

## Post Manager

Classification: Exempt

Supervisor: Director of Original Programming

Effective Date: 4/5/2021

### Job Purpose:

This will be a hands-on role in leading the post staff, including editors, assistant editors, tape operators, audio engineers, graphic artists, and other pertinent post production vendors on network-driven and internal original programming projects. The position will be responsible for a variety of duties, including team leadership, process planning, and immediate day to day project workflow and system integration. Additionally, the position will be responsible for managing the day to day workflow of Original Programming post support staff, including directing and mentoring support personnel & resources required to complete Post projects, as well as the development and implementation of Original Programming post processes. This position also acts as the liaison between the Original Programming and Studios departments and the post staff.

This is potentially a dual role with editing responsibilities. Creatively, this person must have strong editorial skills with great “storytelling” abilities. They must be able to dig through raw footage and find the story – all while keeping the project on time. Solid graphic design skills should be used to enhance the goals of the project. This person must work well with a variety of different types of producers – including some who will provide lots of direction, and others who will want the editor to set the direction and pace of the project.

### Primary Roles:

- Implementation and enforcement of post workflows, including project organization and media management
- Day to day supervision of editing, audio post, and tape operations staff, including scheduling, scheduling analysis, resource allocation, personnel engagement, team building and conflict resolution
- Project planning
  - Schedule planning and collaboration
  - Resource allocation
  - Vet vendors and contractors
  - Network interface and deliverables management
- Manage internal and network expectations, solving problems and ensuring project deliverables are executed and completed on schedule and within budget
  - Review network provided technical specifications. Work with network to ensure proper understanding and execution of those specifications
  - Communicate requirements to appropriate post teams
  - Manage and maintain deadlines for digital/video deliverables in accordance with agreed upon timelines with the internal and network teams
- Evaluate and recommend Post software
  - Editing software
  - Graphics software and templates

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- Applicable plugins and scripts
- Specialized post-specific tools
- Provide budget estimates through Xytech for Post projects
- Lead team meetings
  - Post team updates
  - Collaboration meetings with other departments
- Provide post expertise for the company, including tools, vendors, and any other pertinent resources
- Provide technical guidance and support to the Post and IT team
  - Proper settings and techniques for edit software
  - Convey and enforce workflows for acquisition, editorial, and backup/archive
  - Work with IT to determine proper software and hardware configurations
  - Assist with troubleshooting

### **Qualifications:**

Must have the following skills: strong organizational, good client relations, detail oriented, time management, ability to work independently and will be expected to perform under pressure and strict deadlines.

Educational background: Bachelor's degree with 3-5 years of post production experience.

Should exemplify the five AMS values on a daily basis: Profit, Positive Attitude, Professionalism, Great Client Service, and Quality.