

RLT

Rachelle Lewis Talent, Inc

Global VFX & Animation Staffing

Creative/Technical/Production/Executive

rachelelewis.com

Position: TECHNICAL PRODUCER, IMMERSIVE CONTENT (VR/AR)

Contract: ASAP – FULL-TIME, PERMANENT

Contact: talent@rachelelewis.com

RLT is looking for an experienced Technical Producer, Immersive Content (VR/AR) to join a cutting edge, high-end VR company in Los Angeles. This is a growing facility and great work environment with industry vets/professionals. VR projects are diverse and high-profile.

This Role starts ASAP and is a full-time, permanent position with excellent benefits and compensation.

Must have a passion for virtual reality and technology candidate, will act as primary planner/facilitator and must immerse themselves in several projects simultaneously. The position involves communicating directly with stakeholders and vendors on behalf of the studio; a complex balancing act between company & artist protection and client & project facilitation.

KEY RESPONSIBILITIES:

- Assist in budgeting and scheduling projects by liaising with the vendors, development partners, clients, and internal teams
- Schedule and coordinate all necessary meetings, and follow up on action-items
- Assist in determining resource needs and managing those resources during projects
- Track and manage project milestones and deliverables in accordance with the agreed schedule
- Track and manage project progress against allocated budget
- Provide verbal and written progress reports to management, clients, and internal teams every week
- Assist in composing SOWs/POs and ensure they are in place for development partners and vendors
- Work closely with the CXO and CCO to ensure that creative vision is maintained across all projects
- Verify accuracy of invoices from vendors and development partners and actively monitor payment statuses
- Act as day-to-day contact for development partners
- Anticipate overages or changes in scope and manage appropriately
- Travel occasionally to evaluate vendor and developer progress first-hand.

REQUIRED SKILLS:

- Minimum of 3-years of experience as a Producer in the video game industry with strong technical management experience
- Expert at project management methodologies and tools.
- Expert in the game development process and best practices.
- Advanced knowledge of project scoping (budgets, schedules, feasibility, etc.)
- Excellent communication skills: Must be able to speak and write in a clear and efficient manner
- Experienced in managing high-value budgets

- Proficient in *Microsoft Office Suite* (especially *Excel*)
- Aware of Agile approaches to product development
- Ability to coordinate complex technical solutions
- Ability to function productively despite ambiguity
- Strong work ethic and ability to work as a team leader and team player

To expedite the process, please submit resume to talent@rachellevlewis.com.

If you fit the criteria needed for this position, we will email you with more information and schedule a call.

This work needs to be done in-house, so no remote opportunities.

AT THIS TIME THIS CLIENT DOES NOT HAVE THE CAPACITY TO HIRE ANYONE WHO DOES NOT ALREADY HAVE LEGAL RIGHT TO WORK IN THE US.

Thank you.