

POSITION: Flame Assistant - Finishing - Advertising

LOCATION: Boston

CONTRACT: FT Staff / ASAP

CONTACT: maryanna[@]rachelelewis.com

JOB SUMMARY:

The Flame Assistant for our client's Advertising Division requires a thorough understanding of post production workflows. They will predominantly be working hand in hand with Senior Flame Artists by prepping projects, managing settings and taking on additional work such as tracking, rotoscoping, etc.. The Flame Assistant will also be required to ingest materials, manage data through the facility and properly handoff materials to other departments and deliver review and final materials to the client's satisfaction. They must be organized, detail oriented and able to think critically to troubleshoot issues in order to promote accuracy and efficiency throughout the company workflow. Communication with the Production staff, Editorial, Color and Design departments, as well as Operations and Engineering teams.

RESPONSIBILITIES:

- Ingest of project materials to directory structures from physical drives and digital transfer protocols such as Aspera, Media Shuttle and other FTPs.
- Initial conform of media and assets, prepping Flame projects and timelines.
- Assist the Flame Artist with various additional work on projects including rotoscoping, manipulating artwork in Photoshop, working with After Effects projects, etc.
- Manage project data throughout the post production process prior to the Flame Artist's involvement and through to project completion and delivery.
- Creation of, and meticulous QC for review and final deliverables files making sure outputs meet visual and technical integrity standards.
- Providing deliverables to client and/or Broadcast/Online trafficking and distribution houses via previously listed digital transfer protocols.
- Archiving and Backing up of all projects.
- Communicate project needs and status to producers and coordinators to set appropriate expectations and meet client deadlines.
- Additional responsibilities may arise and differ on a project to project basis and the Flame Assistant will need to be able to adapt to new project environments.

REQUIREMENTS:

- 2-3 years of experience in post production
- An understanding of workflows, file formats, resolutions, frame rates, color spaces, codecs and encoding systems
- Familiarity with Autodesk Flame workflow
- Familiarity with Photoshop, After Effects and other Adobe Creative Suite applications
- Familiarity with Mocha, PFTrack a plus.
- Proficiency with Linux, Mac and Windows Operating Systems
- Clear communication skills
- Flexible schedules, able to work overtime and weekends when needed
- Comfortable working within remote and on premises protocols

If you're interested in talking about this excellent opportunity, please send your resume and 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).

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

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