

JOB POSTING

PROJECT MANAGER

Type: Full-time

Location: Vancouver, BC (In-Office)

Hours: 40 per week

Please submit your resume and cover letter to inbox@elementalpost.com

ABOUT ELEMENTAL POST

Elemental is a full service Post Production facility providing filmmakers with a robust creative team specializing in colour, sound, picture online & finishing. We partner closely with producers, studios and filmmakers to guide projects from production to delivery, while helping clients coordinate additional post production elements as needed.

JOB DESCRIPTION / POSITION SUMMARY

As Project Manager, you will have strong post production knowledge with the ability to manage multiple projects simultaneously, ensuring deadlines are met and facilitating all resources to meet project needs. This role is central to keeping workflows running smoothly, maintaining clear communication with clients, as well as managing accurate schedules and deliverables.

MAIN DUTIES

- Managing internal team members through project tasks, milestones and deadlines.
- Coordinate day-to-day task priorities across multiple projects in various stages.
- Communicate assets needed with clients to achieve project milestones.
- Maintain and distribute documents with information pertaining to project specs, delivery details and schedule.
- Track notes/feedback and update schedule to account for various iterations.
- Creative problem solving with the internal team to manage shifting schedules and requests from clients.
- Booking colour and sound suites and client sessions.
- Ensure delivery specs and deadlines are met.
- Flag work going out of scope to Post Producer.
- Coordinate with external vendors as needed - VFX, accessibility, graphics, etc.
- Providing client services - eg. lunch ordering, assisting with needs while in house.

WHAT YOU BRING

- 3+ years experience in Post Production.
- Excellent client facing skills.
- Understanding of various post workflows and softwares used.
- Comfortable managing team members and giving them direction.
- Attention to detail.
- An understanding of when workflows or processes can or should be done differently for efficiency or accuracy.
- Flexibility to oversee multiple projects at once.
- Understanding of various technical specs for Theatrical, Broadcast and Streaming for picture and audio deliverables