

Job Summary:

The Video Post Production Traffic Manager will report to the Production Director and work closely with the Project Manager, Video Editors, and Producers.

This role will traffic all projects through our Video Editing Department as well as manage project scheduling, producer communication, and shifting priorities based on project deadlines. The best candidate will be adept at juggling many shifting projects, from multiple producers, in various stages of completion, and prioritizing the workload for the team based on internal and external deadlines.

About TRG:

TRG is a nationally renowned photography, video, and CGI production facility unique in the industry for offering a variety of content production services all under one roof. With the latest acquisition of a 160,000 sq ft space, TRG has quickly grown into a premier multimedia studio in the nation.

Who We're Looking For:

- An incredible work ethic and great attitude that meshes well with the team. TRG has a long history of hiring people who have great attitudes and share a passion for our creative industry.
- Extremely organized yet also flexible enough to handle consistent priority changes.
- A person who understands the importance of the little things that make our clients' experience while in the studio something special.
- Must work well under pressure and in a fast-paced environment.
- Not afraid to take risks and try new things, continually testing and learning.
- Ability to handle many simultaneous moving timelines and shifting priorities.
- The ability to perform all duties while still having fun and genuinely liking your job.
- An extreme love of puppies and dumb jokes is a plus.
- Someone who can work easily with a studio full of caffeine addicts, creative weirdos, and a handful of roaming dogs.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Manage TRG Video Editors' daily and weekly schedules.
- Intake, assign, and manage Post Production projects, prioritizing and re-prioritizing based on clients' shifting needs.
- Manage Post Production Proofing Software, including users, all internal and external proof deadlines, and ensure notes are captured and addressed by the team.
- Create and foster contract Video Editor relationships.

- Utilize contract Editors when the need arises. Assign them projects and deadlines as needed.
 - Ability to edit videos in Adobe Premiere as needed.
 - Coordinate with Producers, Project Manager, TRG Internal Marketing Department, and stakeholders to manage workflow and post-production hour resources within the department.
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- Account for current workloads and forecast schedules ahead of shoots (if timing is available)
 - Confirm the order of priorities based on client timelines.
 - Act as point of contact between multiple project teams and departments.
 - Work directly with producers and the Project Manager to obtain all information on behalf of the team.
 - Pending job complexity, cast VO talent options.
 - Attend weekly status meetings with clients and provide project status updates.
 - Assign tasks to various artists based on skill set.
 - Manage studio video server and folders.
 - Manage subscription accounts.
 - Monitor the Video Log for archiving.
 - Quality control.
 - Coordinate with the Production Director, Project Manager, and Producers to determine accurate hours needed for job scopes and estimates.

Required Skills/Abilities:

- Video Editing knowledge and skill in Premiere is a must.
- Ability to walk throughout a 160,000 sq ft studio all day.
- Ability to give direction and monitor progress to 6 team members + contract employees.
- Understanding of the post-production process is a plus.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in project management software.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Experience in Multi-tasking and Project Management – 3 years minimum experience managing multiple projects utilizing effective multi-tasking skills.
- Experience in this industry is helpful but not required.