



POSITION: DESIGN/ASSET COORDINATOR

LOCATION: Los Angeles / US - Remote

CONTRACT: FT Staff / Permanent

CONTACT: maryanna[@]rachelelewis.com

RLT is seeking a **Design/Asset Coordinator** for an Award-Winning animation studio in Los Angeles. This studio is working on several high-profile IPs and CG Animated TV Series (preschool) and more in development.

- Starts ASAP (mid-late May) and is a Full-Time/Staff position (2+ years)
- Prefer candidates in Los Angeles
- Remote to start and for the immediate future w/ potential for Hybrid OK, but prefer candidates already in Los Angeles, but not 100% necessary
- Experience with 3D Animated TV Series preferred

Primary Responsibilities

- Track all designs and artist assignments from script breakdown through shipping.
- They will also track all models coming back from overseas and ensure everything is logged and reviewed until approved.
- Prior Shotgrid experience is strongly preferred.
- Reports to Assistant Art Director, Art Director, Production Manager, Line Producer, and Associate Producer.

Additional Responsibilities

- Creates and manages day-to-day design schedule and departmental updates
- Performs artist rounds and check-ins on Slack or email to determine the status of work
- Performs script breakdowns and determines what designs are required for storyboards
- Assists Production Manager with maintaining deadlines, ensuring department goals are met
- Understands the department and works with Supervisor to maintain the schedule
- Schedules review meetings with Art Director, Executive Producer, and Supervising Director
- Sends approved designs and CG assets to network for review
- Manages designs and assets in ShotGrid, keeping track of statuses

Qualifications

- Proficiency in software like Shotgun, Microsoft Word and Excel, and Adobe Suite
- Strong written and verbal communication skills

- Ability to multitask in a fast-paced production environment
- Ability to work proactively and independently and manage multiple episodes and competing priorities

If you're interested in talking more about this opportunity, please email [maryanna@\[rachelelewis.com\]](mailto:maryanna@[rachelelewis.com]) and include your resume.

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 the NDA (client request).

Thank you - www.rachelelewis.com

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