



Production Coordinator

About ON Animation Studios

Driven by world-class technical and creative talents with offices in Montreal, Paris, and Los Angeles, ON is the independent animation studio of the ON Kids & Family group, a leading European studio specializing in the production of television series and feature films. ON is currently working on the highly-anticipated animated film “Ladybug & Cat Noir Awakening”, based on the universe of the international smash hit “Miraculous: Tales of Ladybug & Cat Noir” television series!

Based in Montreal since 2015, ON produced and created the pipeline for Mune: Guardian of the Galaxy and The Little Prince, still the most successful French animated movie in the world. ON has just completed the production of Playmobil the movie, set to release in over 80 countries.

The studio is continuing to expand its compelling portfolio of engaging and unique blockbusters with other feature films in its brand new 25 000 square feet studios.

The greatest stories come from the greatest talents. Join ON Animation Studios Montreal!

Your mission at ON

- Assist in the day to day running of assigned department(s) by managing established schedules through production planning, coordinating and troubleshooting;
- Provide the Production Manager, Supervisors and Artists with support to enable them to complete their work;
- Provide administrative support and back-up support to the production team including but not limited to, taking and distributing notes, preparing documents and schedules, computer data entry and filing;
- Prepare, maintain and distribute artwork, reports, etc. as needed;
- Knows inventory in the department (workable / non-workable);
- Perform artist check-ins to determine status of work in the department;
- Able to communicate effectively with artist regarding timelines;
- Stay abreast of issues on the floor and elevate information appropriately to your Supervisor;
- Coordinate department meetings;
- Manages the department calendar;
- Assist Production Manager with maintaining quotas, deadlines & inventory, ensuring department productivity goals are consistently met;
- Understand the pipeline and where the department fits in;
- Ensures procedures are followed to ensure workflow from one department to the next one is as seamless as possible;
- May attend production meetings and provide departmental updates;
- Complete special projects as needed or requested.



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Your qualifications

- 2+ years of experience in production;
- Experience on at least one 3D Animation film (asset);
- Strong organizational, project management skills;
- Bilingualism - FR/ENG (asset);
- Team player.