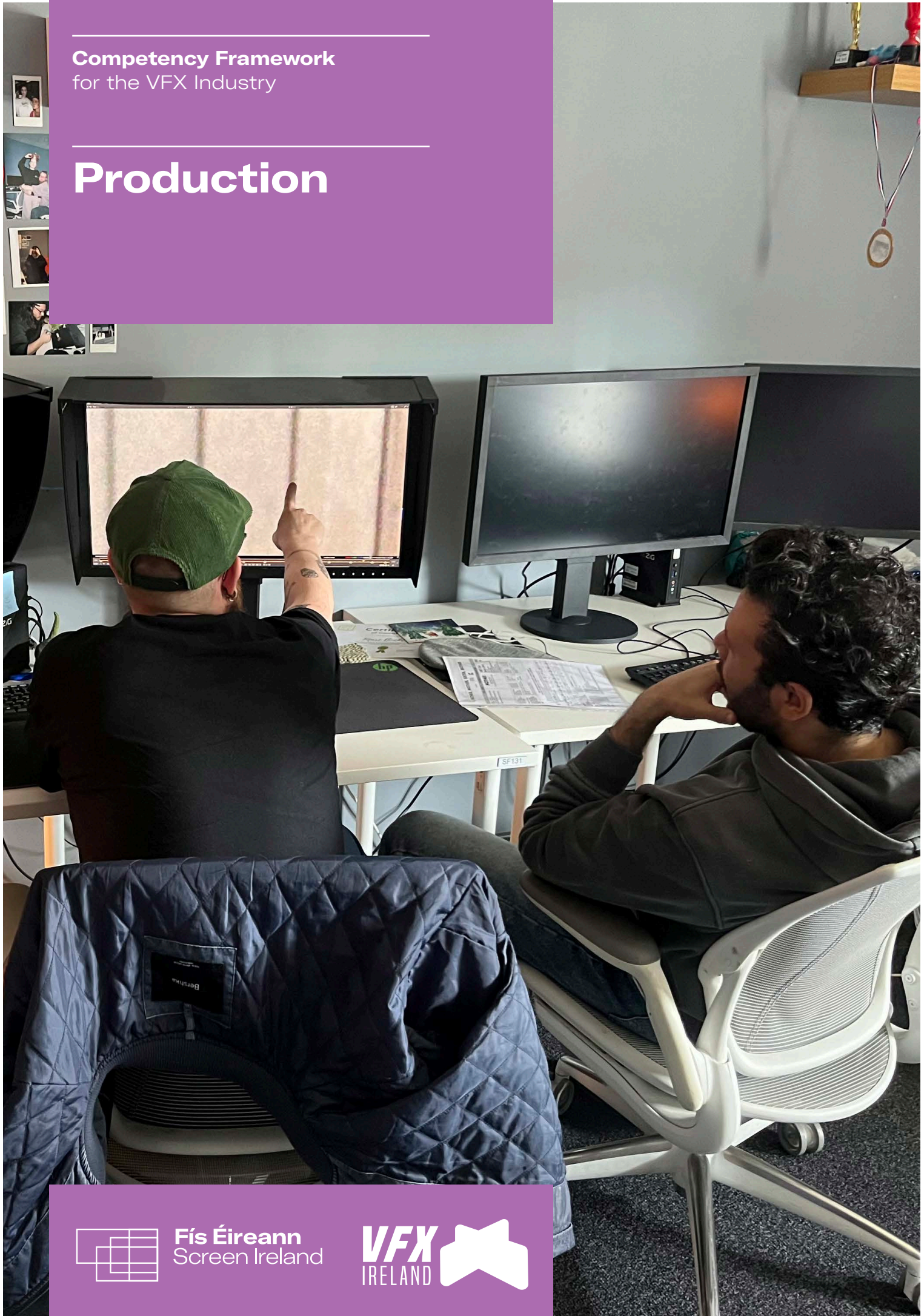

Competency Framework
for the VFX Industry

Production



Fís Éireann
Screen Ireland





Production

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Bidding Producer

Role Summary:

A Bidding Producer in the VFX industry plays a key role in the pre-production phase of projects, responsible for estimating costs, creating bids, and developing proposals for potential clients. They collaborate closely with clients, production teams, and department heads to understand project requirements, develop production plans, and create competitive bids that meet client expectations while ensuring profitability for the VFX studio.

