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# Example of Post Production Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Post Production Supervisor owns the master editorial and graphics/post production schedule
* Works with in-house video production team, able to show quality control project evaluation prowess, and also easily able to share thoughts to Studio Operations Manager and post production team to identify and develop, then improve best practices for all stages of our video production pipeline
* Responsible for studio related paperwork that includes generating purchase requisitions, managing vendor invoices & receipts, and understanding individual project budgets
* Manage and partner with the coordination team to ensure all deliverables are completed smoothly and on schedule
* Join forces with Post Department head to manage and forecast resources
* Partner with Post Production Manager to screen and interview freelancers
* Share SOPs with production team
* Collaborate with legal team to ensure clearance
* Coordinate daily management and scheduling on multiple projects
* Partner with coordinators to collect project paperwork (releases, NDAs, timecards), report utilization and costs per project

## Qualifications for post production supervisor

* You have excellent communication, interpersonal and leadership skills with a strong customer focus orientation
* You are self-motivated, results-driven and possess strong attention to detail
* You are able to perform in a fast-paced environment and manage changing and conflicting priorities
* You are computer literate and have a good command of Microsoft Word, Excel, Visio, Outlook and PowerPoint
* Minimum of one (1) year of experience in operations and/or a manufacturing environment
* Experience managing shop floor associates in a union environment