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# Example of Post Production Supervisor Job Description

Our company is searching for experienced candidates for the position of post production supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for post production supervisor

* Media Management Administration - Perform the necessary actions related to the management of the media on the Red Post Media Grid, and Archive
* Scheduling Assistance - perform edit session scheduling duties as delegated by the Manager, Post Production Scheduling
* Promo Mastering/versioning/edit fixes
* Menu Buidling
* Re-pack/Conform edit
* Video compression and other misc
* Book all edits for Yahoo Finance post production effort and maintain a roster of freelancers to support production needs
* Coordinate with show producers daily to determine edit needs of all live Yahoo Finance content
* Serve as a backstop for the Yahoo Finance team, jumping into the edit chair when needed to get a project across the finish line
* Provide weekly reports to Head of Post Production on operating condition

## Qualifications for post production supervisor

* Manage daily production activities and adhere to the Technical Publications Master Schedule
* Be responsible for the identification of production/process improvements and implementation
* Be responsible for the introduction and smooth implementation of newly developed tools and deliverables into the daily production process
* Ensure proper implementation and adherence to the Technical Publication Quality System and tools
* Be responsible for the overall Technical Publications master schedule development and maintenance
* Proactively evaluate production related risks, priorities and customer queries to ensure timely escalation to appropriate levels of management