

JOB DESCRIPTION

Job Title: Senior Post Producer

The Role:

You will be responsible for the post production of a wide range of projects for the company's clients and directors. You are committed to delivering the highest levels of quality in all of our creative services whilst working closely with co-producers, bookings, and support staff alongside developing new and existing client relationships and overseeing production, maintaining open dialogue and a positive mindset.

Main Responsibilities:

- Produce and manage budgets and schedule, ensuring that projects are completed to the highest standard achievable.
- Manage project deadlines and deliverables in accordance with the agreed schedule.
- Working closely with the development team to pitch and budget for new business.
- Liaising with Operators on the progress of jobs.
- Develop and manage relationships with potential clients, and key stakeholders responsible for upselling and developing long-term relationships to grow revenue.
- Discuss with clients their preferred work flow/s.
- Liaising with the Facility Managers and Bookings teams at the offline buildings on a daily basis.
- Communicating directly with clients when there is a problem with their suite or if there are any changes that need to be made to the job.
- Organising freelance cover (Operator level) as and when required.
- Maintain communication about project's progress, highlighting potential problems and identifying solutions.
- Coordinating all administration in line with the role i.e. billing, reconciling jobs, data management and maintaining the work flow of the bookings system (Ceta).

Experience/Knowledge:

- A minimum of 5 years' previous production experience within a post house is essential.
- Experience of using the 'CETA' bookings system would be an advantage.
- Comfortable developing winning proposals and delivering pitch presentations.
- Experienced in contract negotiation and commercial impact of contracts.
- Deep understanding of material licensing in a media environment.
- Carefully considers and balances the budget and timeline with the quality of creative output.

Skills and Attributes:

- Strong organisation and communication skills.
- Ability to manage clients and Operators.
- Ability to prioritise conflicting tasks and work on multiple projects.
- Unflappable and confident.

- Logical thinker who can find creative solutions to production challenges.
- Ability to negotiate.
- Good team player.
- Excellent attention to detail