

Digital Domain 3.0, Inc. JOB DESCRIPTION	
Job Title: Digital Production Administrator	Department: Production Services
Reports to: Production Services Supervisor	Status: Non-Exempt
Classification: Full Time	Date: Immediately
<p>Purpose of the job:</p> <p>The Digital Production Administrator is responsible for hands on management of facility resources including render nodes, disk space and I/O. The DPA works closely with the Assistant Technical Directors (ATD) to ensure show priorities and facility guidelines are being met while working to meet optimal efficiency of Facility Resources. The Digital Production Administrator serves as a dedicated production support liaison for the entire length of a production. A DPA provides a high level of technical support for facility-wide tools and pipeline support. DPA's serve as the first point of contact for artist and production support and work as an intermediary between Software and Systems support.</p>	
<p>Essential Functions/Responsibilities:</p> <ul style="list-style-type: none"> • Move data between Vancouver, Montreal and Venice facilities. Move data on/off disk for Client deliveries orturnovers. • Manage Render Farm utilization and efficiency. • Troubleshooting of technical render issues and escalates to proper support channels if necessary. • Responsible for management of shows resources and maintaining optimal efficiency. • Responsible for providing productions with Projections and Resource Reports. 	
<p>Qualifications: Education, Experience, and Skills Required:</p> <ul style="list-style-type: none"> • Production experience in computer animation, visual effects, or game industry. • Experience with Maya, Houdini, Nuke, or other 3rd party applications. • Strong troubleshooting skills. • Ability to establish priorities, work independently or within a group, and work with minimal supervision. • Exceptional communication skills in dealing with both technical and artistic groups. • BA or BS in Computer Science, Computer Graphics or Film. • Python, Perl, C++ programming skills a huge plus. 	
<p>Working Conditions and Environment/Physical Demands:</p> <ul style="list-style-type: none"> • Office working environment. • Hours for this position are based on normal working hours but will require extra hours pending production needs. • Walking/bending/sitting. 	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. Digital Domain 3.0, Inc. management reserves the right to amend and change responsibilities to meet business and organizational needs.

As an equal employment opportunity employer, Digital Domain commits to a work environment free from unlawful discrimination where all employees are treated equally with dignity, respect and on the basis of individual experience and potential, without regard to any personal classifications protected by applicable laws, regulations and ordinances.