



**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.**

### **Asset Manager**

The Asset Manager works closely with the Production Manager and production team leads to provide support as needed, ensuring coordination of the daily workflow of production assets at each stage of the production. Acts as a liaison between Director, team leads and crew, and works with the Art Director, Rigging Supervisor and Animation Director to communicate creative priorities throughout the productions as required.

#### **Key Areas of responsibilities:**

- Ensure coordination of the daily workflow of production materials (ex. designs, Layout's etc.);
- Establish and maintain a design database for Storyboard, STBD revisions, design, Rigging, Posing, Layout, BG, Animation, FX and Comp.
- Create, distribute and update an MDP and re-use library
- Facilitate interdepartmental communication with all crew and freelancers
- Ensure all departments have the appropriate production assets and infrastructure in order to successfully execute in their roles and according to schedule
- Act as a quality control for the team leads and assist with testing builds
- Work with Scene Planning to ensure correct assets are being used
- Log and track all production activities and distributed materials, ensuring prompt distribution of production correspondence to internal personnel
- Attend creative review and approval sessions to help determine their impact on production
- Work closely with the Production Manager to propose solutions to any production challenges
- Support design coordination, list, reviews, approvals and assignments
- Provide assistance with revisions/animation coordinating

#### **Required Experience/Professional Skills:**

- 4+ years of experience in same or similar role
- Strong understanding of the 2D & 3D animation pipeline and Shotgun
- Able to proactively recognize challenges, flag them to the Production Manager and provide possible solutions
- Strong understanding of the production ecosystem and deadline;
- Level-headed when working against tight timelines
- Sound judgment and discretion while managing sensitive, confidential information
- Superior communication skills, able to work autonomously and in a team setting while navigating multiple priorities
- Ability to influence and drive results with internal personnel
- Professional and friendly with a flexible attitude.
- Advanced knowledge of MS Office and G Suite applications



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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](mailto:jobstoronto@brownbagfilms.com)**  
Please include the Job Title in the subject line of your e-mail

Applicants must be a resident of Ontario and legally eligible to work in Canada.

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.