



ANIMATION GRADUATE PLACEMENT SCHEME CANDIDATE INFORMATION PACK MAY 2024

Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland. Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

Northern Ireland Screen is a company limited by guarantee, currently employing 45 people and we are governed by a Board of thirteen directors. The Chairman is Sir David Sterling and Sir Kenneth Branagh is Honorary President.

ANIMATION GRADUATE SCHEME PLACEMENT OPPORTUNITIES

Northern Ireland Screen is partnering with a range of studios working in Northern Ireland's animation sector to offer Graduate Placements to applicants who have recently completed an animation related course.

The Animation Graduate Placements are for 12 months, full time and paid ([Real Living Wage](#)), with the opportunity to work on some of the most exciting animation projects in Northern Ireland.

The Animation Graduate Placements are open to applicants who have completed their FE/HE course within the last two years. There are **7** placement opportunities available with a number of local animation companies. Applicants can apply for multiple placements if they meet the essential criteria.

Who is eligible to apply?

1. Applicants must have completed their FE/HE course within the last two years (graduated/finished their course as of 01/06/2022).
2. Applicants must be resident within Northern Ireland for the duration of the 12-month placement.
3. Applicants must be eligible to work in the UK.
4. Applicants must demonstrate they have studied a course which is relevant to the Animation Sector for example: Animation; Computer Animation; Digital Art & Animation; Games, Animation & VFX Skills; etc...

* If you cannot answer YES to these questions, please do not apply. Ineligible applications will be automatically discarded.*

***For the avoidance of doubt, Northern Ireland needs to be your primary residence for tax purposes. Applicants residing in Northern Ireland will take priority.**

Interviews will take place in June 2024 and placements will commence on various dates from July 2024 depending on the companies' work schedule requirements.

How do I apply?

To apply to the **Animation Graduate Placement Scheme** applicants must submit the following via the online application form where you will be asked to complete:

- Employment history;
- Educational background;
- Answer the eligibility questions and provide a link to an online portfolio or reel.
- Details of two referees. These can be educational, professional or personal references.

**** Please include a link to your portfolio in your application****

You can access our online application system via our [online portal](#). Please note, that if this is your first time applying for a role via our online application system, you will be prompted to create a profile. Once registered, the system will retain your information for any future roles you apply for.

How do I obtain application details?

It is preferable that all applications are completed via our [online portal](#). However, should you require an application form in an alternative format, please contact Human Resources via email: Hr@northernirelandscreen.co.uk or on 028-90232444. CVs will not be accepted.

The deadline for applications is 13:00 Thursday 9th May 2024
Please note under no circumstances will late applications be considered.

Please see below for further clarification on each individual placement:

- 1. Dog Ears - Trainee Animator**
- 2. Flickerpix - Trainee Animation Generalist**
- 3. ALT Animation - Trainee Production Assistant**
- 4. JAM Media - Trainee Scene Prep Artist**
- 5. Makematic - Trainee Graphic Designer/ Deliverables Assistant**
- 6. Paper Owl - Production Trainee**
- 7. Paper Owl – Trainee Editor**



DOG EARS – TRAINEE ANIMATOR

Dog Ears is an award-winning creative studio who believe in the power of stories on paper, devices, and screens of all sizes. We're based in Derry in the North of Ireland and bring our stories and characters to life across media and platforms worldwide.

Job Title: Trainee Animator

Contract Length: 12 months

Start Date: July 2024

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Derry/Londonderry

Job Description:

- Create & maintain an efficient library to be used in the production
- Ensure the technical requirements of the build and rig processes are met
- Resolve technical and creative problems arising with creative supervisors
- Ensure prompt delivery of animation to a high quality in a reasonable time agreed to in the schedule
- Work with the Production Team, build and maintain current rig information on Shotgun.
- Responsible for the final output of assigned animation tasks
- Incorporating and refining animation from the TV Series into the models as well as making new animations as needed for new and existing characters
- Take direction and respond well to notes and pitch creative/technical solutions to potential problems
- Attend meetings, training, reviews and workshops when required
- To be available on Googlemeet and by emails during working hours
- This list is not exhaustive and might be complemented by reasonable and related tasks that are requested of you

