**Job Title: Post-Production Assistant**
**Department: Post-Production**

## *Overview of Role*

A post-production assistant (PPA) works within the post-production team, providing administrative support to the post-production coordinator (PPC). They support the PPC by collating and distributing information, checking availability of rooms and studio space, and day-to-day housekeeping within the post-production (post) team and cutting room.

## Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. **Provide administrative support**
   • Assist the PPC to keep a post calendar up to date
   • Assist the PPC in managing diaries and calendars
   • Take and distribute notes of meetings
   • Create distribution lists
   • Assist the PPC when required, by sending key documents and schedule updates (with the approval of the post-production supervisor (PPS))
   • Prepare and manage the following documents for post during the shoot: script versions tracker; post contacts lists including post vendors and visual effects (VFX), and post cast list
   • Interpret a creative brief to identify and source relevant third-party material
   • Assist the PPC in researching relevant usable content

2. **Arrange and manage logistics and resources**
   • Check availability of studio space for editorial / automated dialogue replacement (ADR) / offices
   • Researching international travel for crew, as well as domestic cars or trains
   • Assist the PPC with coordinating any travel required for the post and editorial team to and from facilities / review sessions
   • Book couriers, and track parcels, both logistically and financially
   • Holder of petty cash or petty cash card, responsible for getting lunches and refreshments
   • Log, report and reconcile all petty cash with finance
   • Assist with issuing and logging of purchase orders (POs)
   • Troubleshoot and fulfil day-to-day needs, such as stationery and catering, flagging any issues to PPC or PPS

3. **Monitor post-production assets**
   • Track footage, backups and their associated drives
   • Textless background tracking and spotting
   • Keep an up-to-date log of what footage is being stored on which linear tape-open (LTO) tapes, and where everything is
   • Work with the various post, edit and VFX teams to coordinate the movement of media on drives
   • Keep accurate logs of all drives and their location, fulfilling any logistical requirements

- Assist the PPC to manage a tracking document for all third-party material (stock footage / audio / stills) being used by a project
- Collate dailies paperwork into a cloud-based, industry standard software and upload: camera reports, sound reports, dailies reports, LTO manifests

4. **Ensure compliance with regulations and codes of practice**
   - Carry out research for clearances on all stock footage, stills, and audio
   - Assist with child licences if required: liaise with parents / agent / local council to apply for licence and amend post schedule based on availability
   - Collect data in a confidential, consistent and organised manner
   - Comply with current legislation and regulations covering data protection

5. **Support post-production delivery**
   - Assist the PPC to manage the creation of final delivery paperwork, such as post contact lists and post cast list
   - Assist the PPC to coordinate the logistical delivery of all assets to their required destinations
   - Assist the PPC in the delivery of paperwork, such as, paid ads, billing block / credits

## Role Specific Skills:

- Organise and control post-production logistics and supplies
- Liaise with other departments, acting as a contact point for post-production
- Provide PPC and post personnel with up-to-date information on post-production activities, paying attention to detail

## Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to departments and colleagues
- Teamworking: collaboration within own and with other departments, liaising with data wranglers, VFX, ADR, edit and production
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Planning: planning practical requirements for transport and resources to meet post production needs

## Attributes:

- Resilience and enthusiasm: adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment

- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial