



wildbear
entertainment

POST PRODUCTION SUPERVISOR

LOCATION. Canberra, Australia
TYPE. Permanent, Full Time

▶ Role Overview

Our Post Production Supervisors are responsible for close day to day management of our Post Production projects and staff. Assisting the team to do the best job they can and ensuring that all aspects of the Post Production workflow are completed to the highest standard, all whilst communicating with the wider Production and Management teams. Demonstrable experience across Post workflows and hardware / software is mandatory for this role

ROLE OVERVIEW

The Post Production Supervisor is primarily responsible for the functional management, oversight and coordination of our Post Production staff members, working across a number of projects.

You will be responsible for the day-to-day management of the team, monitoring adherence to project schedules and budget, providing oversight on technical workflows and deliverable management in and out of the team.

You will work with the Head of Post to ensure the smooth running of the team, and integration into the wider Post Production pipeline.

KEY RESPONSIBILITIES

- Day to day management of the Post Production team including scheduling, briefing, deliverables tracking, workflow planning and overall supervision and maintenance from a functional management perspective.
- Facilitating briefings and requirements gathering from other teams.
- Working with the Head of Post on workflow breakdowns, scheduling out work amongst the team and monitoring progress and adherence to budgets and schedules.
- Reporting progress to project stakeholders and the Head of Post and the Head of Production as required.
- You must possess or work to develop a strong understanding of post-production workflows across all lines of business
- Work with the Head of Production and Head of Post in advising production teams on processes to fit production schedules and budgets.
- In conjunction with the Head of Post ensure all work adheres to required client technical specifications.
- You must demonstrate an understanding of production industry craft processes and aesthetic and can apply the knowledge to the work performed.
- Maintaining a high standard of innovation and creativity in work.
- Contributing to the company knowledge base to maintain consistent sharing of information and techniques.

Applications for this role
should be sent to
employment@wildbear.tv

Applications for this role
should include availability and be sent with the
subject line referencing

**“Post Production
Supervisor April 2022”**

The contact person for enquiries
is Matt Nightingale on
02 6210 1400

Applications close

Wednesday 11 May 2022

Only shortlisted applicants will be contacted