

POSITION: Senior Producer - Advertising

CONTRACT: FT Staff / ASAP

LOCATION: REMOTE

CONTACT: [dana@\[rachelelewis.com\]](mailto:dana@[rachelelewis.com])

JOB SUMMARY:

- This is a remote position.
- Create and Manage various Budgets for our client's Advertising Division
- Manage the Post-Production process at all stages of Design, Animation, VFX, editorial, color and finishing projects.
- Manage the overall Post-Production schedule for multiple projects and plan priorities and responsibilities.
- Provide a daily assessment of each project during morning and evening production check-ins
- Ability to relay and interpret notes from various creative groups to editors, artists and other post personnel.
- Partner with external production partners such as but not limited to Production companies and audio houses
- Work with Heads of Production to hire and forecast freelancer needs.
- Establish a system that allows for backup coverage when new projects arise and freelancers staff on and off.
- Liaise with external vendors and make sure the Creative Director's vision is understood by external partners. These may include but are not limited to: Graphic Artists, VFX Supervisors, Animators, Storyboard Artists, Sound designers and Composers.
- Keep a database of external vendors in all the above categories and continue to grow the company's pool of diverse vendors.
- Work with the 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.
- Actualize projects timely and communicate revenue breakdown to accounting.
- Equal ability to project manage as well as account manage (Client growth).

REQUIREMENTS:

- Bachelor's degree or equivalent work experience
- Excellent communication skills both with clients as well as internal
- Expert knowledge of production and Post-Production workflows
- Great attention to detail and knowledge of animation, design and VFX
- Experience with budget oversight and actualizing complex projects.
- Experience with external partnership management
- Ability to prioritize and operate under tight deadlines
- Excellent ability to problem solve, especially under stressful deadlines.
- Minimum 5 years experience as design / VFX producer.
- 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 [dana@\[rachelelewis.com\]](mailto:dana@[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: dana@rachelelewis.com with resume if interested.

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