

# Animation Director/Producer Job Description

media co-op is looking for a full-time **Animation Director/Producer** to support our busy, creative team in Glasgow.

## ➤ ABOUT MEDIA CO-OP

media co-op makes film and digital media for charities, social enterprises, co-operatives, and the public sector.

We are a not-for-profit workers' co-operative with a focus on social justice. We are seeking a creative, self-motivated Animation Director/Producer to lead on animation projects from concept to delivery as part of our small-but-mighty team.

We're based in a shared office in central Glasgow, and support hybrid working.

## ➤ THE JOB

We are seeking a talented, creative and self-motivated Animation Director/Producer, to lead on animation projects from concept to delivery. You'll work across development, production and client collaboration as part of our small-but-mighty team.

## ➤ KEY RESPONSIBILITIES

- Take part in initial client enquiry meetings
- Develop and write creative ideas and client proposals
- Facilitate or co-facilitate development/discovery workshops with clients
- Research and write animation scripts and visual concepts
- Direct animations, including freelancers (animators, designers, sound)
- Oversee storyboards, animatics, voiceover casting and recording
- Lead client review meetings, addressing feedback and finding solutions

In addition:

- Take an active part in co-op team meetings
- Work on static graphics projects, as well as animation

## ➤ ESSENTIAL REQUIREMENTS

- At least three years' directing and producing experience, ideally in a fast-moving agency, studio or production company environment.
- Highly organised and proactive; self-reliant, confident and with a flexible approach to work.
- Experience working in a client-facing role; or proof of confidence and personability in another capacity.
- Experience of working for, or awareness of, social justice campaigns, voluntary and public sector organisations.
- Experience of working in a small, busy, team, across multiple projects simultaneously
- Able to work independently and prioritise multiple tasks with strict deadlines.
- Willingness to share responsibility and support the wider team as needed.
- Friendly and approachable manner.
- Proficiency with Microsoft Office and Google Suite, and basic knowledge of Adobe Suite.

## ➤ DESIRABLE

- Ability to build animatics, including temp soundtracks
- Experience in post production processes (subtitles, sound design, archiving)
- Confident participating in networking events, willing to learn how to represent media co-op and speak about our work
- Interest in co-operative working and the social economy

media co-op positively values diversity, so we specially welcome applications from people under-represented in our industry - including women, people of colour, and working class people.

## ➤ WHAT WE OFFER

- Salary of £28,500 p.a. All workers at media co-op are on the same salary, as part of our commitment to equality
- 4 day working week (32 hours a week, usually between Monday - Thursday)
- 32 days paid holiday a year (including statutory holidays)
- Flexible working to fit around caring responsibilities
- Satisfying and socially-valuable work
- A friendly team of colleagues
- Hybrid role, split between working from home and our Glasgow office
- Opportunity to join the workers co-operative after 6 months probation as a full member, an equal worker-owner with all your colleagues, deciding collectively the running and the future of the company

## How to Apply

The deadline to apply is **11th May 2026**.

Please send your CV to [hello@mediaco-op.net](mailto:hello@mediaco-op.net) with a cover letter explaining why you want to work with media co-op and what you have to offer.