



Studio Manager (f/m)

Job-ID: 10210-2017

We are looking for a one-year maternity leave replacement for the time being.

With verve, passion and competence FLAVOR3D is specialized in high-end CGI based still image & film productions and offers the entire range for a breathtaking digital experience.

In this role you are the heart and soul of our daily production and ensure with your planning the smooth production of multiple simultaneous CGI projects.

Responsibilities

Your resource planning is key to the project's success

- **Resource** and **work load planning** in collaboration with our producers and team leads
- Identify **resource shortage** in advance and take necessary **actions**
- **Source external staff** in cooperation with Human Resources or Procurement and onboarding new hires
- Keep overview over **time tracking**, **approvals** and **absence** times of the production employees
- **Administration** of internal shooting equipment
- Various administrative tasks, e.g. coordinating with different internal departments, planning team events, etc.

Requirements

You bring industry experience and organizational talent together

- At least 3 years of **production experience**, e.g. CGI, VFX, post production, film or advertising
- Very good knowledge of **Microsoft Office**
- First experiences with **ftrack**, **Shotgun** or similar production tracking software
- Strong **organization** and communication skills
- **Stress-resistant**, especially under project pressure
- Very good **German** and **English** language skills

About us

3DEXCITE is the leading, one-stop-provider of high-end software, consulting and creative services in professional 3D visualization. The company opens up creative freedom to deliver emotional assets for digital, interactive marketing and sales experiences. From consulting, through workflow, to final visualization assets, 3DEXCITE transforms engineering data into powerful visual experiences, which we call engineered excitement, and acts as strategic partner to its customer base in the automotive, aerospace and consumer goods industries. In 2014, the company was acquired by Dassault Systèmes, the 3DEXPERIENCE Company and world leader in 3D design software, 3D Digital Mock Up and Product Lifecycle Management (PLM) solutions. We currently employ 750 staff at 15 offices worldwide.

Contact

Join us and take on new challenges in your career; we are looking for exceptionally talented technical and creative professionals, who strive for innovation in cutting-edge real-time technology and 3D visualization. Interested? Send us your application documents and if mandatory for the position your work examples under specification of your earliest starting date to:

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