

Overview of Role

When a post-production producer (PPP) is employed on a project, they are the main point of contact in post-production (post) for the studio and production, with responsibility for delivering the project, and the main person reporting to production executives. The PPP has full sign off and responsibility for delivering all parts of the post schedule, budget and cost reporting. The PPP will manage the post production supervisors, and meet with them several times a day. They also manage the post team, editorial and post departments; if there are decisions to be made, then the post-production producer is there to make them in order to achieve the finished project.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Production planning and pre-production

- Analyse the delivery requirements lists and document the post workflows
- Allocate sufficient time to each stage in the post-production process to enable objectives to be met and for effective use of resources
- Collaborate with other departments to determine the main elements and timescales required to meet creative briefs
- Identify factors which are likely to cause delays to post activities, making realistic contingency plans to deal with any issues which may arise
- Present clear plans and schedules in appropriate formats to all key stakeholders
- Manage and communicate the key information contained in the delivery requirements lists to all the stakeholders that need to be aware of them
- Troubleshoot any queries from the facilities, creatives and key stakeholders regarding tech specifications or delivery
- Act as the main point of contact to sort out any issues
- Store production schedules in a secure location in line with legislation, regulations, and the production's requirements
- Adhere to and ensure communication of the company's data protection policy

2. Contract and manage crew

- Oversee the interview and selection of proposed crew who have availability and meet requirements
- Negotiate contracts within union, organisational guidelines or trade agreements and which are within budgetary parameters
- Ensure that safeguarding checks and vetting have been carried out in line with local requirements
- Confirm that crew and suppliers have their own insurance and certificates as required
- Collect data in line with current legislation and regulations covering data protection
- Establish communication systems which enable the efficient flow of information
- Confirm that appropriate arrangements have been made for travel and accommodation for crew

- Monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
- Ensure that crew undertake any required training and document
- Give colleagues clear and accurate information about what is required of them

3. Manage and deliver the technical aspects of post-production

- Act as the main point of contact in post for the studio and production teams
- Curate, document and deliver the post-production technical workflow document
- Negotiate with all stakeholders to reschedule and come to a definitive plan for post-production
- Create a variety of schedules for a range of different scenarios and situations to help producers and production company / studios / broadcasters come to a decision on the best plan for the show
- Evaluate different strategies and options for post, collaborating with the producing team to work out how to get the best results both creatively and within deadline
- Troubleshoot any queries from facilities, creatives and key stakeholders regarding tech specifications or delivery
- Conduct tests at various points in the schedule to ensure that the pipelines work
- Manage day-to-day interactions with facilities, taking into account the technical, financial and logistical elements of the production
- Communicate with all key stakeholders of the production, post-production, creatives and producing team to identify potential problems arising from quality checks (QC) of the dailies
- Collate and prepare for delivery, the shoot paperwork including: camera report, sound report, continuity reports, marked-up scripts, progress report, script owed list, daily log, digital imaging technician's (DIT) report, and call sheet
- Manage and / or create paperwork to assist in the day-to-day running of post-production processes during shoot
- Set up and manage the picture and sound editorial cutting rooms
- Assess the script and production schedule for music
- Liaise with production and music supervisor for any visual and audio / music moments
- Manage the bid and design process for main title design
- Schedule and attend visual effects (VFX) spotting sessions, making sure that the VFX team have adequate direction from key creatives
- Manage ad hoc legal enquiries and contractual issues as and when they occur
- Oversee picture finishing, picture finishing (grade), automated dialogue replacement (ADR), sound finishing, and VFX tracking, checking these meet the creative requirements
- Deal with any ad hoc press and promo requests

4. Provide creative input for the project to progress through post processes

- Provide creative notes to the picture dept on picture cuts, and push through signing off edits
- Attend sound spots, liaise with the sound team to make creative decisions and attend the final mix to give feedback and sign off
- Attend music spots and liaise with music super, manage composer, score reviews / notes and delivery to mix, and provide the creative sign off
- Sign off bids, design and delivery as per the creatives' vision
- Manage VFX / graphics, attend VFX reviews sign off work
- Attend final credits on-lines and sign off; attend grade and VFX grade sessions
- Attend QC and provide sign off if the showrunner is unavailable

5. Manage post-production finances

- Create or evaluate a preliminary post-production budget given by the production / producer
- Calculate the costs and resources required to meet proposed ideas as set out by creative teams and the post-production script breakdown and schedule
- Analyse and compare facilities quotes technically and financially
- Work out the adjustments or revisions that will be needed to end up at a final, approved bid for the project
- Evaluate evidence to ensure projected costings are accurate
- Brief production team members about expenditure control and monitoring systems as required
- Create a burn list and differentiate between the recurring costs that are based on a weekly rate that keep the project running and the per bid, process or activity cost
- Authorise expenditure in line with post-production
- Ensure that expenditure details are recorded in an appropriate and compatible computer-based package as directed by the accounts department
- Monitor expenditure against original budgets, checking that expenditure detailed in reports is within budget
- Identify if there is a significant variation from original budgeted amounts
- Anticipate areas of potential overspend from information provided in daily expenditure reports and communicate this in a timely manner
- Ensure that all costs have been reported and that final budget reconciliation can be done by the post-production accountants

6. Delivery of the final project

- Manage the creation of final delivery paperwork to the broadcaster / studio
- Attend and sign off quality checks if the showrunner is unavailable
- Track deliverables throughout all stages of QC ensuring that they eventually pass all checks
- Supervise the delivery of all assets to their required destinations
- Supervise paperwork delivery including archive paperwork to the document management system being used
- Deliver press and marketing including final press file delivery, final promo delivery, and final marketing assets delivery

Role Specific Skills:

- Plan the post workflow in collaboration with other departments to develop a realistic schedule that encompasses picture, sound and VFX
- Collaborate with producers and other departments to determine the main elements required to meet creative briefs
- Take responsibility to manage and deliver the technical aspects of post-production
- Be able to communicate and implement the creative vision for the production

Other / Transferable Skills:

- Management and leadership: leading the post-production team, upholding ethics and maintaining respect when dealing with others. Supporting and developing junior members of the team
- Communication: interpreting other's requirements and communicating departmental requirements to staff and colleagues

- Teamworking: collaboration within own and with other departments. Working closely with key stakeholders
- Negotiation: agreeing cast, crew and logistics, costs and contract terms with staff and suppliers
- Research and analytical: planning practical requirements against brief breakdown and production vision
- Problem-solving: contingency planning and resolving issues so that productions remain on schedule

Attributes:

- Resilience and enthusiasm: adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment