

POSITION: VOLUME CONTROL PRODUCTION COORDINATOR - JUNIOR

LOCATION: Los Angeles, California

CONTRACT: FT Staff / ASAP

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

RLT is seeking a ***Junior Volume Control Production Coordinator*** for an exciting client, a top-tier Virtual Production group in Los Angeles.

JOB SUMMARY:

This role will report directly to the Volume Control Supervisor. Will be their assistant across all tasks relevant to the production they are responsible for. He or she will be required to join all meetings, take notes and circulate meeting minutes to all participants. They will be responsible for liaising test schedules with production and overall keeping things as organized as possible.

RESPONSIBILITIES & QUALIFICATIONS:

- Organized
- Google Suite proficient
- Microsoft Office proficient
- Adobe CC Skills a bonus

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

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