

Overview

This Standard involves liaising with the various departments involved with post-production, and ensuring that their requirements are met within agreed deadlines. It involves keeping in close contact with everyone involved with post-production, referring upwards to the post-production supervisor or producer, as appropriate.

A basic understanding of the post production process and technical terminology is essential. This includes a knowledge of VFX, tapeless workflows, metadata ingesting and processing. You will often act as the liaison point between the producer and post production team, managing ever changing schedules and re-pencilling bookings accordingly. You may also need to know the contractual delivery obligations of the production and work with the post production team to ensure they are met. This includes both physical delivery and paperwork delivery.

This Standard is for Production Co-ordinators and Junior Editors.

Assist with the post-production process

Performance criteria

You must be able to:

1. maintain an on-going awareness of post-production schedules
2. liaise with relevant people to establish their requirements for the smooth running of the post-production process
3. clarify precise requirements when there is ambiguity or lack of detail
4. carry out activities and tasks for which you are responsible in line with instructions
5. ensure that all necessary materials and associated paperwork are delivered to post production teams when required
6. confirm that all clearances are in place to meet requirements
7. refer any issues or problems with post production work to appropriate people
8. maintain frequent communications between all departments involved with post-production
9. check availability and price for required equipment, facilities and artistes
10. make bookings and purchases that fall within budget
11. monitor supplies against orders and purchases

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Knowledge and understanding

You need to know and understand:

1. the requirements of the post-production schedule
2. your own level of responsibilities in respect of post-production
3. when to refer upwards and who to refer to
4. when and how to prioritise tasks
5. when and how to co-ordinate appropriate clearances
6. methods of communicating with relevant people
7. how to manage diaries for producers, post production team , facilities and artists
8. how to locate couriers, providers of equipment and facilities, and artistes
9. how to check availability and price
10. how to make bookings and purchases using appropriate purchase orders and booking forms as directed
11. how to monitor supplies
12. how to co-ordinate artiste travel and accommodation when required
13. how to co-ordinate the movements of film materials
14. how to make theatre and preview bookings
15. the post production process and technical terminology for picture and sound post production
16. VFX, production workflows, metadata ingesting and processing
17. how to arrange post synch sessions when appropriate
18. the process for ensuring credits and thanks are accurate and correct

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