

## The Company

Platform Post is a Bafta, RTS Craft, Promax and Emmy awarded post production house that has been collaborating on content for the last 16 years.

We are a creatively driven team, passionate about what they do and have a 'can do' attitude that compliments our intimate and welcoming atmosphere.

Working closely with clients in the broadcast and advertising industries, we provide a full post production service that includes audio (inc. Dolby Atmos), HDR colour grading, 2D & 3D visual effects, offline, design & animation

## Description of Role

Platform Post is currently looking for an experienced Senior Post Producer to join our production department.

The ideal candidate for this varied and customer-focused role will have a minimum of 4 years experience in post production. He/she will have strong client facing skills that can maintain established client relationships and developing new relationships.

## Requirements

Primary duties include managing a mixture of projects, these include; Broadcast documentary, drama and comedy, VFX, On-Air Promotions, TVC, Cinema, Branded Content, DOOH and digital projects.

He/she will ensure the smooth running of projects for both short and long-form, with the capability of keeping the projects on track, quantifying, pitching and quoting all aspects of post-production; including forecasting, budgeting, and invoicing undertaken by the business.

## RESPONSIBILITIES:

Initiate initial meetings/briefs that would involve developing storylines/concepts, with the ability to interpret creative briefs.

Prepare accurate and high detailed budgets and advise on picture, audio and vfx as well as deliverables.

Plan, coordinate and lead projects from storyboard through to final delivery.

Manage project negotiation and utilize all resources efficiently.

Work alongside Leads and creative supervisors to track and manage projects.

Manage resources and ensure a strong line of communication between teams and all support departments.

Anticipate and communicate issues to supervisors or department heads.

Oversee the execution of all masters and final client deliveries.

Reconciling and billing all costs as per client requirements and internal standards.

Answering client technical queries or liaising with operators or technical staff to obtain and provide requested information.

Help to maintain a positive, upbeat and professional atmosphere to each project, being proactive and solution-orientated.

Supervise and ensure quality control on all projects and give feedback to appropriate creative, production and operational personnel.

- Monitor and review project demands on creative artists and ensure that they have sufficient support staff and resources for each project.

## TECHNICAL:

- Advise clients on post-production techniques and shooting requirements.
- Monitor and ensure the most effective use of the company's technical, creative and resources to deliver a successful outcome on projects both locally and internationally.
- Keep abreast of new techniques and equipment available on-site.

- Understanding of, and interest in, new trends and developments in the wider field is essential. (e.g HDR & Atmos)

REQUIRED SKILLS:

- 3-4 years minimum experience as a Post Producer.
- Highly organized
- Exemplary time/project management skills
- Excellent written and verbal communication skills
- Proven ability to prioritize conflicting tasks
- Able to remain calm and confident in a fast-paced environment
- Able to work within a team towards a common goal
- Understanding of common file formats and resolutions