



Example of Post Coordinator Job Description

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Our growing company is hiring for a post coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for post coordinator

- Backup for manager in their absence on various trailer and feature deliveries
- Upload legal main and ends documents to Copper (Fox database software)
- Add new vendors into accounts payable system as needed
- Track and arrange return of digital cinema package (DCP) to digital cinema distribution vendors as needed
- Coordinate local and international freight courier shipments
- Provide assistance as needed with all aspects of post-production and VFX and across content verticals from pre-production through delivery
- Facilitate evolution of post production and VFX tracking software and internal systems such as Origin Story
- Provide research to support efforts to create better alignment between verticals
- Liaise between vendors, crew, internal teams to improve cross vertical information flow
- Facilitate bridging between Los Gatos technology team, LA based post-production and VFX team, and external crew to encourage optimal functionality of content hub delivery process across verticals

Qualifications for post coordinator

- You can encode media and prepare projects for editors
- Proficiency in the Microsoft Office suite and Filemaker Pro software
- Must be able to understand the big picture perform some of the basic tasks
- 1-2 years in a management position in the digital field

- 2-4 years experience in the digital field