

Role Profile

Job Title:	Art and Puppets Production Assistant
Department:	Art and Puppets
Contract:	Project-based
Pillar:	Production

Main Purpose of the Role

Work across both Art and Puppet departments to support the teams with the daily admin tasks to keep both departments running smoothly throughout the production.

Duties & Responsibilities

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

- Book any CBFS with the information provided by the department production managers.
 - Arrange any H&S, IT, HR inductions for new crew members.
 - Track all holiday and sickness across the Art and Puppets departments.
 - Provide facilities with up to date crew numbers for the car park.
 - Albert sustainability across both departments.
 - Book any comp testing and training needed for individuals in the Art and Puppet department, as guided by the facilities team and production managers.
 - Purchase and track all materials needed across Art and Puppets.
 - Submit weekly timesheets for the Art and Puppets departments.
 - To work with the Talent / Dept. Manager to ensure consistency and continuity within the departments as projects and crew move through.
 - To observe the provision of the Health and Safety at Work Act.
 - To understand and implement GDPR
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Responsible to: Art Production Manager, Puppets Production Manager

Functional Contacts: Art Directors, Puppets Leads. Art Department, Puppet Department, Production Coordinator

Personal Specification:

- Previous production experience (ideally in stop motion, though not essential)
- Good eye for detail.
- Ability to prioritise tasks.
- Proficient in MS Office (Word and Excel)
- Confident in communicating with people.