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**POST PRODUCTION SUPERVISOR**

**The National Film and Television School (NFTS)**

**Full time:** 35 hours a week

**Responsible to**: Director of the NFTS

**Salary:** £45,000-50,000 per annum based on experience

# Purpose of the role:

To lead and oversee the efficient running of the Post Production of all graduation films and other significant projects, including the scheduling of resources, oversight of workflow and management of deliverables.

# Core duties and responsibilities include but are not limited to:

1. Work closely with the Post Production, Directing, Producing, Cinematography and Production Heads of Department to lead post-production scheduling, workflow and delivery across the School.
2. Lead the creation & management of the graduation film post production schedule, re-scheduling where necessary and communicating changes to all involved.
3. Work closely with Post Production Coordinators to ensure graduation post production schedules fit into course curriculum and are included in student calendars.
4. Liaise with other Heads of Department to write and issue Post Production guidelines for graduation projects and other significant film projects at the School.
5. Work closely with other Heads of Department to devise clear Post Production workflows and ensure these are communicated to all departments involved.
6. Support students to be able to deliver the correct deliverables at each stage of the production, to enable a smooth workflow.
7. Ensure all departments are clear about where responsibilities lie in relation to deliverables.
8. Oversee the booking of facilities for post-production graduation films.
9. Monitor delivery of all projects, ensuring the technical specifications are met.
10. Attend pre-production meetings to ensure post-production requirements for projects have been addressed and are reflected in the scheduling.
11. Attend regular meetings with Heads of Departments and student teams to anticipate and address any issues, both during production and throughout the post-production period.
12. Arrange & attend screenings and reviews along with relevant Heads of Departments & tutors, to ensure you are informed about the creative intentions of each project and that the schedule and deadlines are met.
13. Offer effective pastoral care to students and facilitate conversations/meetings when issues arise, working collaboratively to find solutions.
14. Liaise with Engineering, the Events and Festivals teams, and the Director of the NFTS to ensure all films are delivered to a high standard and in time for the Graduation Showcase.
15. Arrange and attend technical reviews in order to sign off graduation projects for the Graduation Showcase.
16. Assess priorities and manage a heavy workload to ensure all deadlines are met.
17. Undertake any other duties as may be reasonably required in the position.

**Person specification**

* + Previous experience in and enthusiasm about film, television, games, Arts business and the creative industries
	+ Previous experience in complex scheduling or project management
	+ Excellent planning & organisational skills, attention to details
	+ Good decision-making skills
	+ Ability to work under pressure and meet tight deadlines
	+ Knowledge of post-production workflow
	+ Previous line management experience an advantage
	+ Ability to communicate clearly and confidently orally and in writing with a wide range of internal and external contacts and at different levels.
	+ Strong interpersonal and relationship building skills with students and other stakeholders
	+ An ability to contribute to an evolving curriculum and MA courses
	+ Strong IT skills