

Senior Post-Producer

As Senior Post Producer you will be a first point of contact for clients and a key member of the team responsible for managing the smooth running of post-production of projects for Directors Cut Films.

We are looking for applicants with a minimum of three years' experience in a similar role.

About the job

DAY TO DAY

- Proactively managing multiple post production schedules
- Communicating with clients in a timely fashion, guiding and advising them and proposing considered and financially conscientious scheduling decisions
- Proactively managing client expectations. Offering well planned alternatives and solutions to potential issues.
- Liaising with Technical Manager to ensure workflows and specifications are being met
- Visiting offline edits for regular catch ups with team
- Ensuring creative team are scheduled with adequate time to visit offline edits to discuss final post requirements
- Liaising with external supplies e.g. music or graphic companies and leading the relationship between DCF and these suppliers
- Engaging with sales and business development manager to provide post production feedback and client feedback
- Working with technical team shift supervisor to manage workloads and expectations for technical support staff
- Ensuring Farmers Wife is up to date with accurate records and information
- Lead and manage fortnightly meeting with creative staff to discuss upcoming projects, quotes and any issues
- Daily report back to Sales manager on update of clients. Providing feedback from walk arounds and visits RE project and people
- Immediate update to Sales Manager of any issues that arise for projects
- To constantly be looking to improve processes and procedures that are in place to ensure DCF are working to their best ability

FINANCIAL

- Keeping on top of schedules and advising clients and senior management if project is going off track; therefore causing budget concerns
- Ensuring time reporting is maintained and managed on a daily basis
- Ensuring all invoices are checked and fed back to senior management on a weekly basis
- Making financially sound scheduling and planning decisions with regards to freelance staff and out-sourcing facilities

Applicants will live within easy commutable distance of central London, able to work legally in the UK and be able to work alone & unsupervised if required.

Reply to: mark.manning@directorscutfilms.com

Apologies but due to the high volume of applicants only shortlisted candidates will be replied to.