



Production Coordinator - Cinematic Team

Montreal - Contract - 744000063339282

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This role reports to the Associate Producer and supports them with any related tasks tied to production management.

Main Responsibilities:

- Track the tasks of various sections of the cinematic team (animation, VFX, lighting).
- Keep planning, communication, and project tracking tools up to date (JIRA, Shotgrid, Excel sheets, etc.).
- Work closely with team members to ensure smooth information flow.
- Generate and share updates on task progress and deliverables.
- Prepare versions to be sent for internal or client reviews.
- Assist in creating dashboards and reports tailored to specific project needs.
- Take and consolidate notes during internal, cross-team, or client meetings, and follow up on action items.
- Handle access requests and set up communication channels needed for projects.
- Manage project documents and information on collaborative platforms (Confluence, SharePoint).
- Maintain constant communication with the Montpellier team to ensure smooth production coordination.
- Help with the day-to-day management of the Montreal studio, including logistical coordination

and on-site team support.

Desired Skills:

- Understanding of cinematic production for video games.
- Experience in visual effects production (an asset).
- Proficiency in tools such as JIRA, Shotgrid (Flow), and Excel. MS Project (a plus).
- Excellent communication skills in French and English; must be able to work in an international context.
- Strong collaboration, organizational skills, and attention to detail in tracking deliverables.

Our passion for innovation and our team's creativity are recognized throughout the industry and remain the cornerstone of our work philosophy. Our team is comprised of over 200 highly qualified creators working in two creative spaces located in Piedmont, in the Laurentians, and in the Mile-End district of Montreal.

Our repertoire holds prestigious titles such as 300, Avatar, Hunger Games and Jurassic World, as well as in the last 6 instalments of the Star Wars franchise and the new Disney+ high-end TV series, The Mandalorian, The Book of Boba Fett, Obi Wan Kenobi and Andor.

At Hybride, first and foremost, we are good human beings, who value well-being and solidarity. We're committed to fostering a work environment that is inclusive and respectful of all differences.

At Hybride, you can come as you are. We embrace diversity in all its forms. We're committed to fostering a work environment that is inclusive and respectful of all differences.