Key Tasks:

1. Analysing project requirements and client briefs
2. Estimating project costs and creating bids
3. Developing production plans and timelines
4. Collaborating with internal teams and stakeholders
5. Presenting proposals to clients and negotiating contracts
6. Tracking industry trends and market dynamics
7. Managing client relationships and communications

Task statements

Key Task 1:

Analysing project requirements and client briefs

Associated activities

- ✓ Review client briefs, scripts, storyboards, and other project-related materials to understand project scope, objectives, and deliverables
- ✓ Conduct meetings and discussions with clients to clarify project requirements, creative vision, budget constraints, and timeline expectations
- ✓ Collaborate with VFX supervisors, department heads, and production teams to gather input, insights, and recommendations for project planning and estimation

Key Task 2:

Estimating project costs and creating bids

Associated activities

- ✓ Utilise historical data, cost databases, and industry benchmarks to estimate project costs for labour, materials, equipment, and overhead
- ✓ Develop comprehensive bid documents that outline project scope, deliverables, timelines, resource requirements, and cost breakdowns
- ✓ Calculate profit margins, markups, and contingencies to ensure bid competitiveness and profitability
- ✓ Present bids to senior management for review and approval before submission to clients

Key Task 3:

Developing production plans and timelines

Associated activities

- ✓ Collaborate with production teams, department heads, and VFX supervisors to develop detailed production plans, schedules, and timelines
- ✓ Allocate resources, including personnel, equipment, and facilities, based on project requirements, budget constraints, and availability
- ✓ Identify key milestones, deliverables, and dependencies to establish project milestones and deadlines
- ✓ Adjust production plans and timelines as needed to accommodate changes in project scope, client feedback, or external factors

Key Task 4:

Collaborating with internal teams and stakeholders

Associated activities

- ✓ Foster collaboration and communication among internal teams, including artists, technicians, coordinators, and managers, to ensure alignment and synergy
- ✓ Coordinate with department heads and production teams to gather input, feedback, and recommendations for bid development and project planning
- ✓ Facilitate meetings, workshops, and brainstorming sessions to generate ideas, solve problems, and address challenges in bid preparation and project planning

Key Task 5:

Presenting proposals to clients and negotiating contracts

Associated activities

- ✓ Prepare and deliver professional presentations, proposals, and bid documents to clients, highlighting project scope, creative vision, technical capabilities, and value proposition
- ✓ Participate in client meetings, pitches, and negotiations to address questions, concerns, and requests for modifications to bid proposals
- ✓ Negotiate contract terms, pricing, and deliverables with clients to reach mutually beneficial agreements that meet client needs and ensure profitability for the VFX studio

Key Task 6:

Tracking industry trends and market dynamics

Associated activities

- ✓ Stay informed about industry trends, market dynamics, emerging technologies, and competitive landscape in the VFX industry
- ✓ Monitor competitor activity, pricing strategies, and market trends to identify opportunities and threats in the marketplace
- ✓ Conduct market research, benchmarking, and analysis to assess market demand, pricing benchmarks, and industry best practices

Key Task 7:

Managing client relationships and communications

Associated activities

- ✓ Build and maintain strong relationships with clients, fostering trust, confidence, and loyalty through effective communication, responsiveness, and professionalism
- ✓ Serve as the primary point of contact for clients, addressing inquiries, requests, and issues in a timely and proactive manner
- ✓ Provide regular updates, progress reports, and status updates to clients to keep them informed about project progress, milestones, and deliverables
- ✓ Provide regular updates, progress reports, and status updates to clients to keep them informed about project progress, milestones, and deliverables

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		

Line Producer

Role Summary:

A Line Producer in the VFX industry oversees the day-to-day operations and management of VFX projects. They work closely with the production team, including the VFX Supervisor, VFX Producer, and department heads, to ensure that projects are executed efficiently, within budget, and to the highest quality standards. Line Producers are responsible for creating and managing production schedules, allocating resources, tracking expenditures, and managing logistical aspects of VFX projects.

Key Tasks:

1. Creating and managing production schedules
2. Allocating resources and budget management
3. Overseeing production logistics and operations
4. Collaborating with department heads and production team
5. Monitoring project progress and resolving issues
6. Ensuring compliance with industry standards and regulations

Task statements

Key Task 1:

Creating and managing production schedules

Associated activities

- ✓ Develops detailed production schedules, milestones, and timelines for VFX projects
- ✓ Coordinates with department heads, supervisors, and production teams to establish project milestones and deadlines
- ✓ Updates and maintains production schedules to reflect changes in project scope, resources, and priorities
- ✓ Communicates production schedules and timelines to internal teams, clients, and stakeholders
- ✓ Monitors project progress against production schedules and adjusts as necessary to ensure timely delivery

Key Task 2:

Allocating resources and budget management

Associated activities

- ✓ Identifies resource requirements for VFX projects, including personnel, equipment, and facilities
- ✓ Allocates resources efficiently and effectively based on project needs, priorities, and budget constraints
- ✓ Manages project budgets, tracks expenditures, and controls costs to ensure projects remain within budgetary constraints
- ✓ Negotiates contracts and agreements with vendors, suppliers, and service providers to secure necessary resources at competitive rates
- ✓ Prepares budget forecasts, financial reports, and cost analyses to provide insights into project financial performance

