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**Production Assistant**

Brown Bag Films are looking to employ the role of Production Assistant

**Job Description:**

* Work with the Production Team, in particular with the Production Manager and Coordinator to ensure an efficient and fast flow of information across the departments
* Conforming Storyboards for animation shipment
* Maintain tracking documents and keep asset database up to date with all necessary information
* Accurate notes taking on production meetings and conference calls
* Responsible for preparing Modelsheets and updating the asset database with the most current design and information
* Prepare handout packages for various freelancers, ensure notes and asset information is accurate
* Follow through on assignments and take on busy work from the production team

**Requirements:**

* Minimum of 2 productions as Production Assistant
* Experienced in database work and maintaining tracking documents
* Good understanding of schedules and deadlines
* Clear and fast communicator of production information
* Comfortable in working to tight deadlines
* Microsoft Office, in particularly Excel (required)
* Strong knowledge of FTP software (required)
* Good Knowledge of Photoshop and Acrobat

**Start Date: March 2014**

Please send cv to j[obs@brownbagfilms.com](mailto:obs@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)