



Example of Post Coordinator Job Description

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Our company is looking for a post coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for post coordinator

- Research and establish a network of Post Production Partners
- Display the ability to manage multiple projects from concept through completion
- Distribute final imagery to job requestors and necessary partners
- Send final imagery to outside vendors for projects when requested (stylist, athletes, models)
- Manage relationships with 3rd party image companies (Getty, AP)
- Responsible for daily supervision of digital delivery of all original productions
- Key post contact for all internal and third-party show units
- Assist with all post logistics/operations for production department
- Maintain and distribute a post-production calendar for the production department and all ancillary groups
- Collaborate with the digital asset coordinator on archiving and processing all assets

Qualifications for post coordinator

- Post experience
- Specialized knowledge/skills - scheduling, interaction with Directors, Producers, Filmmakers and Post Sound talent
- Solid understanding of industry standard audio and video formats required, in addition to other common deliverables, such as closed captions/subtitles,

- Manage status of all open orders and communicate with necessary partners regarding delays
- You can create a post production schedule and distribute work efficiently