

Fresh TV/Elliott animation is looking for a 3D CG **Asset Coordinator** who will be responsible for supporting the Asset Team for the 3D animated live actin hybrid series *Lucas The Spider*.

This role reports directly to the Producer.

Immediate start through to December 2021.

### **Responsibilities:**

- Prepare detailed notes from script breakdowns, and attend screenings with Directors, Supervisors and Crew
- Assign tasks, track progress, implement and monitor micro-schedule for the Design and Asset departments (Design, Scan Ingest, Model, Surfacing and Rigging)
- Track production progress on a daily basis and generate progress reports for Producers and Supervisors across multiple departments
- Coordinate and schedule launches; rounds, reviews, and other meetings as required
- Collaborate closely with the Live-Action, Layout, and Animation departments
- Coordinate with the Scanning Vendor for processing and ingesting scans
- Maintain asset management system using Excel, and rTracker (proprietary software) with Director/Producer notes.
- Assign and follow up with individual tasks for artists

- Identify production bottlenecks and assist the Producer to strategize solutions, prioritize allocation of resources and execute a solution by coordinating the production team

### **Qualifications:**

- A highly organized team player. Excellent communication skills
- Minimum 2 years experience in a similar coordinator role in a studio environment
- Experience with Shotgun or similar asset management systems
- Knowledge of 3D Animation pipeline
- Experience with or knowledge of Maya is an asset
- Experience with or knowledge of live action is an asset
  
- Please email your resume to the email below with the position in the subject heading and include your availability.
  
- MUST BE A CANADIAN CITIZEN.
  
- **jobs@elliottanimation.com**