



Job Description

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

Overview:

VICE is a global youth media company and the industry leader in producing and distributing the best online video content in the world. Launched in 1994 as a punk magazine, VICE now operates out of 36 countries, and has expanded into a multimedia network, including the world's premier source for original online video, VICE.COM; an international network of digital channels; a television & feature film production studio; a magazine; a record label; and a book-publishing division.

VICE's digital channels include VICE Sports, a sports channel; MUNCHIES, a food channel; VICE News, a dedicated news channel; Noisey, a music discovery channel; The Creators Project, dedicated to the arts and creativity; Motherboard, covering cultural happenings in technology; THUMP, focusing on global dance music and culture; Fightland, a channel dedicated to the culture of MMA and Broadly a female focused channel. VICE acquired British fashion publication i-D in 2012 and re-launched i-D's digital presence at i-D.co, a video-driven fashion site. In 2013, VICE launched a news-magazine series on HBO titled VICE. The Emmy Award-winning series just completed its second season; seasons three and four to air in 2015 and 2016.

Role:

The primary role of the Post Production Manager is to oversee postproduction 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 Head of News and the 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 effectively work within the director's vision during the post-production process.

The Post Production Manager will have a key role in the design and development of the UK business, joining us at a pivotal point in our business's growth.

Responsibilities:

- Managing the workload of up to 20 edits at a time including 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 News Postproduction 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.

- Assigning post schedules - checking with Producers if viewing dates are going to be met and informing the Production Manager and the Head of Post if not.
- Booking and coordinating translations - and making PMs aware if going over the budgeted days for this.
- Booking and coordinating Freelance Assistant Editors and Editors translations - and making PMs aware if going over the budgeted days for this.
- Booking and coordinating services provided by external post houses- liaising with the PM to make sure they deliver on budget.
- Running the Review and approval cloud services making sure cuts are in the correct folders.
- Working with the Head of Post and the Tech Post supervisor to manage your assigned storage on the SAN, and moving content to LTO tape. Must have knowledge of archive tape workflows.
- Updating, maintaining, and ensuring compliance with metadata standards
- Working with the Tech team to ensure on location post production work is abiding to standards.

Qualifications and Skills required:

- Media Degree or relevant qualification.
- Outstanding knowledge of workflows based around Adobe Premiere Pro for both digital and broadcast deliveries including the full Adobe Suite.
- Proven track record of managing production of video news content from conception to production, from short form to feature lengths; including management of on location to HQ editing workflows.
- Previous proven experience managing online editors and freelancers, production budgets, strategic postings and client relationship development;
- Excellent verbal and written communication skills including the ability to copy-write and copy-check to both UK and US English guidelines.
- Experience with online publishing software a bonus.
- Excellent organisation skills, interpersonal and management skills.
- Ability to work to deadlines and to manage a team

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.

Closing date for applications is 4th January 2016.

To apply please email a brief cover note and CV, with the reference “**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.