

**IMS PRODUCTIONS**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Graphics Supervisor

**DEPARTMENT:** IMS Productions

**REPORTS TO:** Vice President, Productions

**POSITION LOCATION:** IMS Productions Administration Offices and various locations around the city and on the IMS grounds.

**FLSA STATUS:** Exempt

**SPECIFIC DUTIES:**

Lead and coordinate IMS Productions' graphics department. This position will manage all graphics tasks assigned, be responsible for staying on budget, and ensuring timely delivery on all graphics projects.

Research and implement new animation and compositing technology.

Manage all storage, backup and archiving regarding graphics.

Ensure all graphics/animations are on the cutting edge of industry standards.

Work with producers and editors to develop animations, graphics, composites and visual effects for clients.

Requires extensive knowledge of various graphics generating systems (listed in 'qualifications' below), and continually upgrade knowledge of new trends in both hardware and software.

Ensure client satisfaction with all projects...both from budget and deadline perspectives

Requires flexibility in working-hours schedule...nights and weekends as needed.

Additional duties assigned by IMSP leadership.

Enthusiasm for and commitment to the company and the Vision, Mission and Values.

**QUALIFICATIONS:**

BS/BA in Computer Graphics, Animation or related field

Proficient in After Effects and Motion Graphics

Rev 2/2012

Proficient in Photoshop, Illustrator and Adobe Suite

Strong 3D generalist skills in Maya, Cinema 4D or Max

Strong design skills

Knowledge and understanding of video production and delivery

Ability to work individually and manage multiple production timelines and schedules

Experience with storyboards and pre-production materials

Experience with Macintosh systems

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Visual and auditory acuity for extensive use of various forms of technology.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION/DEMO PROCESS:**

**If interested please send resume AND demo reel to Brian Annakin, Vice President of Production – [bannakin@brickyard.com](mailto:bannakin@brickyard.com). Applicants MUST submit a demo reel that showcases the skills necessary for this job. Any inquiry without a demo reel NOT will be considered.**