



burrows

CGI MODELLING MANAGER

Highly competitive salary + paid overtime + benefits

Support the CGI Head of Modelling in all aspects of running our large team of CGI Artists who produce high quality product models for use in various marketing materials

With a client list that includes household names and prestigious brands, our CGI department is experiencing rapid growth as we work with cutting edge technologies to develop our offering to clients. It's a fun and fast-paced environment with a highly professional edge.

You'll work within our dynamic CGI Modelling Team which prepares a high volume of components for the wider CGI Studio to use within their photo-realistic imagery. As someone who has a passion for the CGI industry, and specifically modelling techniques, you will apply your fine eye for detail to ensure that all assets created by the team are on brief and to the highest standard, assisting the CGI Head of Modelling in managing the 20-strong team.

Why Burrows?

We're one of the UK's leading through-the-line creative marketing companies, an integral part of the Y&R/Wunderman worldwide partnership and a WPP Company.

You'll be working at our head office, a two-minute walk from Shenfield railway station, and less than 30 minutes by rail from central London.

We believe in a healthy work/life balance. The hours for the role are 37 per week Monday to Friday. Sometimes you may be required to do overtime, which will be paid.

To apply for this opportunity or to request a full job description, please forward your CV with a covering letter and a link to your portfolio, noting your current remuneration package to:

**Human Resources, Burrows, The Burrows Building,
5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB.**

Tel: 01277 246666 Fax: 01277 246778.

email: burrows.careers@burrows.yr.com

web: www.burrows.info

Please note that due to the volume of emails and applications we receive on a daily basis we are unable to respond to everyone and therefore only successful applicants will be contacted.



JOB OVERVIEW

Assist and support the CGI Head of Modelling in the day-to-day work of the Modelling Team. Help and support our Modelling Team and play a crucial role in ensuring that high quality models (predominantly automotive) are created and properly checked prior to delivery for use in various marketing materials including brochures, websites, apps and online configurators.

Key managerial responsibilities:

- Support the team and help ensure the technical accuracy and prompt deadline delivery of all our modelling and PDM work
- Be an invested part of the Modelling management team and liaise regularly with the CGI Head of Modelling and the Project Management team to establish project workloads, budgets, and deliverable requirements
- Support the CGI Head of Modelling to identify potential team developments with any training requirements that may be needed
- Frequent feedback to be provided to the CGI Head of Modelling to help with overall team status and any issues that may have arisen
- Take responsibility for the team, work and delivery when the CGI Head of Modelling is unavailable or absent
- Assist in the sharing of knowledge and long term development of the whole team to improve team capacity, efficiency and pipeline/process development

Key internal responsibilities:

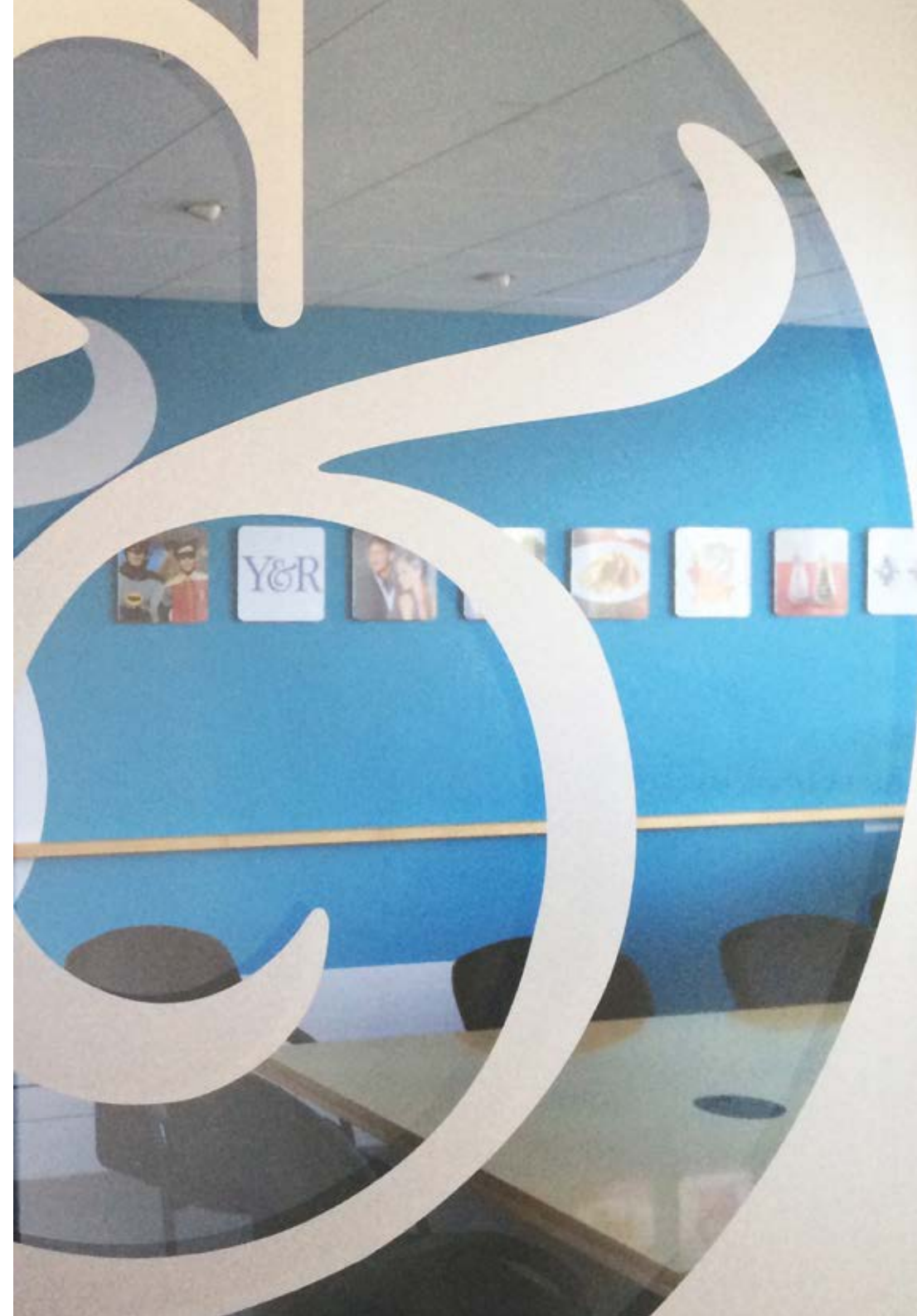
- Work with the CGI Head of Modelling and Project Management team to help estimate on new briefs where necessary, providing information on durations of tasks so costing documents can be created accordingly
- Attend weekly status meetings with the CGI Head of Modelling, CGI Project Managers, Team Supervisors and CGI Studio Manager to discuss any potential issues, understand upcoming work requirements and priorities
- Liaise with the CGI Head of Modelling at the start of each day to understand key daily priorities and Artist workloads, and constantly review project statuses
- Support the running of multiple and complex projects from brief to delivery, ensuring that projects are delivered on time, on budget and on brand

