

Overview and Responsibilities

Summary:

- Manages the daily activities of animation production.

Responsibilities:

- Communicate and coordinate with team daily regarding the status of animation production
- Coordinate the workflow for all artists
- Keep accurate daily output information of all departments, and enforce deadlines.
- Alert management of potential problems and suggest appropriate solutions.
- Update Creative director on the status of all areas of production.
- Maintain and distribute weekly production schedule with accurate information to upper management and production staff.
- Run weekly department meetings.
- Manage schedule to ensure production meets strict deadlines.

Some of these duties include:

1. Troubleshoot problem.
 2. Coordinate and supervise outsourcing studios.
 3. Coordinate and supervise freelance production staff.
 4. Assist in the scheduling of key production personnel.
 5. Schedule production meetings as necessary.
- Facilitate communication in a timely manner between production unit and outside studio regarding production issues, questions and materials.
 - Draft and coordinate all new hire paperwork for freelancers and outsourcing studio
 - Update Human Resources monthly on all freelance activity.

- Review and approve weekly time sheets.
- Coordinate materials for festivals, awards, etc.

Basic Qualifications

- Strong verbal and written communication skills.
- Ability to work well under pressure.
- Ability to multitask in a fast-paced environment.
- Possess complete knowledge of animation production process.
- Knowledge of Word, Excel, Outlook, familiarity with internet and email.
- Knowledge of Budgeting, Adobe animate CC, Photoshop, Illustrator a plus.
- Strong written, verbal and analytical skills.
- Strong leadership skills.

Additional Qualifications

2 – 3 years of animation production experience and/or training; or equivalent combination of education and experience.

Job Locations: Trivandrum Techno Park

Job Type: Full-Time

Job Timings: 2 PM to 10 PM