



**Position: VFX Production Manager**

**Location: US / Remote**

**Contract: Starts ASAP, Full-time/Permanent**

**Contact: [dana@rachelelewis.com](mailto:dana@rachelelewis.com)**

RLT has a client that is seeking a VFX Production Manager for their boutique VFX studio in California, currently working on high-end VFX projects.

- Starts ASAP and could be a full-time/permanent position
- Remote from the US
- Pacific time zone preferred or able to mirror core hours 9a-6pm PST (hours can be flexible)

**Responsibilities:**

- Foster communication among production teams on a daily basis
- Provide a constant point of contact for client-side production staff
- Facilitate production meetings, supervisor meetings, dailies, and client meetings
- Assist in the overall setup of project pipelines
- Track artistic task progressions and maintain production database to promote an effective workflow
- Send and receive client materials and distribute relevant information as needed
- Participate in the creation and management of budgets and schedules for a variety of projects including feature films, television/streaming platform content, virtual production work, apps, VR/AR and others
- Work with studio VFX Supervisors and other production staff to execute client visions
- Travel for client meetings and/or on-set work as needed (this is occasional and not critical at this time)

**Requirements:**

- 3+ years of work experience as a Production Manager or Coordinator
- Equivalent work experience or Bachelor's degree in film, communications, or similar discipline
- Excellent written and verbal communication skills

- Outstanding project management skills
- Robust experience with Microsoft Office applications
- Working knowledge of production software such as Shotgun
- Ability to maintain composure under pressure
- Highly detail-oriented and organized with a knack for solving problems
- Working knowledge of VFX pipelines, techniques, and disciplines
- Must enjoy working with a kind and professional demeanor in a collaborative team environment

If you're interested in talking about this excellent opportunity, please send your resume to [dana@rachellelewis.com](mailto:dana@rachellelewis.com).

If you fit the criteria, the next step would be setting up a phone or zoom where we can give you the full download after signing an NDA (requested by the client).

Thank you - <http://rachellelewis.com/>

**Contact: [dana@rachellelewis.com](mailto:dana@rachellelewis.com) with resume if interested.**

RLT is an employer-paid talent acquisition company; there is never a fee to candidates