



**Position: VFX Coordinator**

**Location: Vancouver**

**Contract: ASAP - 2/28/22**

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

RLT is seeking a VFX Coordinator for an award-winning VFX studio working on high-end VFX projects, including high-profile VFX episodics and features.

**RESPONSIBILITIES:**

- Assists VFX Producers, Supervisors, Leads and Artists to ensure every project is handled efficiently while maintaining company quality standards.
- Communicates information between crew and departments quickly and succinctly, while maintaining a positive attitude and professional approach.
- Pays close attention to details and is thorough in handling project related deliveries.
- Organizes regular reviews/ dailies, desk rounds.
- Oversees data movement for projects, ensuring data is accurate and up to date
- Executes client deliveries with a sharp eye for QC.
- Tracks artists task progress, ensuring that internal and external targets are met.
- Anticipate challenges and communicate those to VFX Producers and Supervisors.
- Takes detailed and comprehensive notes in reviews and meetings; ensures that Nucelus database is up to date.
- Looks for opportunities to streamline and improve the flow of information between departments.

**REQUIREMENTS:**

- Must be a team player that thrives on problem solving.
- Able to maintain a positive and professional attitude no matter the challenges put in front of them.
- Previous experience as a VFX PA or coordinator in feature films, TV or commercials (at least 2 years).
- Experience with shot production tools / software (Shotgun, Filemaker Pro, etc.)

- Clear communicator, with great problem solving skills and strong initiative
- Excellent written and verbal skills with a high level of attention to detail.
- Basic understanding of common file formats and resolutions.
- Full understanding of the VFX pipeline and workflows.

If you're interested in talking about this opportunity, please email us and include your resume.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing an NDA.

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

**Contact:** maryanna@rachellelewis.com with resume/reel list if interested.

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