Essential Criteria:

- Good Knowledge and experience with Moho/Toon Boom or both or in another Digital 2D Animation Software such as Cel Action and or CGI experience with Maya or 3D Max can be acceptable depending on experience
- Must be organised and have a good eye for detail



- Ability to work within a team, prioritise tasks and meet tight deadlines with production
- Must be passionate about character animation and acting
- Take direction and respond well to notes and pitch creative/technical solutions to potential problems
- Ability to meet weekly quotas as assigned by animation Supervisor

Desirable Criteria:

- Previous experience on professional animation production



FLICKERPIX – TRAINEE ANIMATION GENERALIST

Flickerpix is a creatively driven animation studio located in the seaside town of Holywood, just outside Belfast. We create animations with an emphasis on heart and humour. We offer a one-stop shop from concept origination to delivery, including script writing, character design, storyboarding, music design, animation and post-production.

Job Title: Animation Generalist

Contract Length: 12 months

Start Date: 1st August 2024

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Holywood, Co Down

Job Description

- Fulfilling a number of roles within 2D and 3D pipelines.
- Possible stop-motion assistance.
- The potential for character animating, both in 2D and 3D.
- Designing and asset creation in Adobe Photoshop or Illustrator.
- Working closely with team members to deliver animations on time and to a high standard.

Essential Criteria:

- The candidate must have strong drawing and design skills and be able to demonstrate a strong creative vision.
- 3D and/or 2D animation experience.
- The ability to demonstrate excellent drawing skills.
- Excellent understanding of lighting, tone and composition.
- Attention to detail.
- Excellent communication and organisation skills.

Desirable Criteria:

- Good knowledge of Adobe After Effects is a bonus but not required.
- Knowledge of both 3D and 2D animation software
- Good knowledge of the Adobe Creative Suite.

ALT ANIMATION – TRAINEE PRODUCTION ASSISTANT

ALT Animation is a Northern Irish animation studio focused on delivering exciting and engaging animated content for audiences of all ages across multiple platforms. They have an exciting slate of projects in production and development, ranging from pre-school series right through to animated feature films. They are currently in production of the 26 x 7 minute hand drawn animated series 'Doodle Girl' with Studio Meala in Ireland, and are closing the finance on the 50 x 11 min CBBC series 'Captain Onion's Buoyant Academy for Wayward Youth' and the 26 x 7 min mixed media series 'The Hearios' being produced in collaboration with Taunt Studios in Belfast and Macalla In Dublin.

Job Title: Trainee Production Assistant

Contract Length: 12 months

Start Date: July/ August

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Remote (The candidate must be a resident of Northern Ireland for the duration of the placement.)

Job Description

ALT Animation is looking for a Production Assistant to join us on work placement to assist with production and development activities across our slate of animated projects and provide general support for the Producers across the variety of work in the studio. The role is suitable for someone who is keen to learn and join a production team where they will be asked to help out with a variety of tasks and get the opportunity to develop within the industry. We are looking for someone who is an excellent communicator and who is extremely well organised and has the ability to follow tasks through to their completion. The successful candidate will be required to work on a variety of tasks delegated by the senior production team to help ensure that productions run on schedule.

Essential Criteria

- Be able to work independently, as the position will require remote working.
- Strong communication skills as the role will require liaising with teammates and supervisors via video calls and messaging services such as Slack and Discord.
- Good working knowledge of Excel, Word and Google Drive.
- Ability to work as part of a team and under tight deadlines.
- Have excellent problem-solving and organisational skills.



- Able to follow procedures such as file-naming, file-storage and backing up, according to the production's guidelines.

