Downloaded from <https://www.velvetjobs.com/job-descriptions/post-production-supervisor>

# Example of Post Production Supervisor Job Description

Our innovative and growing company is hiring for a post production supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for post production supervisor

* Manager relationships with internal and external stake holders on post produced content
* Budgeting including single projects and overall post operational budgets
* Post produce projects, giving direction to editors and ensuring client direction is followed
* Lead the standardization of video products
* Troubleshooting computer issues, learning the quirks of Mac OS, Adobe Premiere and the rest of the Adobe suite, and audio/video output devices to assist editors in their daily work
* Monitoring music, image and video licensing usage from stock libraries and reporting
* Manages all deliverables for a thirteen episode, half hour series and deliverables must adhere to the technical specifications provided by Netflix
* Duties include formatting show credits, ensuring the picture process is on schedule, prepping files for digital intermediate (DI), and formatting files for archiving
* Performs new duties/jobs as they arise
* Staying on top of the condition of our internal hardware, servers, Experience with camera & audio equipment is a valued add

## Qualifications for post production supervisor

* Must have an advanced understanding of HD and SD post procedures, file types, frame rates, transcodes, tech specs
* Must have the ability to contribute to the team environment
* Must have demonstrated ability to organize, prioritize and be extremely detail-oriented
* Manage all stages required for TV, Radio and Home Entertainment materials
* Lead technical publications Quality Assurance, Publishing & ePublications workflow and operational improvement initiatives
* Supervise a team comprised of Publishers, ePublication and Quality Assurance Specialists