

# BMIF

Before Man Invented Fire  
3d CGI Production

## **Contract of Work**

Date of Contract 17<sup>th</sup> October 2011

**1. Employer**

BMIF (the company of 4<sup>th</sup> Floor UWE School of Animation)

**2. Employee**

Tom Chan

**3. Job Title of Scope of Employment**

3.1 You are employed as sole Director of production, alongside subsequent roles listed in 13.3

3.2 You will carry out such duties, tasks and activities within the scope of and appropriate to the level of the post as may from time to time be required of you by your line manager.

3.3 During your working hours, you will devote the whole of your time, attention and skill to your duties which you will perform diligently and faithfully. You will comply with all rules, regulations, policies and procedures from time to time in force in respect of the Company.

**4. Place of Work**

Your place of work will be the Company's offices in UWE, Bower Ashton

**5. Date of Commencement**

Your period of employment commenced on 17<sup>th</sup> October 2011

**6. Remuneration**

Your basic salary is £15.00 p/h. (15 Animation points per hour) payable monthly in arrears by credit transfer on the 25<sup>th</sup> of each month. Your basic rate of pay will be subject to annual review.

**7. Probationary Period**

There will be an initial probationary period of 3 months during which your notice period will be one week. Upon completion of a satisfactory period, your appointment will be confirmed. This period may be extended by the company if necessary.

**8. Working Hours**

Your normal working hours will be according to the needs of the Company, working days, evenings and weekends on an as needs basis. There are no standard guaranteed fixed hours of work. Your actual hours of work will be scheduled at any time at the discretion of your line manager in line with business demand, and according to your availability.

**9. Holidays**

9.1 All staff are entitled to holiday allowance, this is worked out that for every 70.5 hours worked, one holiday, based on a working day of 7.5 hours is accrued.

9.2 You can find out how many days you have by asking your line manager

9.3 The company may require you to take any outstanding leave entitlement during your

notice period

9.4 If at the termination of your employment you have taken more holiday than to which you are entitled, a deduction from your final salary will be made

## 10. Sick Leave and Sick Pay

10.1 Provided you comply with the company's sick pay requirements, you have an entitlement to receive full pay if you are sick as follow:

### Length of Service

0-6 months

6-12 months

12 months +

period

### Total Day's Full Pay

5 working days

(Pro rata equivalent to 1 week pay)

15 working days in the 12 months period

(Pro rata equivalent to 3 weeks pay)

30 working days in any 12 months

(Pro rata equivalent to 6 weeks pay)

*Cases which require absence of longer than six weeks will be paid at the Senior Management Teams Discretion*

10.2 The company reserves the right to require you to undergo a medical examination at any time (at the Company's expense) by a doctor or doctors appointed by the Company. You agree to give such authority as is required for the company's appointed doctor(s) to disclose to the Company the findings of such an examination.

## 11. Termination

11.1 Your employment may be terminated at any time by either company giving 2 weeks notice, and in agreement with the Animation (BA) course leader. The Company must have evidence beyond all reasonable doubt that you are compromising the production of the short film, and are no longer fulfilling your duties as stated within the contract in section (13.3)

11.2 Nothing in clause 11.1 shall preclude the company from terminating your employment with immediate effect and without notice or compensation if you shall have:

(a) Committed any serious breach or repeated or continued (after written warning) any material breach of your obligations, hereunder, or

(b) Been guilty of gross misconduct or any conduct tending to bring yourself or the Company into disrepute; or

(c) Been convicted of a criminal offence, other than a road traffic offense for which you are not sentenced to a term of imprisonment (whether immediate or suspended);

any delay by the Company in exercising such right of termination shall not constitute a waiver thereof.

## 12. Inventions and other intellectual property

12.1 Any invention, or improvement, design, process, information, copyright work, trade mark or trade name or get-up made, created or discovered by you during the period of your employment (whether capable of being patented or registered or not and whether or no made or discovered in the course of your employment) in conjunction with or in any other way affecting or relating to the business of the Company, or capable of being used or adapted for use therein or in conjunction therewith shall forthwith be disclosed to the company and shall

belong to and be the absolute property of the Company.

## 13. Details of job role

13.1 You shall hereby be responsible for the execution and completion of roles and specific tasks as stated below in section 13.3 failure to do so may result in disciplinary measures, or

termination of contract (see section 11 for further details regarding termination)

13.2 More detailed description of job roles and subsequent duties may be found in attached document "Job Specifications"

13.3 Storyboard Artist: Character Modeller: Character/set/prop Rigger: Shader (Texture Artist): Set and character: Lighter: Layout artist: Animator: Editor: Render artist

For and on behalf of BMIF

Signed..... Dated .....  
Emma Hardy, Producer

I acknowledge receipt of a copy of this contract and accept its terms.

Signed..... Dated.....

# BMIF

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3d CGI Production

## **Contract of Work**

Date of Contract 17<sup>th</sup> October 2011

**1. Employer**

BMIF (the company of 4<sup>th</sup> Floor UWE School of Animation)

**2. Employee**

Selwyn Phillips

**3. Job Title of Scope of Employment**

3.4 You are employed as sole Director of production, alongside subsequent roles listed in 13.3

3.5 You will carry out such duties, tasks and activities within the scope of and appropriate to the level of the post as may from time to time be required of you by your line manager.

3.6 During your working hours, you will devote the whole of your time, attention and skill to your duties which you will perform diligently and faithfully. You will comply with all rules, regulations, policies and procedures from time to time in force in respect of the Company.

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<b>Length of Service</b>	<b>Total Day's Full Pay</b>
0-6 months	5 working days (Pro rata equivalent to 1 week pay)
6-12 months	15 working days in the 12 months period (Pro rata equivalent to 3 weeks pay)
12 months + period	30 working days in any 12 months  (Pro rata equivalent to 6 weeks pay)

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13.2 More detailed description of job roles and subsequent duties may be found in attached document "Job Specifications"

13.3 Art Director: Scriptwriter: Concept Artist: Character Designer: Location/prop Modeller: Animation Director: Animator: Sound Designer: Foley Artist: Music Composer: Sound Mixer

For and on behalf of BMIF

Signed..... Dated .....  
Emma Hardy, Producer

I acknowledge receipt of a copy of this contract and accept its terms.

Signed..... Dated.....

# BEFORE MAN INVENTED FIRE

Minutes from production meeting  
18/10/11

- Decision to have round eyes rather than dots on caveman
- Decision to add other objects to the background such as stone carved ipods/tv's/stereos
- Idea to add additional gag at the end after credits as an “extended” dvd version (if we have time!)
- Discussion of adding ambient light inside the cave as solution to lighting issues
- Decision to keep cave modelling as low polygon's as possible
- Decision to make tuesday as a quick catch up meeting day, then friday as a day together in the studio discussing and showing work
- Selwyn to send sound files to Tom & Emma
- Idea to open film with a cave painting of the scene that fades into the real one
- Discussion of having DVD cover as a screen shot, rather than illustrated
- Work pipe line drawn up
- Where to put Selwyn's “cave thrusting” was discussed
- Which workshops we needed, decided on; Modelling (organic forms) rigging, texturing, lighting & rendering.