

POSITION: Colour Assistant - Colour Grading - Advertising

CONTRACT: FT Staff / ASAP

LOCATION: Toronto

CONTACT: maryanna[[@](mailto:maryanna@rachellelewis.com)]rachellelewis.com

JOB SUMMARY:

The Colour Assistant will work under the Senior Colourist and will fill a variety of roles, supporting our client's colour grading operations from ingest to delivery. In addition to supporting the Colourist, the Colour Assistant will be responsible for quality control on all deliverables, keeping abreast of new technology, collaborating with engineering on evolving workflows, and troubleshooting any issues in order to deliver projects to spec, on time, and within budget.

- Ensure the correct film, data, video, and the EDL is delivered
- Load the EDLs, XMLs, and AAFs, and import video data
- Ingest data and manage that data for each project
- Communicate with clients on turnover of materials needed to prep
- Prep projects so they are ready for each colour session
- Keep software up to date
- Ensure you are proficient with new hardware
- Troubleshoot any software or workflow issues
- Drive client supervised sessions (inc. screenings, visual effects reviews and colour grading sessions) as directed by colourist and producer
- Thorough QC check of all work for errors before content is distributed
- Manage Project renders and ensure deliverable specs are met
- Create DCPs, IMFs, Quicktimes, etc.
- Deliver graded renders to Drives, LTO or internet
- Prepare and create Project Archive
- Ability to colour trace or grade copy on projects a plus
- Monitor / Projector calibration skills a plus

REQUIREMENTS:

- Personable and comfortable interacting with clients
- Diligent, detail-oriented, and organized
- Self-starter with the ability to work efficiently and independently; excited by and driven to learn new technology
- Resourceful and analytical problem solver (ie: read reference manuals, search internet, etc.)
- Strong teamwork-oriented work ethic with a positive and optimistic attitude
- Work well under pressure in a deadline-driven environment
- Fluent with many creative software and operating systems

- Flexible with shift hours, occasional night and weekend work will be needed
- Deep knowledge of DI workflows and delivery formats
- Proficient in all major NLEs inc. Avid Media Composer, Adobe Premiere, FCP X
- Knowledge of various colour spaces, mastering of deliverables/files including DCP, DCDM, IMF, ProRes, and more
- Understands EDLs, XMLS, AAFs, and the conform process
- Detailed knowledge of frame rates, codecs, and standard raster sizes & associated math skills
- Experience operating Da Vinci Resolve, Barco DP4KP, Avid, Final Cut Pro, Colorfront Transkoder, HDSR video machines and video routers
- Knowledge of QC issues on deliverables
- Must have 3+ years of post-production experience

If you're interested in talking about this excellent opportunity, please send your resume and/or reel to **maryanna[@]rachelelewis.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).

Contact: maryanna@rachelelewis.com with resume and reel if interested.

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