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JOB VACANCY FORM

X Full-time □ Part-time □ Summer-Job □ Internship

Job Title: Post-Production Producer

Application Deadline:

Reference Number: 020514-10

Company Description

TYPE: X Local □ Regional □ Multinational

INDUSTRIAL SECTOR: Media, Film

BRIEF FIRM PROFILE/DESCRIPTION: We are a post-production company that specializes in Visual Effects, motion design and editing for Films, TV, Commercials, Documentaries, and innovative visual projects.

Job Description

BRIEF JOB DESCRIPTION:
The Company is looking for a full-time post production producer. Once appointed a Councilor, and to complement our team of VFX artists, motion designers, illustrators, and film editors, you will:

• Ensure that all the firm’s resources are operating efficiently.
• Provide assistance to freelance resources, introducing facilities policies and procedures.
• Maintain and restock office supplies.
• Ensure efficient operation of the post production process, from the arrival of the original data files through the delivery of the final product to the client.
• Produce and follow up projects from beginning till completion.
• Maintain accurate scheduling of equipment, post production suites, meetings and deliverables.
• Schedule regular equipment maintenance.
• Assist artist to perform their tasks within the required schedule and budget.
• Respond to content delivery requests from clients.
• Create, initiate and maintain forms to track resource usage and expenditures.
JOB LOCATION(S):
City: Beirut  Country: Lebanon

DEGREE:
X Bachelor  □ Master  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Bachelor’s degree in Communication Arts, Audio Visual or Graphic Design or a three year working experience in the Media field.

WORK EXPERIENCE:

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: Needs to know MS Office (Word, Excel, PowerPoint). Knowledge of the following programs is a definite plus: Final Cut, Photoshop, Adobe Illustrator, compressions and DVD authoring.
Other Skills: French is a plus.

SALARY
Basic Salary Range: Depending on Experience
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  X Bonus
X Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
X Lebanese NSSF  □ None

WORKING DAYS: MONDAYS TO FRIDAYS. OCCASIONALLY, SATURDAYS.

HOW TO APPLY

Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 020514-10

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.