



RACHELLE LEWIS TALENT

Animation - VFX - Virtual Production
rachelelewis.com

POSITION: First Assistant Editor

LOCATION: Northern California

CONTRACT: FT Regular

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”).

RLT is seeking a **First Assistant Editor** for a newly established feature animation studio that is already making a name for itself in a big way. Composed 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? Our client is waiting for you.

JOB SUMMARY

This role supports editors, producers, and directors in creating story reels and as a hub for overall production. The ideal candidate will possess the right balance of technical knowledge and creative ability along with a strong organizational skill set.

RESPONSIBILITIES

- Ingest, prep and distribute Editor(s) incoming material including Storyboards and Scratch dialogue
- Work with Editor(s) on organizing media and bins and folders in the project
- Give technical and editorial support to Editor(s)
- Support scratch recording sessions
- Input and Output all media and cuts
- Be a point person for requests coming through Editorial from other departments
- Publish and Create turnover assets
- Manage other assistants by assigning tasks and checking work
- Archive and Backing up project, media and materials
- Put in progress workflow procedures to help Editorial work efficiently

REQUIREMENTS

- Strong experience with Avid Media Composer - working knowledge and troubleshooting
- Must have general understanding of all editorial equipment in the editorial suite(s)
- Experience working and managing the Avid Nexis Media Server
- Knowledge of Photoshop and Creative Cloud
- Knowledge of Flix application is a bonus but not required
- Intensely organized and detail oriented
- Ability to work professionally, calmly and creatively in a fast-paced and high-pressure environment
- A self-starter who instinctively takes charge, has a positive 'team player' approach, and is comfortable in a dynamic and rapidly evolving environment
- Excellent interpersonal and communication skills, both written and verbal
- Proven skills in creativity, problem-solving, follow-through, attention to detail, and priority setting
- Resourceful and open to changing processes
- Associate's or Bachelor's Degree preferred but not required

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 requested by our client.

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

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

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