



Job Title: Art Department Coordinator
Department: Art Department

Overview of Role

An art department coordinator (ADC) works within the art department team, providing operational support to the production designer (PD) and supervising art director (SAD). Art department coordinators have a clear understanding of the production design research and development process, and how to respond to the changing needs and demands of the production. They also manage and mentor junior members of the team, and assist with procurement and tracking the departmental budget.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Organise the art department

- Set up and equip the art department office so it is suitable to meet production requirements
- Liaise with relevant departments to ensure that equipment, people, and facilities are in place to match the schedule requirements
- Ensure any scheduled meetings, presentations or deadlines are communicated to the entire team
- Set up communication within the department, as directed by the PD or SAD, for example with email chains, group folders on server, WhatsApp groups, and Zoom calls
- Communicate changes to scheduled activities to all relevant people without delay
- Check risk assessments for any specifics to project / working environment, to be aware of any potential hazards / procedures
- Liaise with production and the health and safety officer to communicate any concerns or specific requirements for risk assessments
- Advise all crew in the department of specific health and safety requirements and procedures they need to be aware
- Support art department team with model making by ensuring sufficient equipment and materials are available

2. Research production design requirements

- Interpret the brief and follow instructions from the PD on how to organise research
- Compile references and images from the designer into shared library of images to distribute to art department crew

- Communicate with the visual researcher for specific research tasks required, as directed by the PD
- Assist with research as directed by the PD, SAD or art directors (AD)
- Identify areas requiring clearances and approvals, and make arrangements to obtain them
- Follow up on any clearance queries with studio or clearance coordinator

3. Production design planning

- Evaluate key information relating to scenes, locations and shooting schedules
- Obtain latest production documents to aid planning for the department, including the script and shooting schedule
- Create an art department block calendar, as directed by PD / SAD
- Contact other departments to request relevant information to be considered by the art department
- Work with SAD, AD, assistant art directors (AAD) to compile art department location intentions or requirements documents

4. Plan and present designs

- Assist PD and SAD to compile all relevant materials for designs into presentations
- Manage the drawing distribution system, ensuring all relevant departments receive copies of drawing, either physically or digitally, as agreed with each department's head or coordinator
- Maintain confidentiality of sensitive information in line with organisational procedures
- Assist AD / construction with sourcing data sheets for materials that may have an environmental impact or need to prove they are safe for use at a location
- Assist SAD with stage schedule document preparation
- Distribute the stage schedule to construction, production, 1st AD and any other relevant departments
- Distribute physical and digital technical drawings to relevant departments

5. Research and select external suppliers to meet production requirements

- Research companies and suppliers for specific materials, tasks or models, as directed by PD, SAD, or AD
- Obtain quotes and information about company, for example, proximity to location or studio, and lead times, to confirm suitability

- Present findings to PD, SAD, AD for further direction
- Send potential suppliers a non-disclosure agreement (NDA) to sign ahead of briefing
- Send potential supplier artwork, drawings or documents to assist in communicating the brief, and to obtain an accurate quote
- Confirm and communicate deadlines with potential suppliers and obtain written confirmation they can deliver what is required within the timeframe
- Liaise with accounts or the production department regarding contracts
- Agree any alterations with suppliers and inform them of the implications
- Monitor the delivery of the work

6. Manage art department assets and records

- Manage art department shared digital storage, such as the server, Dropbox or box folder
- Specify the file naming convention to art department crew members to follow, to ensure all work is clearly categorised and identifiable
- Ensure all assets purchased for the department are logged into a database and labelled for clear identification on wrap of project
- Implement a system for storing all 3D / white card models created for the project

7. Monitor art department budget

- Monitor art department budget(s)
- Set up and use effective systems for managing budgets and other paperwork
- Use reliable and consistent methods of monitoring expenditure against agreed budgets
- Ensure that expenditure details are recorded in an appropriate and compatible IT package
- Maintain an up-to-date equipment list, monitoring supplies against orders and purchases
- Track art department office expenditure to manage budget, and allocate expenses to specific budget codes as outlined by accounts department
- Arrange for payment to suppliers to be made promptly in line with agreed timescales and performance

8. Manage the art department assistants and runners

- Develop a work plan which includes themselves and their team

- Ensure members of their team are aware of the specific activities for which they are responsible
- Provide advice and guidance as appropriate to meet the needs of the brief and the individual
- Confirm junior colleagues know how to use the necessary equipment and materials
- Manage art department assistants and runners to prepare and deliver all materials for scheduled meetings, as per PD brief and directions

9. Wrap the art department office

- Ensure all art department assets are catalogued and boxed with inventory lists and returned to production
- Create a wrap folder with all final pieces of work organised and catalogued for hand over to the studio, as guided by production team

Role Specific Skills:

- Organise and manage art department team and supplies
- Budget management for the art department
- Oversee all administration systems for the art department, producing key documentation
- Liaise with other departments, act as first point of contact with the production team
- Guide and support art department assistant or runner team to reach their full potential, ensure they are motivated and feel positive about their work

Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to departments and colleagues
- Teamworking: collaborating within own and with other departments, liaising with production and accounts
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Planning: planning practical requirements for equipment and supplies to meet production design needs
- Problem-solving: contingency planning and support to resolve issues with requirements to fulfil designs so that productions remain on schedule
- Promoting a positive and friendly environment in the office

Attributes:

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations, and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial