



**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.**

### **CG Asset Coordinator**

Brown Bag Films is looking for a CG Asset Coordinator to join our team. For this project we are working with Industrial Brothers to produce another high quality Children's program and you will work side-by-side with their team to help keep the production on schedule and super organized. To be a success in this role you will be super organized and have excellent team work and communication skills.

#### **Responsibilities Include:**

- Break down scripts to record and track assets
- Create Assets using Shotgun Studio
- Coordinate Asset Reviews and Launches with the Team
- Record and distribute notes to the team using Shotgun Studio
- Plan Scenes for episodes, and deliver all Episodic Asset material to the Outsourced Shot Studio
- Build Day to Day schedule for Asset Artists
- Provide assistance to leads and artists for issues with distribution and technical problems
- Communicate with Leads, Artists and Directors daily regarding Asset Issues

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

- College or University graduate in Media Communications or similar field
- Above average verbal and written communication skills coupled with very strong interpersonal skills
- Must be a team player and able to work well cross functionally
- Exhibits an ability to analyze complex plans and identify errors or inefficiencies
- Able to juggle a high volume of work and prioritize tasks
- Strong technical aptitude with demonstrated experience in MS Office and Google Drive
- Knowledge of a CG Pipeline and Shotgun Studio is an asset

*This project will be working on site with our partner Industrial Brothers in their Downtown Toronto studio.*

If you are excited about this opportunity and think you could be a great fit please send your resume to:

**jobtoronto@brownbagfilms.com**

Please include the job title that you are applying for in the Subject Line.

Note: Applicants need to be legally eligible to work in Canada and have Ontario Residency.

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.