



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

POSITION: Production Coordinator

LOCATION: Remote

CONTRACT: Full-Time, ASAP

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

RLT is a recognized global leader in animation and vfx talent acquisition. We have over 25 years of experience originating from our work at top-tier Hollywood studios. Our clients hire our firm to assist in their talent acquisition needs (we are not your ordinary recruiters nor are we "headhunters").

We are seeking a **Production Coordinator** for our client, a state-of-the-art post-production house based in NYC. This facility uses the most advanced cloud technology allowing their VFX team to work 100% remote. This is a very cool group led by Industry top-tier talent.

JOB SUMMARY

Our client is looking for an experienced visual effects coordinator. Working closely with the internal VFX Producer and Creative leads, they will assist the Artists and help shots move forward through the pipeline. They will play a key role and help strategize and implement tasks and targets crucial to the delivery of the project on time and on budget.

RESPONSIBILITIES

- Work with Producer, Leads and Supervisors to track and manage the workflow through the departments to meet internal and external deadlines
- Help maintain a positive work environment by having a proactive attitude focused on collaboration with all team members
- Organize dailies, rounds and meetings, taking notes and following up on information for Artists and Leads as necessary
- Ensure production database is kept updated daily with notes and critical information before departing for the day
- Communicating information quickly to crew and other departments in person as well as via e-mail and ShotGrid. Following up with Artists if necessary.
- Work with artists to ensure task delivery dates and milestones are met, aiming to reduce over time.
- Oversee the execution of client deliveries of all temps and finals

- Manage resources and communicate coherently with other support departments Keep communication flowing from Supervisor to Leads to crew
- Anticipate and communicate issues to Producer and Supervisor to resolve problems quickly

REQUIREMENTS

- Previous experience as Production Coordinator
- +3 years of experience in VFX Production
- Highly organized, with excellent written and verbal communication skills in order to facilitate exchange between departments
- Excellent leadership skills, comfortable working and collaborating with people.
- Able to remain calm and confident in a fast-paced environment and proven ability to prioritize conflicting tasks
- Basic understanding of live-action and CG based visual effects workflows and pipeline and willingness to learn proprietary tools
- Basic understanding of common file formats and resolutions
- Knowledge of ShotGrid

If you are interested in talking about this opportunity, please email us 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 an NDA.

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

Contact: katharine[@]rachellevewis.com with resume if interested.

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