



Job Title: Art Department Assistant
Department: Art Department

Overview of Role

Art department assistants (ADA) work within the art department. They assist members of the team, including the supervising art director (SAD), production designer (PD), art director (AD) and the art department coordinator (ADC). They are responsible for supporting the art department office, ensuring there is sufficient equipment and resources for daily use. They will assist with the distribution of drawings, general research, and aiding more senior members of the art department with duties, such as minor drafting or modelling duties, set dressing, prop making and ageing, and graphics, as required.

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. Production research

- Check with the supervising art director (SAD) or production designer (PD), the research to be carried out and timelines for this
- Agree and confirm research requirements and how to present your findings
- Use a variety of resources to find the information required
- Assist the AD, assistant art director (AAD) and PD to recce locations as required

2. Coordinate activities to support the art department office

- Set up the art department office ready for operation, including turning equipment on each morning and off each night, and keeping kitchen clean and tidy
- Ensure the PD, SAD, AD have the necessary equipment and refreshments they require
- Check the drawing / log book is up to date and confirm if there are any drawings to be issued
- Print and deliver drawings to the departments specified
- Check with SAD and ADs if there are further drawings to be issued
- Assist with preparation of meeting documents for PD and SAD as required
- Run errands, organising catering and equipment when required

3. Assist with drawings or models

- Assist with drawing small elements of a design as required

- Assist with making models as required
- Assist the ADC to ensure records, photos, and storage of the models is administered correctly
- Produce simple artwork and graphics under supervision as required
- Deal with urgent matters when they occur and in collaboration with appropriate production personnel

4. Maintain production information

- Assist with breakdowns and keeping these updated, as required
- Identify the assets, data and information they are responsible for and when these will be required
- Identify which systems are in place, and where and how they will store the assets, data and information for which they are responsible to ensure their safety and security
- Organise and maintain accurate up-to-date records to show what assets, data and information have been stored and where
- Treat confidential information and data in line with organisational and data protection requirements

Role Specific Skills:

- Organise and control art department materials, equipment and supplies
- Assist with drawing and model making
- Liaise constantly with the art department coordinator, set decorating and graphics teams to confirm what needs to be done in the department

Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to colleagues
- Teamworking: collaborating within own and with other departments
- Departmental awareness: understanding the roles and responsibilities within the art department teams and the etiquette to follow
- Problem-solving: contingency planning and resolving issues with locations so that productions remain on schedule

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