Key Task 3:

Overseeing production logistics and operations

Associated activities

- ✓ Coordinates logistics and operations for VFX projects, including location scouting, set construction, equipment rentals, and transportation
- ✓ Ensures that production facilities and infrastructure are set up and maintained to support project needs and requirements
- ✓ Manages production documentation, including contracts, permits, releases, and insurance policies
- ✓ Oversees the hiring and onboarding of production staff, crew members, and contractors
- ✓ Implements and enforces safety protocols, procedures, and regulations to ensure a safe and secure working environment

Key Task 4:

Collaborating with department heads and production team

Associated activities

- ✓ Works closely with department heads, supervisors, and production teams to plan, execute, and deliver VFX projects
- ✓ Facilitates communication, collaboration, and coordination among different departments and teams to ensure alignment and synergy
- ✓ Conducts regular production meetings, check-ins, and reviews to discuss project status, issues, and action items
- ✓ Provides leadership, guidance, and support to production teams, fostering a positive and productive working environment
- ✓ Collaborates with creative leads, including directors, producers, and VFX supervisors, to ensure that project objectives and creative vision are met

Key Task 5:

Monitoring project progress and resolving issues

Associated activities

- ✓ Monitors project progress, performance, and quality throughout the production lifecycle
- ✓ Identifies issues, risks, and challenges that may impact project timelines, budgets, or deliverables
- ✓ Develops and implements strategies, solutions, and contingency plans to address project issues and mitigate risks
- ✓ Resolves conflicts, disputes, and disagreements that arise among team members, clients, or stakeholders
- ✓ Escalates unresolved issues or challenges to senior management or stakeholders as needed for resolution or intervention

Key Task 6:

Ensuring compliance with industry standards and regulations

Associated activities

- ✓ Stays abreast of industry trends, best practices, and regulations governing VFX production and post-production
- ✓ Ensures that VFX projects comply with industry standards, guidelines, and quality assurance protocols
- ✓ Collaborates with legal, compliance, and regulatory teams to address legal and regulatory requirements related to VFX projects
- ✓ Conducts audits, inspections, and reviews to assess compliance with internal policies, client specifications, and industry standards
- ✓ Implements corrective actions, process improvements, and training initiatives to address compliance gaps and enhance overall project quality and performance

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
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Working Collaboratively	3D	Rendering Engines		
Working Independently	3D	Shading and Material Creation		
	3D	Texture Mapping		
	3D	3D Modelling and Animation Software		
	3D	Groom Techniques		

Production Assistant (PA)

Role Summary:

A Production Assistant in the VFX industry provides support to the production team within a studio environment. They assist the Production Coordinator in various administrative tasks and help ensure the smooth operation of production activities. Production Assistants handle paperwork, organise schedules, facilitate communication, and assist with equipment setup and maintenance, contributing to the successful completion of projects.

Key Tasks:

1. Supporting the production management team to meet the various administrative needs of the production team
2. Assisting in the preparation of screenings and shipments
3. Managing paperwork, documents, and files related to VFX projects
4. Communicating with artists and production staff in a professional manner
5. Assisting with production logistics and coordination
6. Assisting with on-site tasks and special projects as needed

Task statements

Key Task 1:

Supporting the production management team to meet the various administrative needs of the production team

Associated activities

- ✓ Schedules meetings and maintains calendars
- ✓ Takes notes during meetings and distributes in a timely manner
- ✓ Follows up after meetings with to-dos for responsible people and departments
- ✓ Maintains a database for tracking the current work progress
- ✓ Confirms information is up to date between the production coordinator, production manager and line producer and all departments

Key Task 2:

Assisting in the preparation of screenings and shipments

Associated activities

- ✓ Reminds people if something needs to be done and makes sure everyone has what they need in terms of materials, equipment etc.

Key Task 3:

Managing paperwork, documents, and files related to VFX projects

Associated activities

- ✓ Organises and maintains physical and digital filing systems for production documents, scripts, and assets within the studio
- ✓ Ensures that all paperwork, releases, and legal documents are properly completed, signed, and filed according to studio procedures
- ✓ Assists in tracking and logging production expenses, receipts, and invoices for studio- based projects
- ✓ Prepares and distributes call sheets, shot lists, and other production-related documents to cast and crew for studio-based shoots

Key Task 4:

Communicating with artists and production staff in a professional manner

Associated activities

- ✓ Sends emails, documents, and presentations to relevant people
- ✓ Schedules meetings and provides updates in a timely manner
- ✓ Attends production staff meetings and takes notes as needed
- ✓ Passes information between staff members and ensures it is correctly interpreted and implemented
- ✓ Answers questions, clarifies instructions in a helpful manner

Key Task 5:

Assisting with production logistics and coordination

Associated activities

- ✓ Supports the production team in coordinating travel arrangements (if needed) for crew members, including booking flights, accommodations, and transportation
- ✓ Assists in organising and coordinating production meetings, including scheduling, preparing agendas, and distributing meeting materials
- ✓ Helps in arranging and coordinating equipment rentals and purchases for the production
- ✓ Assists in managing and organising production files and documents, ensuring they are easily accessible and properly labelled
- ✓ Assists in tracking and maintaining inventory of production supplies and materials
- ✓ Supports the production team in coordinating and scheduling external vendors or service providers as needed

Key Task 6:

Assisting with on-site tasks and special projects as needed

Associated activities

- ✓ Provides support to the Production Coordinator and production team for on-site tasks and special projects outside the studio as required

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)
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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		

Production Coordinator (Coordinator)

Role Summary:

A Production Coordinator in the VFX industry supports the production management team by assisting in the coordination of various tasks and ensuring the smooth execution of projects. They are responsible for organising schedules, tracking assets, facilitating communication among team members, and managing administrative duties. The Production Coordinator helps maintain project timelines, monitors progress, and addresses any issues that may arise during production.

Key Tasks:

1. Assisting in the development and maintenance of production schedules
2. Tracking assets, shots, and deliverables throughout the production process
3. Facilitating communication among team members and departments
4. Coordinating meetings, reviews, and production-related activities
5. Providing administrative support to the production management team
6. Assisting in the resolution of production issues and challenges

Task statements

Key Task 1:

Assisting in the development and maintenance of production schedules

Associated activities

- ✓ Collaborate with Production Managers and other Coordinators and Assistants to create and update production schedules, milestones, and timelines
- ✓ Input relevant data into project management software or tools to track progress, deadlines, and resource allocation
- ✓ Communicate schedule changes, updates, and milestones to team members and stakeholders as needed
- ✓ Assist in identifying and resolving scheduling conflicts or bottlenecks to ensure project continuity and on-time delivery

Key Task 2:

Tracking assets, shots, and deliverables throughout the production process

Associated activities

- ✓ Maintain asset databases, shot trackers, and project management systems to track the status and location of assets, shots, and deliverables
- ✓ Monitor the progress of tasks, assignments, and milestones to ensure they are completed on time and according to specifications
- ✓ Coordinate with artists, supervisors, and department heads to track the movement, revisions, and approvals of assets and shots
- ✓ Generate reports, metrics, and analytics to provide insights into project progress, resource utilisation, and productivity

Key Task 3:

Facilitating communication among team members and departments

Associated activities

- ✓ Serve as a liaison between different departments, teams, and stakeholders to ensure effective communication and collaboration
- ✓ Organise and facilitate meetings, reviews, and discussions to disseminate information, address issues, and align objectives
- ✓ Distribute project-related documentation, briefs, and updates to team members and stakeholders as required
- ✓ Monitor communication channels, emails, and messages to ensure timely responses and follow-ups on action items

Key Task 4:

Coordinating meetings, reviews, and production-related activities

Associated activities

- ✓ Schedule and coordinate internal and external meetings, reviews, and presentations, including booking rooms, sending invitations, and preparing agendas
- ✓ Assist in the preparation and distribution of presentation materials, reports, and documentation for meetings and reviews
- ✓ Ensure that meeting minutes, action items, and decisions are documented and communicated to relevant stakeholders
- ✓ Coordinate production-related activities, events, and outings to foster team building and morale

Key Task 5:

Providing administrative support to the production management team

Associated activities

- ✓ Assist Production Managers and other Coordinators in administrative tasks such as filing, data entry, and record keeping
- ✓ Prepare and distribute production documents, contracts, and agreements as needed
- ✓ Coordinate travel arrangements, accommodations, and logistics for production team members, clients, and guests
- ✓ Manage office supplies, equipment, and inventory to ensure smooth operations and productivity

Key Task 6:

Assisting in the resolution of production issues and challenges

Associated activities

- ✓ Identify and escalate production issues, challenges, and risks to the appropriate stakeholders and management
- ✓ Collaborate with Production Managers and Coordinators to develop and implement solutions, workarounds, and contingency plans
- ✓ Provide support and assistance to team members, artists, and departments in troubleshooting technical, logistical, or creative challenges
- ✓ Monitor the effectiveness of implemented solutions and follow up to ensure resolution and mitigation of issues

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		

Production Manager

Role Summary:

A Production Manager in the VFX industry oversees the day-to-day operations of projects, ensuring efficient workflow, resource allocation, and timely delivery of high-quality work. They collaborate closely with department heads, supervisors, and production teams to coordinate schedules, manage budgets, and mitigate risks throughout the production process. The Production Manager plays a key role in maintaining project timelines, facilitating communication among team members, and resolving any issues that may arise during production.

