



# Example of Production Services Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for production services

- Manages MPI group working directly with Director/Producers, Picture Editorial, VFX Team, Marketing Group, Camera Crew on multiple on-going projects
- Reviews purchase orders received for production of master film product, discusses the purchase order with client(s) to ensure understanding of clients' needs if necessary
- Basic editing to support CNNE and Newsource
- Basic editing means doing things like verifying aspect ratio, audio and video levels prior to editing and delivering content to CNNE and Newsource affiliates
- Entering information provided to create complete metadata records
- Properly publishes the edited content for distribution
- Working in a fast-paced 24/7/365 newsroom
- Communicates with productions
- Prepares sales packets for scouts and new clients
- Assist with communication to productions

## Qualifications for production services

- Bachelor's Degree in relevant or comparable field
- Minimum 2 years of experience in Post-Production
- Proficiency in Avid Media Composer using Interplay on ISIS, Avid Assist, Final Cut Pro, Excel, Word, Outlook

- Knowledge of video post-production and technical aspects of file based workflows
- Knowledge of file-based camera codecs and formats