

Competency Framework  
for the VFX Industry

# Studio Operations & Management



Fís Éireann  
Screen Ireland





# Studio Operations & Management

---

## Roles

---

1. Runner	4
2. Studio Manager	8

---

# Runner

---

## Role Summary:

---

A Runner plays a vital role in supporting the smooth operation of a VFX studio by handling various administrative and operational tasks. This entry-level position provides an opportunity to gain valuable industry experience and develop essential skills while assisting different departments within the studio.

---

## Key Tasks:

1. Assisting with general studio upkeep and maintenance
2. Providing administrative support to various departments
3. Handling deliveries, pickups, and errands as needed
4. Setting up and tidying workspaces and meeting rooms
5. Managing inventory and restocking supplies
6. Assisting with studio events and client visits

## Task statements

### Key Task 1:

#### Assisting with general studio upkeep and maintenance

##### Associated activities

- ✓ Cleaning and organising common areas, including kitchen, restrooms, and workspaces
- ✓ Performing routine maintenance tasks such as changing light bulbs and replacing air filters
- ✓ Reporting any maintenance issues or equipment malfunctions to the appropriate department
- ✓ Coordinating with cleaning staff or external vendors for specialised cleaning tasks
- ✓ Ensuring proper disposal of waste and recycling materials

### Key Task 2:

#### Providing administrative support to various departments

##### Associated activities

- ✓ Answering phones, taking messages, and directing calls to the appropriate person
- ✓ Assisting with document preparation, including copying, scanning, and filing
- ✓ Sorting and distributing mail and packages
- ✓ Managing digital and physical filing systems to ensure easy retrieval of document
- ✓ Assisting in scheduling meetings, booking rooms, and preparing meeting materials

### Key Task 3:

#### Handling deliveries, pickups, and errands as needed

##### Associated activities

- ✓ Receiving and distributing incoming deliveries and packages
- ✓ Coordinating with couriers and shipping companies for outgoing shipments
- ✓ Running errands such as picking up supplies, materials, or equipment from local vendors
- ✓ Ensuring timely delivery of urgent items to designated recipients within the studio
- ✓ Maintaining accurate records of all deliveries and pickups

## Key Task 4:

### Setting up and tidying workspaces and meeting rooms

#### Associated activities

- ✓ Arranging furniture and equipment to optimise workspace layout and functionality
- ✓ Setting up AV equipment, projectors, and video conferencing tools for meetings
- ✓ Providing technical support for audiovisual equipment during meetings and presentations
- ✓ Clearing and tidying meeting rooms and workspaces after use
- ✓ Ensuring that meeting rooms are stocked with necessary supplies such as notepads, pens, and water

## Key Task 5:

### Managing inventory and restocking supplies

#### Associated activities

- ✓ Monitoring inventory levels of office supplies, snacks, and beverages
- ✓ Creating purchase orders and requisitions for replenishing supplies
- ✓ Receiving and inspecting incoming shipments to verify accuracy and quality
- ✓ Organising and maintaining storage areas to ensure efficient access to supplies
- ✓ Conducting periodic inventory counts and reconciling discrepancies

## Key Task 6:

### Assisting with studio events and client visits

#### Associated activities

- ✓ Coordinating logistics for studio events such as lunches, meetings, and celebrations
- ✓ Greeting and escorting clients or visitors upon their arrival at the studio
- ✓ Providing assistance and support during client meetings and presentations
- ✓ Assisting with event setup, including arranging seating, decorations, and catering
- ✓ Ensuring that guests have a positive experience and addressing any concerns or requests

## Competencies Required

Core Competencies	Technical Competencies		Leadership Competencies	Personal Development Competencies
Adaptability to Change	VFX Pipeline		Leading Teams	Continuous Learning and Improvement
Communication	VFX Software Suites		Managing Budgets	Industry Knowledge
Decision Making	Knowledge of Photography and Cinematography		Managing People	Managing Self & Resilience (Wellbeing)
Managing Deadlines	Rigging		Mentoring and Coaching	Self-Awareness
Problem Solving	2D	Compositing Software	Strategic Thinking	Working as a Freelancer/ Self-Employed
Quality Oriented	3D	Digital Sculpting Software	Working Inclusively	Working Under Pressure
Time, Task and Resource Management	3D	Lighting Techniques		
Working Collaboratively	3D	Rendering Engines		
Working Independently	3D	Shading and Material Creation		
	3D	Texture Mapping		
	3D	3D Modelling and Animation Software		
	3D	Groom Techniques		

---

# Studio Manager

---

## Role Summary:

---

A Studio Manager in the VFX industry plays a pivotal role in overseeing the day-to-day operations of a visual effects studio. They are responsible for managing resources, coordinating schedules, and ensuring smooth workflow efficiency to meet project deadlines. Studio Managers liaise with various departments, clients, and stakeholders to ensure projects are delivered successfully and within budget. They also oversee administrative tasks, facility maintenance, and staff management to create a conducive working environment for creative professionals.

