

CDL.TV

Job Description: Production Manager

Job Summary

This position works with all levels of Management and crew in order to merge creative and production goals to complete projects on time and on budget. This position will report to the Art Director & Directors of the company.

Responsibilities and Duties

- Evidence of being a leader or role model at a team level
- Demonstrate Success engaging in Problem Solving Techniques
- In conjunction with the seniors, help provide guidance and support to CG department leads.
- Can handle and communicate with clients and the team.
- Be able to create bids for the company.
- Attend creative review and approval sessions and provide leadership as needed.
- Be able to deal with hiccups.
- Good knowledge of maintaining management data.
- Maintain production data in the studio's production database to reflect scheduled, in-progress, and completed departmental work.
- Ensure proper preparation for all meetings and reviews.
- Displays leadership and helps maintain a positive team environment.

Required Experience, Skills and Qualifications

- 3 year minimum of professional production experience
- Proven track record in project management
- Calm, organized and methodical in their approach to the work
- Thorough Understanding of 3D animation processes
- Strong Management Skills
- Good at multi-tasking
- Strong Oral Communication Skills