



**POSITION: Production Manager**

**LOCATION: Los Angeles**

**CONTRACT: Full-time**

**CONTACT: [lauren@\[rachelelewis.com](mailto:lauren@[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 ***Production Manager*** with Feature Animation experience to join our client’s award-winning feature animation team. **Must have experience on at least two full cycle features and understanding of the entire animation pipeline.** If you’re bored with the antiquated assembly-line approach of legacy studios, our client is waiting for you.

### **JOB SUMMARY**

The ***Production Manager*** is a highly influential part of the production team and of the studio. As part of a film’s leadership team, the production manager sets the culture of the production, as well as the culture of the studio. As such, the PM is responsible for projecting leadership, stability, and competence to the crew at large.

- Starts Immediately/ASAP (willing to wait for right candidate)
- Full/time staff
- Excellent Benefits
- Employee Stock Options Plan

### **REQUIREMENTS**

- **MUST HAVE completed a minimum of two full cycle features and has a deep understanding of the entire animation pipeline.**
- Strong verbal and written communication skills.
- Ability to work well under pressure.
- Ability to multitask in a fast-paced environment.
- Possess complete knowledge of the animation production process.
- Experience partnering with artistic leadership
- Have excellent communication (written and oral), be energetic, sociable, and involved

### **RESPONSIBILITIES**

- Manages the daily activities of the production.
- Keep accurate daily output information of all departments and enforce deadlines.
- Update key production personnel on the status of all areas of production.
- Maintain and distribute weekly production schedule with accurate information to upper

management and production staff.

- Supervise Production Supervisors, Coordinators and Assistants; assist in hiring, performance reviews and terminations for these positions.
- Manage schedule to ensure production meets strict deadlines.
- Assist in the scheduling of key production personnel.
- Schedule production meetings as necessary.
- The Production Manager is responsible for managing the day-to-day production and crew.
- Working closely with the Producer and Associate Producer, the Production Manager oversees the department schedules and deliverables to ensure the efficient completion of production.
- Along with the AP, the Production Manager has the unique position of overseeing the entire production schedule and being able to balance and prioritize needs across all departments, with the timely and efficient delivery of the film being the ultimate goal.
- Oversee day-to-day/week-to-week production progress and have a clear picture of the completion of the film at all times
- Ensure milestones and quotas are met and provide course-correction to the schedule as needed
- Prepare and distribute weekly production status reports
- Ensure communication among department leaders via weekly production meetings and any other meetings deemed necessary
- Track and manage the complexity of the film along with the Associate Producer and VFX Supervisor
- Ensure that all production data and metrics are tracked via the Shotgun database and can be easily summarized on a daily basis in order to flag problem areas
- Oversee production management staff, delegating duties, reinforcing consistency and ensuring follow-through
- With the AP and VFX Supervisor, develop and maintain crew morale
- Ensure that the work performed meets the expected quality standards and is completed on time for the production of the film
- Be responsible for the budget allocated to the department
- Monitor and participate in the improvement of the production workflow
- Be responsible for the communication of key information at the end of the department
- Anticipate problems and potential production delays
- Communicate and interact with the production team of other departments, ensure that plans/assets are delivered to them in accordance with schedules and according to inventories

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

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