



PRODUCER

General Summary

The Producer's primary role is to guide and oversee the daily operations of project teams to ensure thoughtful and efficient flow of work through the studio. Direct reports include Associate Producers, Production Coordinators and Production Assistants. This position will report to the Executive Producer.

Responsibilities

- Manage multiple productions and content types, including CG, VFX, live, AR & VR
- Collaborate with directors, supervisors, artists and clients, to guide projects from pitch and bidding, through production, post and delivery
- Create and revise project bids and financials, run actuals and prepare project invoices
- Establish and maintain production schedules, manage internal and client expectations
- Creatively strategize and troubleshoot solutions to production obstacles
- Streamline production workflows to improve project process, quality and outcomes
- Maintain important company relationships, including clients, partners and vendors

Qualifications

- 3-5 years of production experience in a creative studio or ad agency environment
- Track record producing CG, motion graphics, VFX, live action and/or interactive content
- Experience with all aspects of production management, including bidding, budgeting, schedule management, personnel and performance management.
- Experience with production tools like Excel, Project, Slack, Showbiz and GANTT charts
- Excellent communication and interpersonal skills, particularly the ability to use positive tone and attitude to diffuse conflict, provide solutions, and cultivate a fun and productive working environment.
- Ability to work well with others under pressure, set goals, build teams, help create a positive work environment, and effectively manage expectations
- Ability to anticipate and manage multiple tasks within a dynamic, fast-paced, and deadline-driven environment.

Application Guidelines: When applying for a position at Hinge, send an email to jobs@hellohinge.com with your name and the position title in the subject line. Please include a link to your reel online, and attach your cover letter, resume, and reel breakdown in PDF format.