



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.

Production Assistant

At our award-winning studios we create high quality children's animation with strong stories and engaging characters. We are a creatively driven and offer a fantastic work environment for our staff and artists to thrive. As the Production Assistant supporting the Studio you will have the opportunity to support a range of areas within the production pipeline and be part of the development of exciting Children's animation content.

Key Areas of responsibilities:

- Work closely with the Producers and production teams to provide support as needed (ex. administrative, rendering, scene planning, organizing design lists, supporting with scripts, attending records)
- Assist with the preparation and wrap for the various productions
- Type correspondence, reports and other documents as requested
- Provide relief assistance to Reception when needed
- Assist with additional projects and performing additional duties as required.

Required Experience/Professional Skills:

- 2 years' experience in a similar position and environment is essential. Experience within the Media industry is desired
- Strong Technical skills: MS Office (Word, Outlook, Excel, PowerPoint), Flash, Photoshop
- Able to work flexible hours when necessary
- Ability to function and multi-task in a fast paced professional environment while maintaining a high attention to detail
- Strong interpersonal and organizational skills, ability to interact and communicate with individuals at all levels both internally and external
- Self-motivated, proactive and demonstrates initiative
- Professional verbal and written communication skills, with an energetic and pleasant personality
- Must be able to maintain strict confidentiality of all files, communications and information

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**

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

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.



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