Brown Bag Films is currently looking to hire a Production Coordinator to work in the post department. This is a great opportunity to get involved with a dynamic, fast paced team and work on some very exciting animation series which will broadcast internationally.

Role requires candidate to report/work under the Post Coordinator. Knowledge in Post Production processes an advantage.

Duties will include assisting the Post Coordinator in the following: 30-45K

* Ensuring Post Production processes and workflow are followed
* Liaise with editors and Post Coordinators on tasks progress
* Track progress on animatics, offlines and onlines
* Track progress on sound design, premixes, final mixes
* Track audio files and log changes /retake comments from audio department
* Co-ordinate tracking and logging HD footage from overseas studios
* Co-ordinate retakes with overseas studio, in-house and directors
* Attend edit sessions /client calls and co-ordinate notes
* Liaise with other internal departments to get footage and files
* Report to Post Supervisor on progress and issues
* Liaise with directors, following up on notes to ensure deliveries are met
* Co-ordinate final deliveries from overseas studio –all files and footage for projects
* Animatics, Offline, Premix Stage - Calls/Notes/Follow up
* Filling in paperwork for deliveries
* Downloading and logging footage and audio files
* Checking files to be sent to clients

Initial contract - TBC

Salary depending on experience

Start date - as soon as possible