



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

### **Overview of Role**

Post-production supervisors (PPS) help a producer achieve as much as is possible in the edit process without going over budget. On productions that involve using complex CGI (computer-generated images), they make sure the producer is aware of all the creative and financial considerations of post-production before work on the film even begins. The post-production supervisor is responsible for managing and delivering the technical aspects of post-production. They structure the overall post-production process (budget and schedule), taking into consideration the principal photography requirements and set-up, financial arrangements and requirements for the final delivery elements. They continue tracking the budget and cost report during the post-production period, and also hire and manage the crew. They need to understand how different production environments, types and scales of production are likely to affect post-production.

### **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. Production planning and pre-production**

- Breakdown the script, highlighting key elements that will impact or involve post-production (post)
- Analyse the delivery requirements lists and document the post workflows
- Allocate sufficient time to each stage in the post-production process to enable objectives to be met and for effective use of resources
- Collaborate with other departments to determine the main elements and timescales required to meet creative briefs
- Identify factors which are likely to cause delays to post-production activities, making realistic contingency plans to deal with any issues which may arise
- Present clear plans and schedules in appropriate formats to all key stakeholders
- Manage and communicate the key information contained in the delivery requirements lists to all the stakeholders that need to be aware of them
- Troubleshoot any queries from facilities, creatives and key stakeholders regarding tech specifications or delivery
- Act as the main point of contact to sort out any issues
- Store production schedules in a secure location in line with legislation, regulations, and the production's requirements
- Adhere to and ensure communication of the company's data protection policy

#### **2. Contract and manage crew**

- Interview and select proposed crew that have availability and suitability to meet requirements
- Negotiate contracts within union, organisational guidelines or trade agreements and which are within budgetary parameters
- Ensure that safeguarding checks and vetting have been carried out in line with local requirements

- Confirm that crew and suppliers have their own insurance and certificates as required
- Collect data in line with current legislation and regulations covering data protection
- Establish communication systems which enable the efficient flow of information
- Confirm that appropriate arrangements have been made for travel and accommodation for crew
- Monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
- Ensure that crew undertake any required training and document
- Give colleagues clear and accurate information about what is required of them

### **3. Manage and deliver the technical aspects of post-production**

- Curate, document and deliver the post-production technical workflow document
- Negotiate with all stakeholders to reschedule and come to a definitive plan for post-production
- Create a variety of schedules for a range of different scenarios and situations to help producers and production company / studios / broadcasters come to a decision on the best plan for the show
- Evaluate different strategies and options for post-production, collaborating with the producing team to work out how to get the best results, both creatively and within deadline
- Troubleshoot any queries from facilities, creatives and key stakeholders regarding tech specifications or delivery
- Conduct tests at various points in the schedule to ensure that the pipelines work
- Manage day-to-day interactions with facilities, taking into account the technical, financial and logistical elements of your production
- Communicate with all key stakeholders of the production, post-production, creatives and producing team to identify potential problems arising from quality checks (QC) of the dailies
- Collate and prepare for delivery the shoot paperwork including: camera report, sound report, continuity reports, marked-up scripts, progress report, script owed list, daily log, digital imaging technician's (DIT) report, and call sheet
- Manage and / or create paperwork to assist in the day-to-day running of post-production processes during shoot
- Set up and manage the picture and sound editorial cutting rooms
- Assess the script and production schedule for music
- Liaise with production and music supervisor for any visual and audio / music moments
- Manage the bid and design process for main title design
- Schedule and attend visual effects (VFX) spotting sessions, making sure that the VFX team have adequate direction from key creatives
- Manage ad hoc legal enquiries and contractual issues as and when they occur
- Oversee picture finishing, picture finishing (grade), automated dialogue replacement (ADR), sound finishing, and VFX tracking, checking these meet the creative requirements
- Deal with any ad hoc press and promo requests

### **4. Manage post-production finances**

- Create or evaluate a preliminary post-production budget given by the production / producer
- Calculate the costs and resources required to meet proposed ideas as set out by creative teams and the post-production script breakdown and schedule
- Analyse and compare facilities quotes technically and financially

- Work out the adjustments or revisions needed to end up at a final, approved bid for the project
- Evaluate evidence to ensure projected costings are accurate
- Brief production team members about expenditure control and monitoring systems as required
- Create a burn list and differentiate between the recurring costs that are based on a weekly rate that keep the project running and the per bid, process or activity costs
- Authorise expenditure in line with post-production
- Ensure that expenditure details are recorded in an appropriate and compatible computer-based package as directed by accounts department
- Monitor expenditure against original budgets, checking that expenditure detailed in reports is within budget
- Identify if there is a significant variation from original budgeted amounts
- Anticipate areas of potential overspend from information provided in daily expenditure reports and communicate this in a timely manner
- Ensure that all costs have been reported and that final budget reconciliation can be done by the post-production accountants

#### **5. Delivery of final project**

- Manage the creation of final delivery paperwork to the broadcaster / studio
- Attend and sign off quality checks (QC)
- Track deliverables throughout all stages of QC, ensuring that they eventually pass all checks
- Supervise the delivery of all assets to their required destinations
- Supervise paperwork delivery, including archive paperwork to the document management system being used
- Deliver press and marketing, including final press file delivery, final promo delivery, final marketing assets delivery

#### **Role Specific Skills:**

- Plan the post workflow in collaboration with other departments to develop a realistic schedule that encompasses picture, sound and VFX
- Collaborate with producers and other departments to determine the main elements required to meet creative briefs
- Take responsibility to manage and deliver the technical aspects of post-production

#### **Other / Transferable Skills:**

- Management and leadership: leading the post-production team, upholding ethics and maintaining respect when dealing with others. Supporting and developing junior members of the team
- Communication: interpreting other's requirements and communicating departmental requirements to staff and colleagues
- Teamworking: collaboration within own and with other departments. Working closely with key stakeholders
- Negotiation: agreeing cast, crew and logistics, costs and contract terms with staff and suppliers
- Research and analytical: planning practical requirements against brief breakdown and production vision
- Problem-solving: contingency planning and resolving issues so that productions remain 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