



Brown Bag Films! Brown Bag Films is one of the world's most exciting, original and successful creative-led animation studios.

Production Coordinator

Level: Medium and Senior

Department: Production

Type of Position: Full-Time Contract

Office Location: Bali

Key Areas of responsibilities:

- Assignment Deployment/Distribute Assignment (from Lead/Supervisor) or notes (from client) to the team.
- Assignment Tracking to maintain Development schedule, tracking of tasks and progress.
- Identify and report production issues.
- Follow up issues.
- Distribute information to related PIC on the team.
- Meeting arrangement.
- Receipt of materials to and from the client (or from freelancers).
- Sending (delivery) materials to client.
- Updates internal progress document to PM/Producer.
- Report and setup for any additional time required to achieve the agreed schedule.

Required Experience/Professional Skills:

- Willing to be located in Denpasar, Bali full time
- Ability to multi-task and prioritize
- Ability to thrive in a high pressure, deadline-oriented team environment
- Ability to follow directions
- Skilled at improvising and problem-solving
- Ability to communicate creative and technical thoughts and ideas
- Good communication and teamwork skills
- Receptive to constructive feedback and willing to work through an iterative process

If this sounds like the job for you please send your resume to: rezha.widias@brownbagfilms.com

Make sure to include the job title that you are applying for in the Subject Line.

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.