Key artistic responsibilities:

- Consistently demonstrate and communicate a thorough understanding of the purpose and nature of CAD engineering data, and how 3D files are generated from it
- Understand and follow our current modelling production workflows and procedures, ensuring all data assets produced meet the required specification through our quality checking procedures
- Proactively ensure that you keep an up-to-date understanding of CGI/3D industry software (e.g Maya and 3DS Max)
- Apply working knowledge of model creation using high and low poly meshes in the team, encouraging the highest standards

Other

The successful candidate will also be required to carry out any reasonable duties identified by their line manager or team leader as well as a duty to positively represent Burrows to our customers and suppliers. There will also be the need to comply with our ISO standards and fully participate in our company's performance management and development programmes, as well as working in accordance to our Human Resource policies and procedures.





PERSON SPEC & COMPETENCIES

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<p>A keen eye for detail and able to work within structured pipelines</p> <p>Strong ability to prioritise tasks and manage time effectively to meet deadlines</p> <p>Able to inspire a large team – approachable and enthusiastic</p> <p>Pragmatic approach to managing multiple people and projects simultaneously</p> <p>Ability to lead in advanced troubleshooting and development on modelling projects (without guidance)</p> <p>Strong desire and ability to learn, share and apply new knowledge/techniques throughout the CGI team</p> <p>Glass half-full, solution focused approach</p> <p>Team oriented, driven individual</p> <p>Proactive and adaptable attitude towards troubleshooting</p>	
EXPERIENCE AND KNOWLEDGE	<p>Solid understanding and proven experience of CGI/Modelling Production pipelines</p> <p>Good lighting and rendering skills as well as material creation using V-Ray</p> <p>Experience in Automotive CAD production workflows</p> <p>Expert in using key software packages – 3DS Max, Maya, Rhino, V-Ray, Photoshop</p> <p>Experience in managing complex projects</p> <p>Experience in supporting a large team of people</p>	<p>Experience of Catia V5, Teamcentre, Enovia or other manufacturing CAD packages</p> <p>Soft modelling skills</p> <p>Low poly modelling skills</p>
QUALIFICATIONS	<p>A degree in a relevant discipline would be advantageous (e.g. Animation, Game Development etc.)</p> <p>Minimum GCSE standard English/Maths</p> <p>Undergraduate/Postgraduate degree or diploma in a related CGI, Design or Artistic discipline</p>	<p>Industry 3D qualifications</p>
CIRCUMSTANCES	<p>Able to work overtime as and when required, sometimes at short notice</p> <p>Valid driving licence</p> <p>Able to travel to client sites as required, occasionally abroad</p>	
INTERESTS	<p>Genuine interest in 3D, web development and internet/mobile technologies</p> <p>Automotive visualisation</p>	