

Molinare, post production manager – job spec

Molinare is offering a number of positions as part of this programme and are happy to discuss access needs at any stage. Their main building on Foubert's Place has step-free access from a side street (Marshall St.) as well as an accessible toilet. Molinare is a flexible and adaptable employer, working with successful candidates to ensure they have the most fulfilling of experiences during their placement at the facility.

Full Time:

Contract: 4 weeks

Start Date: TBC

Location: London W1

About our work

Molinare is a film and broadcast post-production facility with 50 years of experience and is now one of the most respected names in the industry, specialising in television drama, feature films, feature documentaries and broadcast factual.

Molinare began in 1973 with a small studio called Molinare Sound Services. Today, having expanded into the world of high-end broadcast and feature post production, they are in an exciting position of strength and growth, providing the most creative and technically advanced services achievable.

Specialisms include grading and digital intermediate, sound, interactive, workflow management and international servicing.

What we are looking for

As a post production manager (PPM), you will oversee the in-house post production processes and workflows to meet our client schedules and budgets. You will liaise between all internal departments and our clients ensuring smooth workflow and delivery to schedule and budget. A sound technical knowledge, attention to detail as well as strong organisational skills are essential in this role.

Responsibilities

- managing availability and scheduling of all internal resources to meet client requirements but maximising the utilisation of the resources.
- to advise clients on best practice for the latest workflows, technology and deliverable requirements.
- arranging client kick off meetings to discuss their requirements in detail, coordinating the key creatives to attend and input.

- project management of all post production services internally from scheduling through to costing and client invoicing.
- tracking costs versus budget for projects and keep clients abreast of the current position and any potential over/under spends.
- ensure any issues are actively resolved in a timely manner, ensuring the client experience is first class.
- coordinate freelancers and suppliers, when required, to ensure a smooth flow of services, including the raising of purchase orders.
- fulfill any other tasks or duties that may be required from time to time.

Skills and experience

Knowledge & Experience

- would suit someone stepping up from junior post production manager or post production coordinator
- a good understanding of digital workflows including, editing, grading, sound, VFX and deliverables
- proven track record of delivering to tight deadlines and strict guidelines
- experience of successfully managing large-scale factual/ feature documentary projects.

Desirable

- understanding of post-production workflows, systems, equipment and the challenges of file based delivery
- technical knowledge of digital file formats and codecs
- previous knowledge of CETA iCFM scheduling software

Skills & Abilities

- commercial awareness
- ability to problem solve.
- ability to be flexible and adapt to constantly changing priorities whilst maintaining high customer service levels.
- attention to detail
- strong organisational / planning skills
- ability to build and maintain internal and external relationships.
- time management and planning skills
- excellent written and verbal communication skills
- experience of Client Services Management
- a positive and flexible approach, with the ability to work co-operatively and productively with clients, staff and other company departments
- flexible hours, working to tight deadlines

General duties

In addition to the specific duties and responsibilities outlined in this job description, all employees should be aware of their specific responsibilities towards the following:

- adhere to all health and safety and fire regulations and to co-operate with the company in maintaining good standards of health and safety.
- adhere to all policies and procedures at all times.
- uphold ethical and professional standards and not behave in a manner that is likely to bring the company into disrepute.
- promote and sustain a responsible attitude towards equal opportunities and diversity across the company.
- demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role
- be an active role model as a team member at Molinare.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the company at any time after discussion with the post-holder.

Company values

What do we believe in at Molinare:

- Teamwork - our best projects are born when we share our skills and experience with each other.
- Passion - we treat every project with respect and time that it deserves.
- Expertise - by embracing our creative background, we take the risks that allows us to aim higher.
- Talent – we nurture talent to grow and do something meaningful at Molinare, which raises the bar for all of us.
- Inclusion – we all grow better professions and better people by working with different backgrounds, cultures and thinking styles.

Website

<https://molinare.co.uk/>