

RLT

RACHELLE LEWIS TALENT
Animation - VFX - Virtual Production
rachelelewis.com

Position: DATA COORDINATOR - VIRTUAL PRODUCTION

Location: LOS ANGELES

Contract: FT STAFF / STARTS ASAP

Contact: maryanna@rachelelewis.com

JOB SUMMARY

The Data Coordinator is responsible for assisting the VFX data team with their larger duties, acting as a hands-on team member to a few lead roles. They will need to be planning ahead for keeping data local to where it is needed and proactively moving data to their designed locations. The coordinator will be keeping track of where data lives in an easy to digest format for the rest of the team by being the executor/hand holder of data transfers within the network. Duties include hand-delivering harddrives to data producers/consumers, uploading/downloading FTP, and ferrying through Watchdog's client data through each job to keep the team ahead of the daily needs.

RESPONSIBILITIES & QUALIFICATIONS

- Proficient with Shotgun, Ftrack, and shot tracking
- Good communication
- Team player and ready for any task that the data team might need
- Daily support role for data management team

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

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