

Role Profile

Job Title: Talent Manager Art & Puppets
Department: Production
Contract: Fixed Term Contract
Pillar: Production

Main purpose of the role:

To assist the Studio and the Managers/Supervisors in a range of departmental activities that ensure the smooth running of all Stop Motion projects. With a focus on talent coordination, recruiting and development for the immediate and long-term goals of the studio.

Duties & Responsibilities:

- To coordinate the Art & Puppet Department talent overview schedules to help ensure each production gets the talent it needs. Included within this would be outreach and the sourcing of new talent.
- To maintain links and develop new ones with colleges / training / establishments in liaison with Head of Production HR and Academy. Aim to increase Diversity within the Art and Puppet Departments.
- Work alongside the other Talent Managers to present a unified recruitment approach and support system for Crew within the company.
- To coordinate recruitment, development and pastoral care of the Art and puppet crew, through involvement in their 1-2-1's and ensuring that the information is available to all Creative Leads, Producers & Project Supervisors.
- Motivating the talent to ensure a keen sense of teamwork and support within the team. Collating of artist show performance notes.
- To provide administrative and production support to the Creative Leads and Managers.
- To diarise and create concise notes at meetings where appropriate and ensure distribution to relevant people.
- To assist in coordinating portfolio selects and distribution.
- Manage the booking, return and auditing of existing puppets, sets & props from Aztec West Studio to other productions or crew members (i.e. Wallace & Gromit puppets and props for a commercial at Gas Ferry Road Studio)
- To have an awareness and understanding of all Art & Puppet design and build processes and roles.
- To understand the internal systems and process that support the production.
- Function as a liaison / point person with other tasks and small projects that come into the department from other Pillars.
 - This includes, PR, Marketing, Exhibitions, Archiving, Academy requests etc.
- Workshop Manager support that includes but is not limited to:
 - COSH, Risk assessments, PPE purchasing for the crew.
 - Training. Cleaning and maintenance schedules.
- Help manage any R&D projects that come through the departments.

- To assist with new starters alongside the project production teams and HR. Where needed organising crew contracts, collating new starter documents, booking IT, Facilities and HR inductions etc.
- As time allows - Ensuring Art & Puppet databases are kept up to date with all the relevant info that relates to each production. This would include archiving statistical and creative information (Character Bibles / Character reference / Set designs /DMP's) relating to each production.
- As time allows - To understand the vendor data base, and to be comfortable using it.
 - As needed to assist in the purchasing of materials for studio-based projects
- To pick up various non-specific scheduling & administrative tasks.
- To practise company policy on Mental Health, the Environment, Dignity at Work and Equality, Diversity, and Inclusion.
- To understand and implement GDPR.
- Observe the provisions of the Health & Safety at Work Act both as an employee in a Managerial capacity.
- Attend any relevant training courses.

Responsible to: HOP, Exec Producers, Producers, Art & Puppet Managers & Supervisors

Responsible for: Art and Puppet crew

Person Specification (essential and desirable background, skills, and experience)

- 3+ Years experience in Stop Motion essential
- Effective communication skills both written & oral, friendly, and personable manner essential.
- Initiative-taking, flexible and enthusiastic approach to work
- Excellent IT skills, excel essential, knowledge of Photoshop favourable.
- Strong numeracy skills
- To be confident and comfortable working with large teams.
- Sensitive, discreet, and diplomatic and used to working in a confidential manner.
- Excellent organisational skills
- Able to prioritise and work to deadlines.
- Must be able to work unsupervised and as an active & supportive member of a team.
- Able to act on own initiative when appropriate.
- Attention to detail yet not lose sight of the big picture.
- Understand the need for confidentiality.
- Clean driving license.