



Job Title: Post-Production Coordinator
Department: Post-Production

Overview of Role

The post-production co-ordinator (PPC) works within the post-production (post) team, providing operational support to the post-production supervisor (PPS). The PPC assists the PPS in the management of the post schedule throughout the life of the production. The PPC understands the required sequence, and duration of, activities in the different stages of the workflow process. They manage the administration of the department and organise documents, storage of final video and audio masters and offline editorial materials. They maintain good communication between the production and post-production facilities and make bookings for automated dialogue replacement (ADR) sessions and preview screenings.

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. Prepare post-production delivery

- Breakdown the delivery requirements list into a tracker document
- Distribute delivery requirements and specifications to all departments
- Maintain online versions of the post schedule for the PPS
- Ensure all departments have the relevant key dates, deadlines and pertinent information to be able to complete their own tasks
- Create file naming conventions for departments to use, ensuring consistency across the shoot
- Implement a system for storing paperwork

2. Provide administrative support

- Schedule meetings with stakeholders in a timely manner, sourcing and collating information from various parties due to attend
- Communicate any changes to all key stakeholders / departments
- Take notes in all meetings, understanding what pertinent information is and how to effectively summarise this in a timely manner
- Distribute notes to relevant parties after the event
- Follow up any action points, understanding the impact of these on post, and the required timescales
- Manage day-to-day interactions with facilities, taking into account the technical, financial and logistical elements of your production

3. Collaborate with other departments

- Act as the main point of contact for all cutting information, making sure to effectively disseminate relevant information to relevant parties in a timely manner
- Support the PPS in collaborating with producers and other departments to determine the main elements required to meet creative briefs
- Ensure all departments are working to correct versions of scripts and cuts of the edit
- Create distribution lists and distribute dailies, assemblies and cuts to relevant parties

- Identify and report potential problems arising from quality checks (QC) of the dailies to the PPS and suggest the best course of action to rectify

4. Arrange and manage key logistics and bookings

- Book studio space for editorial / ADR / offices
- Issue, book and track financials for national and international travel
- Research and book flights, trains, cars and accommodation as required
- Coordinate visas for international crew
- Issue movement orders to inform the person travelling of all important information
- Book couriers, and track parcels, both logistically and financially
- Monitor expenditure, making the PPS aware if concerned about any overspend relating to visual effects (VFX) pulls, ADR, couriers and cars, overtime, grade days, travel and accommodation, sourcing third-party material
- Generate and log purchase orders

5. Select crew and suppliers to meet post-production requirements

- Obtain production contract templates from production company / lawyer and liaise with them on any changes, queries or issues
- Arrange contracts which meet legal and regulatory requirements, and which include full and accurate details of an individual's or supplier's contribution
- Create contracts and confirm they are accurately signed by relevant parties, file and distribute
- Source missing contracts from production
- Ensure that safeguarding checks and vetting have been carried out in line with local requirements
- Onboard crew, sending out non-disclosure agreements (NDAs), starter forms, timesheets and draw-up deal memos, in liaison with the PPS, finance and legal team
- Comply with health and safety requirements, including the relevant working time regulations

6. Ensure compliance with regulations and codes of practice

- Ensure the legal and compliance teams see cuts in at an appropriate time
- Track for any clearance or editorial policy issues which may need to be flagged to legal for approval
- Create an online tracking document to ensure completion of work
- Apply for child licences if applicable
- Draft all credits and coordinate approvals, to ensure compliance
- Maintain confidentiality of sensitive information in line with organisational procedures

7. Monitor post-production assets

- Draft and proof credits and end credits
- Create a pick-up / scenes-owed list to keep track of what has and hasn't been shot
- Track footage, backups and their associated drives
- 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
- Cross-reference script paperwork and digital imaging technician (DIT) paperwork with the rushes

- Build a document to track continuity issues flagged on the dailies either by the script supervisor or internal QC

8. Manage ADR processes

- Create ADR tracker
- Work closely with dialogue editor and PPS to draw up schedule for ADR
- Liaise with actors' agents and voice coaches to schedule ADR sessions with talent
- Pencil and confirm ADR studios in the UK and internationally
- Work closely with the dialogue editor and editorial team to send picture and sound cues to the ADR studios
- Arrange talent travel and child licences
- Attend ADR sessions

9. Manage post-production delivery

- Prep final delivery paperwork during the shoot stage
- Assist the PPS in delivering press and marketing delivery, including final press file, final promo, and final marketing assets

Role Specific Skills:

- Organise and control post-production cast, crew and supplies
- Compile resourcing and progress reports, drawing on information from all relevant departments in line with delivery requirements
- Liaise with other departments, acting as first point of contact for post-production
- Provide PPS and post personnel with up-to-date information on post-production activities

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, resources and crew to meet post-production needs
- Problem-solving: contingency planning and resolving issues so that post-production remains on schedule

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