

# Rural Media

## Post-Production Coordinator and Editor

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### Job Description & Person Specification

#### *Job Description*

**Job Title:** Post Production Coordinator / Editor

**Reports to:** Post Production Manager

**Internal links:** Creative Director  
Finance & Operations Director  
Development Manager  
Filmmaker

**Hours:** Full Time - 37.5 hours per week

**Salary:** NJC Scale 6, 19-22, £24,799 - £26,317

**Location:** Based at Rural Media, Packers House, 25 West Street, Hereford, HR4 0BX

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### **1. Overview**

Rural Media is an award winning media education, production and development charity and Production Company, working across the UK with a significant geographic base in the West Midlands. We specialise in the innovative and creative use of digital media (video, audio, interactive, photography, web and print) to empower rural communities and develop new creative talent.

### **2. Main Purpose of the Post**

The main purpose of this post is to assist in the day-to-day maintenance and management of the post production workflow and to support the delivery of the company's digital portfolio.

This includes a variety of both technical and creative skillset requirements that include, but are not limited to - Project media file-management on a pre-existing system that is

designed solely for film and television production, deep-archive media-management using LTO systems, maintaining software updates throughout the facility and general maintenance of the Rural Media equipment store.

The Post Production Coordinator will also be responsible for assisting the Post Production Manager in booking external talent for services such as sound design, mixing, music composition and online editing.

As an experienced Offline Editor, the post-holder is required to work across multiple digital platforms including documentary, short form drama, arts films, commercial and corporate content.

The post-holder would be required to deliver to a variety of platforms ranging from web, broadcast and cinema exhibition. The work would span across the creative projects programme both for Rural Media Charity and Rural Media Productions.

## **Job Description**

### **Overall Responsibilities**

- Assisting the supervision of maintaining and managing digital workflows across productions including secure backups and project archiving. As well as providing risk assessments and recommendations as the companies data storage expands.
- Assisting in the day-to day maintenance of the company's post production Network Attached Storage (NAS) to ensure system efficiency.
- Offline Editing responsibility for charitable organisations, arts projects, businesses and broadcasters.
- Online Editing responsibilities, ensuring high quality mastering of all digital files including quality control, sound mixing and grading - All working at the required varying deliverable specification outlined by each project.
- Recommending and booking freelance post production talent across a variety of production styles.
- Planning, managing and maintaining all the production / post production equipment owned, hired or borrowed by Rural Media.
- Assisting in maintaining an up-to-date asset register of all media and technical equipment, including monitoring, reporting and taking action when maintenance is required.

- Assisting in monitoring the post production IT infrastructure, including maintaining operating systems, testing and safe installation of software updates.
- The safe use and security of equipment within the Company.
- To keep abreast of new technology developments in media production and make appropriate recommendations to the Post Production Manager.
- Liaising with clients and stakeholders, providing excellent customer service and communication for the creation and delivery of media content.
- Offer technical support and training to Rural Media staff where required.
- When required, work on a range of digital productions in a variety of technical roles e.g. camera operator, sound recordist, camera assistant as required by the production.

This is not intended as an exhaustive list of duties. Other duties as may be reasonably be required for the successful delivery of the project will form part of this job description.

Some evening and weekend work may be required due to the nature of some of the work.

All duties to be carried out with due regard to:

- Health and Safety
- Child and Vulnerable Adult Safeguarding
- Data Protection and Confidentiality
- Equality and Diversity Policy

### **PERSON SPECIFICATION - Essential and Desirable Qualities and Skills**

<b>Essential</b>	<b>Desirable</b>
Minimum of three years' experience offline editing for a range of clients and broadcasters.	Experience using Blackmagic DaVinci Resolve for conform and colour grading. As well as operating Grading Control Surfaces to work more efficiently.

<p>Extensive knowledge of all film related Adobe Creative Cloud applications, such as Premiere Pro, After Effects, Audition, Media Encoder and Photoshop.</p>	<p>Experience using Logic Pro X for audio editing, mastering and broadcast radio delivery.</p>
<p>Experience of creating, managing and maintaining Post Production workflows for both small and large-scale projects. And able to communicate this clearly with the production teams.</p>	<p>Experience using alternative NLE's and a basic understanding of their workflow requirements, such as Avid Media Composer, ProTools, Final Cut Pro X and DaVinci Resolve.</p>
<p>Excellent knowledge of 'finishing' best practices for quality control, including but not limited to Colour Grading and Sound Mixing.</p>	<p>Basic Sound Design skills, using Premiere Pro or Audition.</p>
<p>Excellent understanding and respect of backing-up best practices for Data Storage, including NAS, Nearline and LTO storage. As well as the ability to design new Data Storage Workflows as the companies needs grow.</p>	<p>Experience of working creatively with young people and communities.</p>
<p>Good understanding of server network infrastructures and an ability to identify and troubleshoot issues quickly, and build good relationships with support contract holders.</p>	<p>A creative thinker with the ability to develop new ideas and opportunities.</p>
<p>Excellent understanding of Apple Mac IT systems and required configurations for Post Production requirements, including a good understanding of software and operating system management and maintenance requirements.</p>	<p>A full UK Driving Licence.</p>
<p>Excellent understanding of setting up various edit suite based technology, such as Broadcast Monitors, Colour Managed Video Outputs, Audio Monitoring, DAW Mixing Control Surfaces, Voice Over and ADR equipment.</p>	

Disciplined and focused with the ability to edit quickly and accurately under pressure to meet deadlines.	
Experience of editing across a range of genres including Drama, Documentary and Arts Films.	
Good knowledge of broadcast technical standards, editorial and compliance policies.	
Experience delivering high quality content at the required specification for a variety of platforms including Web, Cinema and Broadcast.	
Practical media production skills in camera operation and sound recording on location and in studio environments.	
Good knowledge of maintenance requirements for the upkeep of production equipment and asset management.	
A strong passion for new technology and exploring how Rural Media may benefit from its application.	
Good understanding of the UK arts and media sectors.	
Excellent communication and interpersonal skills.	
Well-organised, self-motivated and able to work in a small professional team or as part of a larger production infrastructure.	
Excellent ability to show initiative and troubleshooting abilities in complex technical scenarios.	