

JOB TITLE Script Assistant

REPORTING TO: Showrunner / Head Writer

## **SUMMARY OF THE ROLE:**

Brown Bag Films 2D Animation Studio in Manchester is recruiting for the position of Script Assistant

The successful candidate will work on a 52x11' pre-school series for a global children's channel.

## **Key Areas of responsibilities:**

- To assist the writing team on all aspects of administration and organization
- Scheduling writers meetings in collaboration with the production schedule
- Organizing travel arrangements in line with budget restrictions
- Acting as schedule point person for in-house and freelance writers
- Co-ordinating script deliveries and notes to and from broadcaster

## Person Specification/Requirements:

- A keen interest / experience in animation television series writing
- Excellent organizational skills
- Excellent people skills
- Willingness to contribute in a group setting
- An awareness of the production schedule and impact of working to deadlines

**Contract Type:** Fixed Term

All applications to: jobs manchester@brownbagfilms.com

Please insert Script Assistant in the subject line

Closing Date for all applications is 31st May 2015