



JOB OFFER

POST-PRODUCTION PROJECT MANAGER

PRIM is a production center serving the creativity of professional moving image and sound artists who wish to produce quality independent works in a context of hybrid practices. PRIM is funded by the Canada Council for the Arts, the Conseil des arts et des lettres du Québec and the Conseil des arts de Montréal.

DESCRIPTION OF THE POSITION

The Post-production Project Manager is responsible for the planning and management of PRIM members' artistic projects. He or she is in constant communication with the members and the team in order to organize their work at the center and to offer them a high quality service.

Please note that the working language is French

Main tasks

- Assess project needs and communicate them to the various people involved
- Establish the stages, deadlines and post-production schedule for each of the creative projects supported by the organization
- Plan the use of the center's technical resources
- Hold meetings with the various collaborators
- Organize the tasks and work schedules of the technicians according to the projects
- Monitor and support projects, paying special attention to the concerns, expectations and needs of users
- Invoice the work according to the agreements

Profile sought

- College diploma (D.E.C.) in project management or equivalent training
- 5 years of experience in the post-production field
- Excellent knowledge of audio and video post-production processes and formats
- Knowledge of the cultural and independent film industry
- Keen sense of time and task organization, good priority management
- Collaborative spirit and strong teamwork skills
- Concern for customer service
- Rigor, autonomy, diplomacy

Computer skills

- Good knowledge of Microsoft Office and Google Suite
- Knowledge of the Teamwork platform (asset)

Languages

- Fluency in French, spoken and written
- Good knowledge of English, spoken and written

Terms and conditions of employment

- Start date: as soon as possible
- Permanent position, full time 35h/week
- Salary: according to the salary scale
- Benefits: group insurance, 4 weeks of vacation per year, 12 statutory holidays and 12 days of sick leave per year

Send your application (resume and cover letter) to francois@primcentre.org with the job title in the subject line. Only those selected for an interview will be contacted.