Key Tasks:

1. Planning and coordinating production schedules
2. Managing project budgets and resource allocation
3. Monitoring project progress and identifying potential risks
4. Facilitating communication among team members and stakeholders
5. Resolving production issues and implementing corrective actions
6. Ensuring adherence to quality standards and client requirements
7. Tracking project expenses and preparing financial reports

Task statements

Key Task 1:

Planning and coordinating production schedules

Associated activities

- ✓ Collaborate with department heads, supervisors, and coordinators to develop detailed production schedules, milestones, and deadlines
- ✓ Allocate resources, including personnel, equipment, and facilities, based on project requirements, budget constraints, and production timelines
- ✓ Identify critical path tasks, dependencies, and potential bottlenecks to optimise workflow and minimise production delays
- ✓ Adjust production schedules as needed to accommodate changes in project scope, client feedback, or external factors

Key Task 2:

Managing project budgets and resource allocation

Associated activities

- ✓ Develop project budgets, cost estimates, and resource plans in collaboration with finance, accounting, and department heads
- ✓ Monitor project expenses, track budget variances, and reconcile financial discrepancies to ensure adherence to budgetary constraints
- ✓ Allocate resources effectively, including personnel, equipment, and materials, to optimise productivity and minimise waste
- ✓ Negotiate vendor contracts, rental agreements, and procurement deals to secure cost-effective solutions and maximise project profitability

Key Task 3:

Monitoring project progress and identifying potential risks

Associated activities

- ✓ Conduct regular project status meetings, reviews, and checkpoints to assess progress, identify issues, and track milestones
- ✓ Implement project management tools, software, and methodologies to monitor project metrics, KPIs, and performance indicators
- ✓ Identify potential risks, challenges, and obstacles to project success, such as scope creep, resource constraints, or technical limitations
- ✓ Develop risk mitigation strategies, contingency plans, and alternative solutions to address potential issues and ensure project continuity

Key Task 4:

Facilitating communication among team members and stakeholders

Associated activities

- ✓ Foster a collaborative and inclusive work environment by promoting open communication, transparency, and constructive feedback among team members
- ✓ Facilitate meetings, workshops, and brainstorming sessions to generate ideas, solve problems, and address challenges in project execution
- ✓ Serve as the primary point of contact for internal and external stakeholders, addressing inquiries, requests, and issues in a timely and professional manner
- ✓ Ensure effective communication channels and protocols are established and followed to facilitate information flow and decision-making

Key Task 5:

Resolving production issues and implementing corrective actions

Associated activities

- ✓ Identify production issues, conflicts, and bottlenecks through proactive monitoring, feedback mechanisms, and performance analysis
- ✓ Collaborate with department heads, supervisors, and team leads to develop and implement corrective actions, solutions, and process improvements
- ✓ Provide guidance, support, and resources to team members to overcome challenges, meet deadlines, and deliver high-quality work
- ✓ Escalate unresolved issues, risks, or conflicts to senior management for resolution and support as needed

Key Task 6:

Ensuring adherence to quality standards and client requirements

Associated activities

- ✓ Establish and enforce quality control processes, standards, and best practices to ensure consistency, accuracy, and excellence in project deliverables
- ✓ Conduct regular quality assurance reviews, audits, and inspections to assess compliance with project specifications, client requirements, and industry standards
- ✓ Collaborate with quality assurance teams, supervisors, and department heads to address any quality issues, deficiencies, or discrepancies in project deliverables
- ✓ Incorporate client feedback, revisions, and change requests into project plans and workflows to ensure client satisfaction and alignment with project goals

Key Task 7:

Tracking project expenses and preparing financial reports

Associated activities

- ✓ Monitor project expenses, track spending, and maintain accurate records of costs, invoices, and financial transactions
- ✓ Prepare financial reports, forecasts, and budget analyses to provide insights into project performance, profitability, and financial health
- ✓ Communicate financial updates, budget variances, and cost-saving opportunities to senior management, stakeholders, and project teams
- ✓ Implement cost-saving measures, efficiency improvements, and resource optimisation strategies to maximise project profitability and return on investment

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		



VFX PA (Production Assistant)

Role Summary:

The VFX PA (VFX Production Assistant) is a role that supports the VFX department during on- set production. The VFX PA is responsible for assisting the VFX Supervisor, VFX On-Set Supervisor, and other key VFX personnel with day-to-day tasks, ensuring the smooth operation of VFX activities on set. This role involves a variety of duties, including managing equipment, handling data, taking notes, and coordinating communication between departments.

