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**Assistant Production Manager**Brown Bag Films are looking to recruit the position of Assistant Production Manager.

**Job Description:**

* Work with the Production Manager and the Supervising Technical and Creative Team to ensure an efficient and fast flow of information across the departments
* Manage weekly shipment for animation including any follow up and queries.
* Manage weekly asset assignments
* Maintain tracking documents and keep asset database up to date with all necessary information, feeding accurate reports to Production Manager.
* Arrange weekly internal reviews of animatics and animation passes.
* Assist Production Manager in maintaining on schedule deliveries across all departments.
* Manage applicable Human Resources responsibilities.

Requirements:

* Excellent organisational and communication skills
* Strong troubleshooting skills
* Capable of motivating and leading teams with enthusiasm
* Comfortable in working to tight deadlines
* Excellent knowledge of Microsoft Office, in particularly Excel (required)
* Knowledge of asset tracking and data base software is a distinct advantage

Start Date: Immediate

Please send cv and completed Application Form to [jobs@brownbagfilms.com](mailto:jobs@brownbagfilms.com)

About Brown Bag Films

Brown Bag Films® are an award winning animation studio producing high quality 3D animation for the international market. With headquarters in Dublin City and an office in Los Angeles, their short film *Give Up Yer Aul Sins* was nominated for an Academy Award® in 2002 and this was repeated in 2010 when *Granny O’Grimm* was also nominated for an Oscar. Brown Bag Films have worked on a number of high profile international projects with recent productions including *Olivia*, *Noddy, Doc McStuffins* and *The Octonauts.* For further information, please visit our website [www.brownbagfilms.com](http://www.brownbagfilms.com)