

# Elliott Animation is hiring in Toronto!

## 3D CG Production Manager

Fresh TV and Elliott Animation, a Toronto based artist-driven entertainment company is looking for a **3D Production Manager**.

Working closely with the Director, Producer, and department leads, the PM will be instrumental in managing the daily operations of a world-class animated live-action hybrid television series.

### Immediate start through to July 2022

#### Responsibilities:

- Maintain overall production schedules and manage departmental quotas.
- Liaise with Directors, Producers, and Dept Leads, to ensure smooth transitions through departments from pre-production to post-production.
- Manage production systems; scheduling, the flow of information, milestone realization, and resource management.
- Ensure all production data is tracked via the internal database and flag problem areas.
- Ensure clear communication among departments.
- Manage and delegate to Asset Manager and Production Coordinators.
- Perform other various duties as assigned by the Producer.

#### Qualifications:

- 4+ Production Management 3D CG animation
- Experience and knowledge of live-action pipelines and workflow is an asset
- Excellent communication, collaborative and interpersonal skills
- Ability to organize, prioritize, and follow-through in a fast-paced environment.
- Driven, innovative, and solution-focused
- Strong organizational skills with great attention to detail
- Experience with International production an asset
- Proficient with Google Drive, MS office suites including Excel and Word.
- Deliver work on time and maintain a professional, positive attitude.
- A passion for animation!

Please email your resume to the email below with the position in the subject heading and include your availability.

Must be an Ontario resident.

**[jobs@elliottanimation.com](mailto:jobs@elliottanimation.com)**