



**POSITION: VFX Producer**

**LOCATION: Hybrid - Remote/On Site - Canada / US**

**CONTRACT: Starts ASAP / Full-Time**

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

RLT is a recognized global leader in VFX and animation 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 senior talent acquisition needs (we are not your ordinary recruiters, nor are we “headhunters”).

We are seeking a **VFX Producer** for our client, an award-winning VFX facility known for its exceptional team and tier-A work. This company offers a range of creative services in VFX and is well known in the business. This position is an addition to staff, and the retention rate is quite good. If you’re ready for a new role as a producer, working with world-class artists, VFX Supes, and EPs, we would welcome a conversation with you regarding this great opportunity.

### **JOB SUMMARY**

The VFX Producer, will be responsible for managing artists, schedules, and client expectations, and will work in conjunction with VFX Supervisors and the Executive Producer/President.

### **RESPONSIBILITIES**

- Mapping efficient shot schedules in pre-production planning
- Tracking shots to completion in partnership with the Creative Supervisors
- Tracking and recording all changes to scope of work, and verifying change orders
- Anticipating special project requirements (software, hardware, space) and ensuring needs are communicated
- Attending client reviews – (on site or remotely) and facilitates a dialogue regarding clarity of notes and implications on schedule to manage client expectation
- Reporting overall project status during weekly production meetings and as required
- Monitoring overall Bid vs Actual
- Creating and managing delivery schedules for the project and maintaining weekly client status reports
- Ensuring project deliverables are managed and completed according to schedule
- Acting as a primary contact for the client

## REQUIREMENTS

- Prefer at least 5 years of experience within the film and television industry, with a combination of Stereo Coordinating and Producing experience
- Have experience with Shotgun, Smart Sheet, FileMaker Pro, and Microsoft Office
- Show an in depth understanding of the VFX process and pipeline
- Possess the ability to lead and motivate a team
- On-set experience/knowledge

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 requested by our client.

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

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

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