



9 Story Media Group's Toronto studio is now Brown Bag Films! Brown Bag Films is one of the world's most exciting, original and successful creative-led animation studios.

Production Co-ordinator - Animated series

At Brown Bag Films our motto is simple: "We love animation." In fact, we love it so much we trademarked it! 'We Love Animation™.' We are looking for Production Coordinator to join our team who shares our love of Animation and will bring with them a passion for creating high quality animated content.

Reporting to the Production Manager, the Production Co-ordinator will provide support to the Producer and production team as needed.

Key Areas of responsibilities:

- Ensure coordination of all materials related to production workflow, at stages of the production in the series.
- Log all production activities by tracking all information and documents distributed, and ensure prompt distribution of production correspondence to internal and external clients/personnel (FedEx, fax, etc.)
- Provide administrative support to the Production Manager, and the production in general
- Prepare internal correspondence, reports and other documents as requested
- Maintain distribution and contact lists, credit beds etc.
- Script coordination, script drafts needed and preparation of fine cut scripts
- Attend all record sessions and be in charge of take sheets
- Casting and record preparation
- Assistance with reshoots

Required Experience/Professional Skills:

- Experience in coordinating long form animation productions across all departments
- Exhibit a strong understanding the 2D & 3D pipelines
- Proficient knowledge of MS Word and Excel, Gmail and Google Docs
- Experience with Shotgun Production Tacking Software is a definite asste
- Detail oriented and takes initiative
- Excellent written and verbal communication skills coupled with very strong interpersonal skills
- Ability to work under pressure with tight deadlines
- Ability to work flexible hours if and when necessary
- Sound judgement & discretion while managing sensitive & confidential information.

Our Toronto office can be found in the cool and trendy Liberty Village with over 200 artists working on award winning animated children's content. You will benefit from a competitive compensation package, interesting work and a fun/supportive work environment.

If this sounds like the job for you, please send your resume to: **jobstoronto@brownbagfilms.com**

Make sure to include the job title that you are applying for in the Subject Line.

Applicants need to be legally eligible to work in Canada and be a Resident of Ontario.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Should you require accommodation throughout the recruitment process, please let us know your requirements when contacted.