



**CLEAR ANGLE  
STUDIOS**

## Team Coordinator

### Job Overview

Clear Angle Studios is a company based in Pinewood Studios which covers all aspects of scanning for VFX, from full 360 character scanning in its multi camera systems, LiDAR scanning of sets and environments to high resolution multi bracketed texture acquisition.

The Team Coordinator will assist the Capture and LiDAR Management teams in liaising with multiple clients across a range of industries, helping to coordinate crew and system scheduling and logistics. The tracking of equipment repairs and maintenance as well as preparing systems for shipping will also be a key part of this role. Experience using Google Sheets and Docs as well as Excel is a necessity for this role.

You will have exceptional organisational skills and a keen eye for detail as well as strong written and verbal communication skills.

### Responsibilities and Duties

- Assisting the Capture and LiDAR Management teams in liaising with productions
- Liaising with productions to coordinate COVID testing of crew
- Preparing manifests for shipping equipment
- Assisting the Team Manager and LiDAR Manager in scheduling crew across multiple productions
- Tracking and coordinating of equipment
- Booking accommodation and travel for crew
- Maintaining multiple spreadsheets and databases
- System asset management and tracking
- Aiding in equipment purchasing

### Responsibilities and Duties

- Keen eye for detail
- Extremely Organised
- Ability to work alone and as part of a team
- Good written and verbal communication skills
- Basic knowledge of the film industry preferable
- Excellent problem solving skills and prioritising skills
- Experience within a coordinator position desired
- Experience using Google Sheets and Docs
- Interest in the film industry
- Working to time critical deadlines
- Driving licence and a means of transportation is desirable