**Job Title:** Post Production Supervisor

**Department:** Film

**Based:** Hartlebury

**Reporting to:** Video Technical Lead

**ABOUT US**DRP Group are an award winning, fully integrated, global creative communications agency. Whether it’s live events, exhibitions, digital, video or print – we always provide the right medium, for the message and deliver it with unrivalled engagement, innovation and results. Our facilities in the Midlands, Windsor the North & London include 4.2 acres of production facilities, 8 fully equipped edit suites, 2 state-of-the-art studios, digital innovation labs, a dedicated print facility, 3d projection cinema, construction centre and contemporary design suite.

Our Film team is headquartered in the West Midlands with two offices in London. We produce innovative, multi-purpose, story led content across all platforms. We have won numerous Cannes Dolphins, EVCOMs and have been ranked number one in the industry by Televisual.

**PURPOSE**As Post Production Supervisor you will work with the Post Production Team of six dedicated editors plus multi-skilled directors, ensuring that our post workflow runs smoothly and efficiently helping the team deliver exceptional films time and time again. This position is an integral part of the wider team and involves working with our production manager in scheduling resources for upcoming projects.

You will be our first line of response for post production and work with the Post Production Team and Production Manager to ensure the facilities and infrastructure are maintained, and escalate urgent or complex issues as required.

You will need good working knowledge of post-production workflows and how to support them as well as carrying out basic edits in Avid and Premiere. Most importantly you will be keen on constantly improving your own skills and knowledge of post production technology. This role is suited to someone who wants to work in a post production environment, has a strong desire to learn, and is passionate about editing.

**PRINCIPLE DUTIES**

* Deliver exceptional service levels to our Post Production team by managing our edit and grading suites, ensuring equipment is well maintained and processes are being followed so that projects go smoothly through post.
* Logistical support to the Production Team during edits including post-production briefings and planning, managing resource with the Production Manager, monitoring of deliverables and sourcing of correct production assets.
* Footage import management including transcoding and file management
* Project set-up and co-ordination duties (including timeline creation, folder structures, footage ingestion and asset management).
* Oversee the project archiving process including LTO archiving and management, closing down projects and general housekeeping.
* Simple edits, laying of subtitles, exporting masters etc.
* To support and assist the Production team and Head of Film in other duties as required to support team communications, delivery and quality control.

*This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

**RELEVANT EXPERIENCE**

* Working knowledge of both Avid and Premiere platforms.
* Experience delivering film and animation projects as part of a post production team in an agency, post production facility or similar.
* Good working knowledge of transcoding/encoding, file formats and post production hardware.
* Ability to self-organise and motivate independently and as part of a team.
* A can-do and positive attitude with a desire to solve problems and find solutions.

**OTHER REQUIREMENTS**

* Able to travel throughout the UK and overseas
* Full colour vision

**DATA SECURITY**

At all times you must work within the guidelines set out in the **drpg** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be deemed as gross misconduct.

**FURTHER NOTES**

The role will be based primarily in our Hartlebury office. There will be times when this role

will require you to work from the company’s other offices and occasionally on site at client events or premises. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

**HEALTH AND SAFETY**At all times you must work within the guidelines set out in **drpg’s** Health & Safety Policy and Employee Manual.

**THE COMPANY**

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***drpg*** *is an equal opportunities employer.*