

JOB TITLE: Post-Production Scheduling Manager

ROLE OVERVIEW

This mid-level role is responsible for the tracking, allocating and monitoring of all internal Audio and Online Picture Finishing post-production requests at PPC. The role will act as central point of contact for all Account Management teams to request post-production resource from and the Post-Production Scheduling manager allocates work to relevant Audio Mixer or Online Picture Finisher.

This role requires good knowledge of Audio Mixing and Online Picture Finishing post-production services and workflows within theatrical, broadcast, online social media landscapes.

MAIN DUTIES

- Continuous communications with Account Management teams, Audio Mixers, Online Editors and Post-Production Management team to ensure work requests are received, understood, tracked, allocated and delivered on time to high standards.
- Hands-on daily management of a PPC's scheduling system for all Audio Mixing and Online Picture Finishing requests.
- Workings with Heads of Online and Audio to build up a freelancer network across disciplines made up of trusted and reliable freelance staff to provide options for scalability and support.
- Acting as a point of liaison with key personnel in LA, to ensure the offices are working collaboratively as one company, highlighting when there is the capacity for the London teams to offer support to the LA office and, vice versa, requesting resource support for the London office from LA when required, and ensuring there is a smooth transfer of projects when required.

Competencies and behaviours

- 2+ years of experience in a post-production management/scheduling role
- Knowledge of latest Post-production finishing processes and digital deliverables.
- The ability to work effectively, calmly, and proactively under pressure, prioritizing challenges in response to operational needs and client deadlines.
- Effective and timely communication and diplomacy in managing different priorities and needs among different departments.



- The drive and ambition to implement change and constructively handle any change resistance.
- Excellent communication skills, both oral and written.
- Good sense of humor and poise in liaising and collaborating with senior post production manager, department heads, operators, producers, account managers.
- Familiarity with project management software and workflows.
- High attention to detail.
- Excellent problem-solving skills.