

**POSITION:** Producer - Color & Finishing / Editorial - Advertising

**LOCATION:** New York / Chicago

**CONTRACT:** FT Staff / ASAP

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

### **JOB SUMMARY:**

- Create and Manage various Budgets for our client's Advertising Division
- Manage the Post-Production process at all stages of editorial, color and finishing.
- Manage the overall Post-Production schedule for multiple projects and plan priorities and responsibilities.
- Ability to relay and interpret notes from various creative groups to editors, artists and other post personnel.
- Communicate with external production partners such as but not limited to audio houses
- Work with Heads of Production to hire and forecast freelancer needs.
- Secure bids from out-of-house vendors such as but not limited to audio houses
- Work with Accounting department to onboard freelancers / vendors
- Supply advanced notice to the Engineering department of changes taking place in production as it pertains to any technical needs of the artist(s) and/or support staff.
- Accurately track and monitor artist and assistants hours making sure project is on budget and hours are being tracked within the company's Actualizing software.
- Actualize projects timely and communicate revenue breakdown to accounting.
- Equal ability to project manage as well as account manage.

### **REQUIREMENTS**

- Bachelor's degree or equivalent work experience
- Basic knowledge of Post-Production workflows
- Great attention to detail and knowledge of edit, color and/or flame workflows
- Experience with budget oversight and actualizing projects.
- Experience with external partnership management
- Ability to prioritize and operate under tight deadlines
- Excellent communication skills and problem solving abilities
- Minimum 2 years experience in post production
- Working knowledge of Adobe creative suite and other standard editorial software helpful but not required.
- Working knowledge of Actualize It and/or CRM databases helpful but not required.

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@rachellelewis.com with resume if interested.**

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