



**Position: HEAD OF PRODUCTION (TV ANIMATION)**

**Location: BANGKOK, THAILAND**

**Contract: ASAP – 1-YEAR CONTRACT**

**Contact: [talent@rachelelewis.com](mailto:talent@rachelelewis.com)**

RLT is seeking a Head of Production for an accomplished Animation Studio specializing in cg TV series, commercials, and High-Spec Short Format Films for a variety of big-name-clients. This production facility covers everything from storytelling to design, modeling to texturing, layout to lightning, and effects to color grading.

This is a one-year contract to start and could very possibly go long term.

#### **JOB DESCRIPTION**

This role requires a Head of Production with the skills to simultaneously juggle the three main pillars of any respectable animated production: time, cost, and quality. As someone who understands the finer points of animation workflows, you can spot pitfalls before they slam into schedules, and are able to keep spirits at maximum levels during the highs and lows of production. You are adept at handling multiple tasks at a time, and can communicate effectively across a varied spectrum, from artists to upper management. You are meticulous with details, yet flexible to adapt to creative opportunities, and your positive attitude and sharp focus will ensure all are on board with a clear path to delivering an excellent show on time and budget.

- Meet regularly with Executives, Producers, PMs, Technology, HR and Finance to ensure all the pieces of the puzzle are fitting together for current, incoming and potential projects.

#### **SKILLS AND TECHNICAL KNOWLEDGE REQUIREMENTS:**

- **MUST have previous experience as an HOP or Senior Producer in TV Animation (CG) required**
- Overview of all staff by department, skill level and current assignments
- Overview of all projects: budgets, schedules, and crew lists
- Plan incoming possible projects from execs, and give an executive overview of how they fit in the studio, and offer solutions on how the work can fit in

- Work with Producers to plan crew: swap people between projects, hire new people, hire vendors, etc.
- Work with Office Manager to plan space for scale up/down
- Work with Head of IT to plan hardware/software for scale up/down
- Work with CG Sups & Pipeline to plan incoming project requirements on a general level
- Work with Recruiting to schedule incoming staff
- Work with HR to schedule contract timelines and confirm outsource vendors/freelancers
- Work with Head of Studio to ensure proper resource balance
- Work with Finance to keep cost reports/crew estimates up to date
- Ensure staff time tracking is being used correctly for projects, and ensure Shotgun booking is current and correct
- You have proficiency in English, being able to understand, write, read, and speak at a high level

## **BENEFITS**

- 1 return flight in to Bangkok, returning to destination of choice
- 4 weeks paid accommodation upon arrival (flexible if required)
- Worker Entry Visa & Work Permit
- 6 paid vacation days, 5 paid personal days & 16 paid public holidays per year
- Careful and Intelligently planned schedules
- Low cost of living/High standard of living (an excellent combination)
- Mental Health rewards, in the form of: great weather, tropical islands, jungles,
- foodie paradise

Terms of employment, salary, and benefits will be individually negotiated.

**To expedite process, please submit resume to [talent@rachelelewis.com](mailto:talent@rachelelewis.com).**

**This job description is not meant to be all-inclusive. Employee may be required to perform other duties to meet the ongoing needs of the organization.**

**If you fit the criteria needed for this position, we will email you to set up a phone call.**

**Thank you.**