

Production Lead

Description

AMMACHI Labs is at the forefront of developing immersive learning technologies to enhance vocational and hands-on training through interactive digital simulations. We

are seeking a Production Lead to oversee and drive the end-to-end content development process, ensuring timely delivery and quality execution of our digital learning solutions.

Position Overview:

As a Production Lead, you will be responsible for managing the production pipeline, coordinating cross-functional teams (storyboarding artists, 3D modelers, animators, developers, and instructional designers), and ensuring that all project deliverables meet high-quality standards. This role requires strong project management, team leadership, and creative problem-solving skills to streamline workflows and meet deadlines.

Responsibilities

1. Filming Planning & Execution

Develop a detailed filming schedule in coordination with the instructional design and production teams.

Plan and organize shoot locations, equipment, lighting, and sound setup for high-quality video production.

Supervise on-site filming sessions, ensuring proper execution of camera work, angles, and scene continuity.

Manage team, instructors, and crew members to ensure smooth production workflow.

2. Video Editing Plan & Review

Work closely with video editors and motion graphic artists to ensure footage is edited according to project requirements.

Review raw footage, suggest improvements, and coordinate with editors for final refinements.

Ensure colour correction, sound design, and motion graphics enhance the video quality.

Oversee revision cycles and stakeholder feedback incorporation.

3. Team Coordination & Workflow Management

Assign tasks and monitor progress of camera operators, video editors, and post-production staff including graphics design, 3d animators and modellers, 2d animators, etc..

Set clear milestones and deadlines for each stage of video production.

Maintain efficient communication with developers, designers, and instructional teams to align video content with learning objectives.

Troubleshoot production issues and ensure a smooth, timely workflow.

4. Deadline Management & Submission

Ensure all videos are delivered on time according to project timelines.

Track progress using production management tools (e.g., Trello, JIRA, or Asana).

Submit finalized videos for review and approval, ensuring all feedback is addressed before delivery.

Maintain a structured repository of video assets and backups for future reference.

Hiring organization

Ammachi Labs

Employment Type

Full-time

Date posted

April 11, 2025

Qualifications

Bachelor's degree in Film Production, Media Studies, Digital Media, or a related field.

3-5 years of experience in video production, filming coordination, and post-production management.

Proficiency in video production tools and editing software (Premiere Pro, DaVinci Resolve, After Effects, Final Cut Pro).

Experience with graphics, 3D animation workflow and work co-ordination.

Strong knowledge of camera operation, lighting techniques, and post-production workflows.

Excellent team coordination and project management skills.