JOB TITLE: Overseas Supervisor
REPORTING TO: Producer
LOCATION: Mumbai

SUMMARY OF THE ROLE:

The position of Overseas Supervisor requires someone with a thorough knowledge of production schedules from milestones from blocking through to final lighting. Successful applicants will have excellent communication skills, attention to detail, and the ability to work collaboratively with multiple tasks in a fast paced production. They will have a well-developed 'eye' and a good working knowledge of art, design and film.

Key Areas of responsibilities:

- Understand and clarify BBF milestone notes and oversee milestone pass deliveries.
- Review and deliver milestone passes with top line QC notes to BBF for each stage including Blocking, Rough and Final Animation, Lighting and FX keys, Final Lighting and Retakes.
- Confirm that OS studio is maintaining schedule and agreed headcount to meet episode and project deadlines.
- Immediately flag concerns and propose solutions with BBF regarding OS schedule obstacles or creative execution.
- Weekly reporting with project Production Manager and other concerned parties depending on appropriate milestone pass.

Person Specification/Requirements

- Proven track record of understanding a production schedule and overseas milestones from Blocking through Final Lighting.
- Must have at least 3 years' experience working as an Animation Director/Supervisor in Long Form 3D animation Television Series. Must be comfortable with outsource management with an emphasis on clear communication and follow through.
- Excellent communication skills with experience working a communicating in a matrix structure an advantage
- Task Driven, self-motivated, and proactive
- Must be open to direction.
- Must demonstrate attention to detail in the finishing of assets and shots.
- Experience with shotgun (or asset tracking systems) is considered a big plus.
- Must passionate about character animation and acting

Contract type: Fixed Contract
All applications to: jobs@brownbagfilms.com
Please insert Overseas Supervisor in the subject
Closing Date for Applications is Friday 11th September 2015