

Role Profile

Job Title:	Art Production Manager
Department:	Art
Contract:	Project-based
Pillar:	Production

Main Purpose of the Role

To manage the day-to-day operations of the Art Department in support of the Supervising Art Director. This role ensures that all art assets (props, sets, etc.) are designed, built, and delivered according to the agreed creative and logistical requirements (quality, timescales, and budget) of the production.

Duties & Responsibilities

This is a summary of main tasks and responsibilities and is not intended to be exhaustive.

- Create and manage production schedules for the Art Department in collaboration with the Line Producer, Production Manager, and Supervising Art Director.
 - Develop and manage budgets with the Line Producer and Production Accountant, ensuring all creative requirements are achievable within these constraints.
 - Responsible for ensuring client / company approval dates are met.
 - Liaise with the Line Producer and company on recruitment and contracts for the Art Department.
 - Ensure effective communication within the Art Department and between this department and the broader production team.
 - Producing monthly stats on Art for the Line Producer and Producer.
 - Flag any issues that affect the production schedule and propose solutions
 - Work with the company archivist and supervisors to oversee the archiving of art production assets.
 - Observe the provisions of the Health & Safety at Work Act in both an employee and managerial capacity.
 - Understand and implement GDPR requirements relevant to the Art Department.
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Responsible to: Producer, Line Producer

Functional Contacts: Supervising Art Director, Production Manager, Animation Supervisor, Production Coordinator

Responsible for: Snr Art Coordinator

Personal Specification:

- Previous production manager experience (at the features level; minimum of 5 years production experience preferred, ideally in stop motion or CG/film/TV production).
- Excellent written and oral communication skills with a friendly manner.
- Strong (proven) scheduling and budgeting skills, with an awareness of managing resources effectively.
- Interest in developing managerial and leadership skills, leading by example.
- Excellent IT skills, particularly in Word and Excel; strong numeracy and organizational skills.
- Ability to prioritize and work to deadlines, with a proactive and enthusiastic approach.
- Must be able to work unsupervised and as an active and supportive member of a team, demonstrating initiative and problem-solving abilities.
- Strong attention to detail while maintaining a focus on the big picture; able to handle difficult situations diplomatically and confidentially.
- Ability to delegate tasks appropriately to manage workload effectively.