



POSITION: Front End Production Supervisor
LOCATION: Los Angeles, CA (On-Site / Remote)
CONTRACT: Full-time / Permanent
CONTACT: [maryanna@\[rachelelewis.com](mailto:maryanna@[rachelelewis.com)

RLT is seeking a **Front-end Production Supervisor** for a newly established feature animation studio that is already making a name for itself in a big way. Comprised of the industry's top talent, this Academy-Award-winning team is eager for passionate candidates ready to grow creatively, professionally, and personally. Are you bored with the antiquated assembly-line approach of legacy studios? Do you have ideas that you think should be heard? Are you interested in working with a company in which you hold equity? Our client is waiting for you. This opportunity is one of those "moments" that will be remembered in animation history. If this sounds like something you're up for - we'd love to hear from you.

JOB SUMMARY

The Front End Production Supervisor is responsible for managing the day-to-day production, in collaboration with their artistic supervisor, of a specific department at our client's company. An ideal candidate needs to be at ease managing a team of diverse artists, both locally and abroad, to their full potential. Reporting to the Senior Production Manager, the Front End Production Supervisor must serve as an effective conduit for interdepartmental and intradepartmental communication, and will be expected to communicate schedules, and creative or technical issues in ways that are digestible. The Front End Production Supervisor is a leadership role in the studio and will assume the responsibility of supporting and representing the directives of studio leadership.

RESPONSIBILITIES

- Partner with artistic leadership to schedule short and long term goals, cast work to artists, and ensure the delivery of work on time and within budget.
- Strategize with artistic supervisors and upper management to resolve any productivity or inventory issues.
- Interface with the company's creative and executive team to ensure creative goals are being communicated and achieved.
- Foster and maintain relationships with artistic and technical teams to ensure morale is as high as possible.
- Ensure department data is kept up to date and tracked accurately within the studio's production tracking software, Shotgrid.
- Create and maintain reports that clearly illustrate department and individual artist productivity.
- Manage the department schedule, track labor weeks and coordinate the day-to-day workflow.

REQUIREMENTS

- Preferred 3-5 years of experience as a Production Coordinator.
- Exemplary organizational skills and ability to manage multiple departments and artists simultaneously.
- Strong understanding of the CG animation process and pipeline
- Strong attention to detail with strong written and verbal communication skills.

- Production tracking experience using spreadsheets, databases or database software (such as Shotgun/ShotGrid)

If you are interested in talking about this opportunity, please email us and include your resume and reel.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing an NDA.

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

Contact: maryanna[@]rachellelewis.com with reel & resume if interested.

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