible for identifying strong ideas & developing projects from initial concept through script and into production. The team will develop new Aardman intellectual property and other content with new or existing characters to ensure an appropriate amount of inspirational, high quality content for studio production, sale and distribution. The content encompasses short form, series, longer form specials and features. The department is also a resource for creative talent across the company.

Job Purpose:

This role is responsible for managing and planning development slate projects in terms of viability, schedule and budget.
To work with creative teams to create show bibles, development assets, pitch packs and pre-production packages with production ready budgets and schedules.

Duties & Responsibilities:

Development Projects and Production Planning

- Plan and manage projects through development process working to agreed timelines and budgets. Ensure relevant Creative and Board approvals at each key stage of development.
- Work with Head of Development/Creative Exec Directors to help guide directors, writers, designers and other key talent through all stages of project development. Ensure regular creative review sessions, initiate feedback and ensure follow up with creative team.
- Work with Head of Development/Creative Exec Director to manage production of pitch packages on assigned projects – scripts, artwork, sizzle reels, casting reels, beat boards. Source appropriate talent to meet these needs.
- Responsible for project budgeting, overages, invoicing and reconciliation and appropriate communication on financial matters at all times. To budget and schedule prospective long form series and specials.
- To manage Production Co-ordinators and Production managers who would source, book and

manage appropriate crew and equipment for productions, create detailed daily and weekly schedules, and to ensure that all communications are clear and precise.

- To ensure that there is constant endeavour to achieve and maintain high standards in all aspects of production including the creative, technical and production disciplines and all associated craft and film-making skills. To organise for new techniques and software to be reviewed and training to be organised, if relevant.
- To communicate with the BA team in structuring contracts and ensure that all contracts connected with the production are completed in accordance with company policy and in a timely manner.

Department Duties

- To be aware of company and departmental strategy, aims and objectives and to ensure that as far as possible a consistent message is communicated when required.
- You may be asked to attend cross pillar collaboration sessions which will be established to lead in strategic communication, implementation and maintenance across the company. To arrange and manage communication between departments for preparing development projects to move smoothly into production.
- To provide support and cover for other departmental producers.
- To ensure clarity in all written and verbal communications, and maintain good working relationships with all staff, freelance and contract workers, and manage any issues arising in an appropriate manner.
- To line manage including recruitment.
- Attend weekly meeting and brainstorm sessions as and when required.
- To plan the department budget in terms of individual project aims each year, feeding into the general yearly budget.
- To manage any R&D activity related to assigned projects in liaison with Head of Production and Creative Director(s)
- To practise company policy on Mental Health, the Environment, Dignity at Work and Diversity and Inclusion.
- To observe the provision of the Health and Safety at Work Act.
- To understand and implement GDPR

Person Specification

- Excellent communication skills
- Experience of working on long form series desirable.
- Animation Production experience in a variety of techniques and formats.
- Skilled in managing crew relationships
- Proven animation budgeting and scheduling skills – familiarity of Movie Magic essential
- Flexible, pro-active, team focussed and friendly approach to work

- Ability to mentor less experienced members of the team
- Can show initiative and is confident making decisions.

Specific limitations on authority: Can sign off of invoices and contracts.

Responsible to: Executive Creative Director Development

Responsible for: Production personnel, freelance crew and artists.