Key Tasks:

1. Support the VFX Team on Set
2. Data Management and Documentation
3. Assist with On-Set VFX Preparation
4. Facilitate Communication and Coordination
5. Support Post-Production Preparation
6. General On-Set Duties

Task statements

Key Task 1:

Support the VFX team on set

Associated activities

- ✓ Provide assistance to the VFX Supervisor and On-Set Supervisor with any tasks they require during production, such as setting up equipment, marking shots, and managing schedules
- ✓ Ensure that all VFX-related equipment is set up, maintained, and stored properly, including cameras, tracking markers, and green screens
- ✓ Assist in capturing and organising reference materials, such as photos, textures, and lighting setups, that will be used in post-production
- ✓ Act as a liaison between the VFX team and other on-set departments, ensuring clear communication and smooth collaboration

Key Task 2:

Data management and documentation

Associated activities

- ✓ Gather all necessary data on set, including camera settings, lens information, and lighting conditions, ensuring it is accurately recorded and logged for post-production use
- ✓ Keep detailed shot logs, documenting any VFX-related notes, adjustments, or issues that arise during filming
- ✓ Ensure that all files, including reference images and data, are properly organised and accessible for the VFX team
- ✓ Assist in preparing daily VFX reports, summarising the day's activities, shots captured, and any potential challenges for the post-production team

Key Task 3:

Assist with on-set VFX preparation

Associated activities

- ✓ Help with the setup of tracking markers, green screens, and other VFX elements required for specific shots
- ✓ Assist in preparing actors and props for VFX shots, such as applying tracking markers or setting up motion capture suits
- ✓ Work with the camera department to ensure that all camera movements and settings align with VFX requirements
- ✓ Monitor and maintain continuity of VFX elements across different takes and shots, ensuring consistency for post-production

Key Task 4:

Facilitate communication and coordination

Associated activities

- ✓ Ensure that the VFX team's needs are communicated clearly to the rest of the on-set crew, including directors, DOPs, and other departments
- ✓ Relay instructions from the VFX Supervisor to the appropriate departments, ensuring that everyone is aligned on the requirements for VFX shots
- ✓ Assist in coordinating the VFX team's schedule with the overall production schedule, ensuring that VFX shots are completed on time
- ✓ Keep the VFX team informed of any changes to the shooting schedule or production plan that might impact VFX work

Key Task 5:

Support post-production preparation

Associated activities

- ✓ Ensure that all data, reference materials, and notes collected on set are organised and delivered to the post-production VFX team
- ✓ Help prepare and hand over any assets or materials needed for the post-production team to begin their work
- ✓ Compile and share any relevant notes from the shoot that may assist the post-production team in understanding the context and requirements of the VFX work
- ✓ Work with the post-production team to ensure a smooth transition from on-set production to post-production VFX work

Key Task 6:

General on-set duties

Associated activities

- ✓ Handle any on-set errands as required by the VFX team, such as fetching equipment, delivering messages, or coordinating logistics
- ✓ Help maintain the cleanliness and organisation of the VFX workspace on set, ensuring a professional environment
- ✓ Be on hand to support any additional needs of the VFX crew, ensuring that the team can focus on their work without unnecessary distractions

Competencies Required

Core Competencies	Technical Competencies		Leadership Competencies	Personal Development Competencies
Adaptability to Change	VFX Pipeline		Leading Teams	Continuous Learning and Improvement
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Time, Task and Resource Management		Lighting Techniques		
Working Collaboratively		Rendering Engines		
Working Independently		Shading and Material Creation		
		Texture Mapping		
		3D Modelling and Animation Software		
		Groom Techniques		

VFX Producer

Role Summary:

A VFX Producer in the VFX industry manages and oversees the production of visual effects for film, television, advertising, and other media projects. They are responsible for planning, budgeting, scheduling, and executing VFX projects from concept to delivery, ensuring that they are completed on time, within budget, and to the highest quality standards. VFX Producers collaborate closely with clients, directors, department heads, and production teams to achieve the creative vision and objectives of each project while managing resources, timelines, and expectations.

Key Tasks:

1. Developing project plans, budgets, and schedules
2. Managing and coordinating production teams and resources
3. Liaising with clients and stakeholders to understand project requirements
4. Overseeing the execution of VFX projects from pre-production to post-production
5. Monitoring project progress and resolving issues or conflicts as they arise
6. Ensuring that projects are delivered on time, within budget, and to client satisfaction
7. Facilitating communication and collaboration among internal and external stakeholders
8. Managing risk, scope changes, and other project variables to mitigate potential impacts

Task statements

Key Task 1:

Developing project plans, budgets, and schedules

Associated activities

- ✓ Conducting initial project scoping and analysis to determine project requirements, goals, and constraints
- ✓ Creating detailed project plans, timelines, and milestones to guide the execution of VFX projects
- ✓ Estimating project budgets and resource requirements based on project scope, complexity, and client expectations
- ✓ Identifying and managing project risks, dependencies, and critical path activities
- ✓ Presenting project plans, budgets, and schedules to clients and stakeholders for approval and sign-off