Desirable Criteria

- Have a good understanding of all aspects of the animation production pipeline.
- Being familiar with software in the Above Creative Cloud, such as After Effects,



JAM MEDIA – TRAINEE SCENE PREP ARTIST

JAM Media, with operations in both Ireland and the United Kingdom, is one of the leading creators and producers of multi-award winning animated and live action content for the children's and pre-school audience. We pride ourselves on delivering high quality, innovative, story-driven brands across multiple platforms based around engaging characters with humour at its heart.

Job Title: Scene Prep Artist

Contract Length: 12 months

Start Date: July/ August

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Belfast

Job Description

Constructing the scene by bringing in the characters, props, background & layout and setting up and animating cameras using Toonboom Harmony in preparation for animation.

Essential Criteria

- Understand the 2D animation process, good eye for composition and continuity
- Ability to work within a production pipeline and deadline
- Attention to detail, problem solving ability and taking direction in order to work in a collaborative environment
- In house role

Desirable Criteria

- Previous production compositing experience in Toonboom Harmony



MAKEMAITC – TRAINEE MOTION GRAPHIC DESIGNER/ DELIVERABLES ASSISTANT

Makematic is a team of 40+ media and education professionals committed to making better educational media. We develop educational video and animation for customers including Amazon Studios, Adobe, Microsoft, Macmillan Education, Oxford University Press, Scholastic, Unity, Crayola, Khan Academy and the BBC - as well as our own IP in collaboration with high-profile foundations and philanthropic organisations.

We are also increasingly involved in licensing the content we develop to 3rd party educational apps, websites and remote learning platforms around the world - helping to reach and inspire a generation of global learners who are empowered to take action. Our aim is “to become the world’s most trusted educational media partner for purpose-driven brands, publishers and not for profits” and we are seeking a Motion Graphics Designer to join the team. You’ll be working alongside an established and growing team of creatives – both staff and freelance – to develop fun, engaging and slick motion graphics and animated educational content.

Job Title: Trainee Motion Graphic Designer/ Deliverables Assistant

Contract Length: 12 months

Start Date: July 2024

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Belfast

Job Description

- Storyboarding- following the in-house style guide while maintaining our clients' brand guidelines and integrity
- Asset creation for videos- working with the Producer on visual development based approved scripts, style guides
- 2D animation / motion graphics creation, occasional, minor video editing in Premiere Pro
- Assist Deliverables dept. in gathering and prepping project deliverables- encoding/transcoding, logging, archiving
- Edit and modify content in After Effects and Premiere Pro as needed to meet client requirements and project specifications.
- Organise and manage media files on cloud server ensuring all assets are properly labelled, organised, and backed up
- Assist in localising projects for multiple languages

Essential Criteria:

- Ability to work both independently and in collaboration with a team. Be able to take directions from senior animators, directors and clients
- Manage time effectively, ability to multitask and meet deadlines
- Illustration skills with the ability to transform concepts into designs
- Understanding of video codecs, delivering to different platforms
- Proficient in Adobe After Effects and Premiere Pro
- Possess very good IT knowledge to troubleshoot technical issues and provide solutions to ensure efficient workflow.

Desirable Criteria

- Basic video editing skills (Premiere Pro)
- Interest in educational or explainer videos
- Experience with Google Drive, Google Sheets and Google Docs.
- Desire to learn new skills

PAPER OWL – PRODUCTION TRAINEE

Paper Owl Films Ltd. was founded in 2012 by Grainne McGuinness, Stephen Petticrew and Gavin Halpin, and employs a dedicated collective of storytellers, film makers, animators and creators across our animation and live action projects. Paper Owl specialises in producing content for younger viewers across international broadcast and digital platforms. Our work is enjoyed all over the world on channels such as CBeebies, RTÉ Jr., TG4, BBC, CBC, Discovery, Netflix and digital platforms.

Job Title: Production Trainee

Contract Length: 12 months

Start Date: July/ August

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Remote (The candidate must be a resident of Northern Ireland for the duration of the placement.)

