Job Description

Role: Digital Post Production Manager
Reporting to: Head of Post Production

Overview:

The primary role of the Post Production Manager is to oversee Post Production processes of in house and acquired video content to meet deadlines and budgets. This role requires solid technical understanding as well as strong organisational skills. The Post Production manager will act as liaison between the Digital Exec.Producer, the Production Managers and the Post Production team to address technical and personnel concerns. You must know how to remain within budget, including cutting costs as necessary. You will need to work effectively with a wide variety of staff and be able to consistently work within the producer's vision during the Post Production process.

As Digital Post Production Manager you will oversee the delivery of 30+ hours of UK content for our award winning digital channels including VICE.com, Noisey, Motherboard, Broadly, Munchies, VICE Sports, Thump and i-D.

Day to Day:

- Managing the time of editors, assistant editors, coordinators and translators to ensure that all tasks in the final stages of a project's production are finished on time and within budget.
- Coordinate staff, freelancers, and edit job schedules to ensure flow of services.
- Liaising with the Head of Post Production and the technical supervisor to codify and disseminate best practices and policies, enforcing compliance.
- Liaising with the Production Manager to make sure review and approval happens at critical times.
- Sourcing innovative solutions to improve the efficiency of the Digital Post Production Unit.
- Quality control – Managing the work of coordinators in delivering films to spec.
- General Post-Production duties; which may include ingesting of media, delivering links to Producers and general troubleshooting.

Other:

- To undertake such other tasks including general administrative duties as may be required from time to time
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference **"Digital Post Production Manager"** in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.