Key Task 2:

Managing and coordinating production teams and resources

Associated activities

- ✓ Recruiting, hiring, and onboarding production staff, artists, and freelancers as needed for project execution
- ✓ Assigning tasks, responsibilities, and deliverables to production teams and individuals based on their skills, availability, and workload
- ✓ Conducting regular team meetings, check-ins, and reviews to track progress, address issues, and provide feedback
- ✓ Collaborating with department heads and supervisors to ensure that resources are allocated effectively and efficiently
- ✓ Resolving conflicts, managing workload balancing, and providing support to ensure that production teams meet project deadlines and quality standards

Key Task 3:

Liaising with clients and stakeholders to understand project requirements

Associated activities

- ✓ Engaging with clients, directors, producers, and other stakeholders to gather project requirements, objectives, and creative vision
- ✓ Communicating project updates, progress, and milestones to clients and stakeholders in a timely and transparent manner
- ✓ Managing client expectations and addressing any concerns or feedback throughout the project lifecycle
- ✓ Negotiating contracts, scope changes, and other project terms with clients and stakeholders as needed
- ✓ Acting as the primary point of contact for clients and stakeholders to address questions, issues, and requests related to VFX projects

Key Task 4:

Overseeing the execution of VFX projects from pre-production to post- production

Associated activities

- ✓ Collaborating with directors, supervisors, and creative leads to develop visual concepts, designs, and treatments for VFX projects
- ✓ Managing the pre-production phase, including concept development, script analysis, storyboarding, and pre-visualization
- ✓ Overseeing the production phase, including asset creation, animation, compositing, and rendering, to ensure that projects are executed according to plan and quality standards
- ✓ Coordinating the post-production phase, including editing, colour grading, sound design, and visual effects integration, to deliver final deliverables on time and within budget
- ✓ Conducting regular reviews, screenings, and quality checks to ensure that VFX projects meet client expectations and industry standards

Key Task 5:

Monitoring project progress and resolving issues or conflicts as they arise

Associated activities

- ✓ Tracking project progress, performance, and milestones using project management tools and software
- ✓ Identifying and addressing issues, risks, and roadblocks that may impact project timelines, budgets, or quality
- ✓ Implementing corrective actions, contingency plans, or mitigation strategies to keep projects on track and mitigate potential impacts
- ✓ Facilitating communication and collaboration among project teams, departments, and stakeholders to ensure alignment and resolution of issues
- ✓ Escalating unresolved issues or conflicts to senior management or clients as needed for resolution or intervention

Key Task 6:

Ensuring that projects are delivered on time, within budget, and to client satisfaction

Associated activities

- ✓ Monitoring project budgets, expenditures, and resource allocations to ensure that projects remain within approved budgets and financial constraints
- ✓ Tracking project timelines, milestones, and deliverables to ensure that projects are completed on time and according to schedule
- ✓ Conducting regular project reviews, audits, and post-mortems to evaluate project performance, identify lessons learned, and implement process improvements
- ✓ Soliciting feedback from clients, stakeholders, and project teams to assess project satisfaction and identify areas for improvement
- ✓ Celebrating project successes and milestones, recognizing the contributions of team members, and fostering a culture of excellence and achievement

Key Task 7:

Facilitating communication and collaboration among internal and external stakeholders

Associated activities

- ✓ Establishing and maintaining open lines of communication with internal departments, external vendors, and client representatives throughout the project lifecycle
- ✓ Hosting regular meetings, conference calls, and status updates to keep stakeholders informed and engaged in project activities
- ✓ Facilitating collaboration and teamwork among cross-functional teams, departments, and external partners to achieve project goals and objectives
- ✓ Providing timely responses to inquiries, requests, and feedback from stakeholders to ensure that project communication is clear, timely, and effective
- ✓ Resolving communication barriers, misunderstandings, or conflicts that may arise between internal and external stakeholders to maintain positive working relationships and project momentum

Key Task 8:

Managing risk, scope changes, and other project variables to mitigate potential impacts

Associated activities

- ✓ Anticipating, identifying, and assessing potential risks, uncertainties, and challenges that may impact project success
- ✓ Developing risk management plans, mitigation strategies, and contingency plans to address identified risks and minimise their impact on project outcomes
- ✓ Managing scope changes, additions, or revisions throughout the project lifecycle, ensuring that changes are documented, approved, and incorporated into project plans as needed
- ✓ Monitoring and controlling project variables, including scope, schedule, budget, and resources, to ensure that projects remain on track and aligned with client expectations
- ✓ Communicating proactively with clients, stakeholders, and project teams about changes, risks, and impacts to ensure transparency and alignment with project goals and objectives

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		



VFX Executive Producer (Exec Producer)

Role Summary:

The VFX Executive Producer is a senior-level role responsible for the strategic oversight and leadership of VFX projects within the studio. This role involves driving the overall vision, managing high-level client relationships, and ensuring that projects are delivered on time, within budget, and to the highest quality standards. The VFX Exec Producer plays a crucial role in business development, securing new opportunities, and guiding the studio's growth and reputation in the VFX industry. This role requires a blend of creative insight, financial acumen, and leadership skills to successfully manage complex projects and lead cross-functional teams.