Job Description

Production

- Day to day tracking of production in line with schedule
- Assist with crew management - task delegation etc
- Co-ordinate and track approvals, internal and external
- Note taking at meetings – distribution of minutes / agendas / action points
- Script breakdowns
- Support dialogue recording sessions – script preparation etc.
- Petty Cash / Float management
- Co-ordinate renders
- Ensuring naming conventions and good housekeeping in relation to file management are being maintained across production.

General

- To provide day to day office support to the production
- To perform the job in accordance with Paper Owl's policies and procedures
- To perform any other duties as may be reasonable from time to time

Essential Criteria

- Excellent oral and written communication skills
- Problem solving skills
- Teamwork
- Strong organisational skills

Desirable Criteria

- Advanced knowledge of Microsoft Office
- Flexibility
- Knowledge of a production management software. E.g. ftrack

PAPER OWL – TRAINEE EDITOR

Paper Owl Films Ltd. was founded in 2012 by Grainne McGuinness, Stephen Petticrew and Gavin Halpin, and employs a dedicated collective of storytellers, film makers, animators and creators across our animation and live action projects. Paper Owl specialises in producing content for younger viewers across international broadcast and digital platforms. Our work is enjoyed all over the world on channels such as CBeebies, RTÉJr., TG4, BBC, CBC, Discovery, Netflix and digital platforms.

Job Title: Trainee Editor

Contract Length: 12 months

Start Date: July/ August

Hours: 37.5hrs per week

Salary: Real Living Wage (currently £12.00 per hour)

Location: Remote (The candidate must be a resident of Northern Ireland for the duration of the placement.)

Job Description

Assisting the Editors and to provide technical and creative support to the production and post production departments ensuring the project has the files and folders requested to the highest possible standard.

Responsibilities

- Responsible for multiple daily outputs required by production
- Working with the editor and ensuring they have everything they require
- Ensuring naming conventions and good housekeeping in relation to file management are being maintained across production.
- Assist editor and production with all other requested needs

Essential Criteria

- Excellent oral and written communication skills
- Strong organisation skills
- Good technical knowledge
- Teamwork
- Good at multi-tasking

Desirable Criteria

- Strong knowledge of Premiere Pro

Selection Process

Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted to ensure equality of opportunity and selection will only be made on the basis of merit.

Northern Ireland Screen will follow best practice in recruitment and selection procedure and will ensure that everyone involved in the selection can apply the procedure effectively, consistently and fairly. As far as possible the selection panel will be balanced in terms of gender, community background, etc.

Selection will be based solely on merit measured against clear, precise criteria based on the abilities, experience, qualifications and qualities required for the post. The nature and level of these requirements will be justifiable and appropriate to the job. The selection criteria will be applied fairly and consistently when short-listing, at interview and throughout the selection process.

All candidates will be given an equal chance to demonstrate their abilities and the same standards will be applied to all. As far as possible, all interviews will be held on the same day or completed on subsequent days. Northern Ireland Screen will try to accommodate applicants who request alternative dates or times for interviews but this may not always be possible. Any specific needs relating to access will be accommodated.

The assessments and decisions at the short-listing, interviewing and selection stages will be properly recorded and retained for between 6 months to one year after notifying unsuccessful applicants. Confidentiality will be assured at every stage of the recruitment and selection process. Members of selection panels will not discuss applicants outside panel meetings and all information on applicants will be kept secure and confidential.

The essential criteria for the post will be used to shortlist candidates for interview and it is important that all candidates address each of the criteria clearly on the application form giving specific, personal examples where appropriate. If there are a large number of candidates who satisfy the essential criteria, Northern Ireland Screen reserves the right to take the desirable criteria into consideration in order to reduce the number of candidates invited to interview.

Please let us know if you require any special arrangements throughout the recruitment process.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.



Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure a guaranteed number of disabled applicants, who meet the minimum essential criteria for the role they have applied for, are offered an interview.