Frame48
6110 Washington Blvd
Culver City, CA 90232

VFX Editorial Assistant, Workflow & Automation

This role will begin in person at our Los Angeles studio, with a planned transition to remote work 1-2 months after the start date.

Frame48 (frame48.com) is a 3D motion design studio. We produce animated content for industry-leading brands and agencies. Located in Culver City, our facilities are home to artists and creatives at the forefront of design and graphics technology.

We're looking for a VFX Editorial Assistant, with an emphasis in Workflow & Automation, to support the CG, editorial, and post-production workflow across all active projects.

This role sits at the intersection of editorial, VFX, production systems, and studio operations. You'll help keep projects organized and moving efficiently from artist output through editorial, client review, and final delivery, while also identifying opportunities to improve how that work gets done.

A major part of this role is problem-solving. We're looking for someone who naturally notices repetitive, manual, or inefficient processes and thinks about how they could be improved. Between active project needs, you'll work closely with the CG and editorial teams to develop internal tools, automate repetitive tasks, improve handoffs between departments, and create more reliable systems for managing work across the studio.

You do not need to be a traditional software engineer, but should be technically curious and excited about experimenting with scripting, APIs, AI-assisted development, automation platforms, and custom internal tools.

Responsibilities

Post-Production Support

- Maintain up-to-date editorial timelines across multiple active projects.
- Ingest new renders and replace work-in-progress shots with the latest versions.
- Keep track of cuts, shot versions, frame ranges, and editorial changes using ShotGrid and internal company tools.
- Maintain clean and organized Premiere and Resolve projects, sequences, media, and project structures.
- Prepare materials for internal reviews and client presentations.
- Export and upload WIPs, review cuts, and other editorial deliverables.

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- Manage all editorial conforms, including color and sound turnovers, references, and general project preparation as needed.
- Help ensure editorial always reflects the most current work from the VFX and motion teams.
- Resize and reformat assets for multiple aspect ratios, resolutions, and platform-specific deliverables, adjusting framing and layout as needed.
- Prepare and package materials for other post-production vendors, including color grading and sound design.
- Maintain visibility into the status of assets and deliverables across multiple jobs.

Workflow & Automation

- Identify repetitive, inefficient, or error-prone processes across editorial, CG, production, and delivery workflows.
- Propose and develop practical solutions that improve speed, organization, accuracy, and visibility across projects.
- Build and maintain lightweight internal tools, automations, scripts, utilities, and workflow systems.
- Work with the CG and editorial teams to improve how files, versions, renders, notes, and deliverables move through the studio.
- Explore opportunities to connect existing tools and systems through APIs, scripting, integrations, and automation.
- Help design systems that reduce manual work, prevent versioning mistakes, and make project status easier to understand.
- Document new workflows and help establish repeatable studio-wide processes.
- Test, troubleshoot, and iterate on tools based on real production needs.
- Take ownership of small technical and operational problems and help carry solutions through implementation.

Requirements

- Strong problem-solving skills and a natural instinct for improving processes.
- Highly organized, with the ability to manage multiple priorities and deadlines.
- Technically curious and comfortable learning new software, systems, and workflows.
- Excited about building internal tools and finding better ways to solve repetitive production problems.
- Interest in scripting, APIs, AI-assisted development, automation, or lightweight software development.

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- Ability to break down a workflow problem, identify bottlenecks, and propose a practical solution.
- Strong verbal and written communication skills.
- Passion for 3D animation, VFX, motion design, and creative technology.
- Proficiency with Slack, Google Workspace, and project management tools such as Notion, Airtable, Asana, or similar.
- Interest in Python, JavaScript, or another scripting language.
- Minor experience working with APIs or building integrations between software platforms.
- Proficiency in Adobe Photoshop and Illustrator, including opening, reviewing, organizing, and preparing client-provided files and assets for use in production workflows.
- Familiarity with ShotGrid and production tracking systems.
- Familiarity with Adobe Premiere Pro, After Effects, DaVinci Resolve, Nuke, or other post-production software.
- Experience using AI-assisted development tools to prototype or build workflow solutions.

If you have any additional questions on the role or application process, please contact hello@frame48.com

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Frame48 is an equal opportunity employer, committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other characteristic protected by federal, state, and local laws.