Key Tasks:

1. Strategic Vision and Leadership
 2. Client Relationship Management
 3. Project Oversight and Quality Assurance
 4. Business Development and Growth
 5. Financial Management and Budgeting
 6. Team Leadership and Development
 7. Strategic Partnerships and Industry Engagement
 8. Continuous Improvement and Innovation
-

Task statements

Key Task 1:

Developing project plans, budgets, and schedules

Associated activities

- ✓ Define the long-term strategic goals for the studio's VFX projects, aligning them with the overall business objectives
- ✓ Provide visionary leadership to the production teams, ensuring that all projects are aligned with the studio's creative and commercial goals
- ✓ Lead high-level decision-making processes, including project selection, resource allocation, and strategic partnerships
- ✓ Promote a culture of collaboration and innovation within the studio, encouraging teams to push creative boundaries and deliver outstanding results

Key Task 2:

Client relationship management

Associated activities

- ✓ Establish and nurture strong relationships with key clients, ensuring their needs and expectations are consistently met or exceeded
- ✓ Engage with clients at the strategic level, understanding their business objectives and translating them into VFX solutions that add value
- ✓ Lead negotiations on contracts and project terms, ensuring that agreements are beneficial to both the client and the studio
- ✓ Provide regular high-level communication with clients, keeping them informed on project progress, risks, and strategic decisions

Key Task 3:

Project oversight and quality assurance

Associated activities

- ✓ Provide strategic oversight of all VFX projects, ensuring they are delivered on time, within budget, and to the highest quality standards
- ✓ Implement and enforce quality control processes to ensure that all deliverables meet or exceed industry standards and client expectations
- ✓ Identify and mitigate risks that could impact project success, including financial, technical, and operational risks
- ✓ Address and resolve any high-level issues that arise during production, ensuring minimal disruption to project timelines

Key Task 4:

Business development and growth

Associated activities

- ✓ Identify and pursue new business opportunities that align with the studio's strategic goals, including expanding into new markets or service offerings
- ✓ Lead efforts to acquire new clients, leveraging industry networks and market intelligence to secure high-profile projects
- ✓ Establish and manage strategic partnerships with other studios, technology providers, and industry organisations to enhance the studio's capabilities and reputation
- ✓ Position the studio as a leader in the VFX industry, enhancing its brand reputation through strategic marketing and public relations efforts

Key Task 5:

Financial management and budgeting

Associated activities

- ✓ Provide strategic oversight of project budgets, ensuring that financial resources are allocated effectively to maximise profitability
- ✓ Lead financial forecasting and reporting efforts, providing insights into project profitability and overall studio performance
- ✓ Implement cost management strategies to ensure that projects are delivered within budget while maintaining high quality standards
- ✓ Make high-level financial decisions that impact the studio's bottom line, including investments in new technology and talent

Key Task 6:

Team leadership and development

Associated activities

- ✓ Provide leadership and direction to the production team, ensuring that they have the resources and support needed to deliver successful projects
- ✓ Identify and nurture talent within the studio, providing opportunities for professional growth and development
- ✓ Implement performance management processes to ensure that the production team is meeting strategic objectives and delivering high-quality work
- ✓ Foster a positive and inclusive work environment, promoting teamwork, creativity, and continuous improvement

Key Task 7:

Strategic partnerships and industry engagement

Associated activities

- ✓ Represent the studio at industry events, conferences, and forums, positioning the studio as a thought leader in the VFX community
- ✓ Develop and maintain strategic partnerships with other studios, technology providers, and industry organisations to enhance the studio's capabilities and market presence
- ✓ Stay up-to-date with the latest industry trends, technologies, and competitive landscape, ensuring that the studio remains at the forefront of innovation
- ✓ Participate in industry-wide initiatives and working groups to contribute to the development of standards and best practices in VFX production

Key Task 8:

Continuous improvement and innovation

Associated activities

- ✓ Drive innovation within the studio, encouraging the exploration of new technologies, techniques, and workflows to enhance the quality and efficiency of VFX production
- ✓ Lead efforts to optimise production processes, implementing best practices and ensuring that the studio operates at peak efficiency
- ✓ Promote a culture of continuous learning and development, ensuring that the studio's talent remains skilled and adaptable to changing industry demands
- ✓ Assess and implement new technologies that can enhance the studio's capabilities, improve project outcomes, and maintain a competitive edge

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
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