---

## Key Tasks:

1. Managing studio operations and resources
2. Coordinating project schedules and deadlines
3. Facilitating communication and collaboration
4. Overseeing administrative tasks and logistics
5. Ensuring compliance with industry standards and regulations
6. Supporting staff development and well-being

## Task statements

### Key Task 1:

#### Managing studio operations and resources

##### Associated activities

- ✓ Oversee the day-to-day operations of the visual effects studio, including facility management, equipment maintenance, and resource allocation
- ✓ Monitor studio capacity and workflow to optimise efficiency and productivity
- ✓ Coordinate with department heads to ensure adequate staffing levels and resource availability for ongoing projects

### Key Task 2:

#### Coordinating project schedules and deadlines

##### Associated activities

- ✓ Develop and maintain project schedules, milestones, and deadlines in collaboration with production managers and supervisors
- ✓ Coordinate with clients, vendors, and external partners to establish project timelines and deliverable
- ✓ Monitor project progress and identify potential risks or delays, implementing strategies to mitigate issues and ensure timely delivery

### Key Task 3:

#### Facilitating communication and collaboration

##### Associated activities

- ✓ Serve as a central point of contact for internal and external stakeholders, facilitating communication and information exchange
- ✓ Organise and lead production meetings, status updates, and project reviews to ensure alignment and transparency across teams
- ✓ Foster a collaborative and inclusive work environment by promoting teamwork, open communication, and constructive feedback

## Key Task 4:

### Overseeing administrative tasks and logistics

#### Associated activities

- ✓ Manage administrative functions such as budgeting, invoicing, payroll, and procurement to support studio operations
- ✓ Coordinate travel arrangements, accommodations, and logistics for staff, clients, and visiting artists
- ✓ Maintain accurate records, databases, and filing systems to track project-related documentation, contracts, and agreements

## Key Task 5:

### Ensuring compliance with industry standards and regulations

#### Associated activities

- ✓ Stay abreast of industry trends, regulations, and best practices related to visual effects production, studio management, and workplace safety and workplace safety
- ✓ Implement and enforce studio policies, procedures, and guidelines to ensure compliance with legal, regulatory, and industry standards
- ✓ Conduct regular audits and inspections to assess compliance with health and safety regulations, equipment maintenance, and security protocols

## Key Task 6:

### Supporting staff development and well-being

#### Associated activities

- ✓ Provide leadership, mentorship, and support to studio staff, fostering a culture of professional growth, creativity, and innovation
- ✓ Identify training needs and professional development opportunities for staff, coordinating workshops, seminars, and skill-building initiatives
- ✓ Promote employee well-being and effective work-life boundaries through wellness programs, benefits, and initiatives tailored to the needs of the team

## Competencies Required

Core Competencies	Technical Competencies		Leadership Competencies	Personal Development Competencies
Adaptability to Change	VFX Pipeline		Leading Teams	Continuous Learning and Improvement
Communication	VFX Software Suites		Managing Budgets	Industry Knowledge
Decision Making	Knowledge of Photography and Cinematography		Managing People	Managing Self & Resilience (Wellbeing)
Managing Deadlines	Rigging		Mentoring and Coaching	Self-Awareness
Problem Solving	2D	Compositing Software	Strategic Thinking	Working as a Freelancer/ Self-Employed
Quality Oriented	3D	Digital Sculpting Software	Working Inclusively	Working Under Pressure
Time, Task and Resource Management	3D	Lighting Techniques		
Working Collaboratively	3D	Rendering Engines		
Working Independently	3D	Shading and Material Creation		
	3D	Texture Mapping		
	3D	3D Modelling and Animation Software		
	3D	Groom Techniques		



**Fís Éireann**  
Screen Ireland

