



POST-PRODUCTION SUPERVISOR
Digital Innovation Department
Full time, Exempt

Work Status:	Full-Time Regular	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA 94102	Salary:	Commensurate with Experience
Reports To:	Senior Video Producer	Supervisory:	No

POSITION OVERVIEW

Reporting to the Senior Video Producer, the Post-production supervisor is responsible for managing all elements of the post-production process for the orchestra’s in-house media and video production team and its growing media products, from flagship long form digital projects key to the Orchestra’s new online portal to all elements of short form and promotional video. This position supervises the coordination of all elements of the audio and video edit, finishing, QC, media management, and delivery across multiple and simultaneous product lines and various short form assets, ensuring that all deadlines are met and that video content is of the highest quality and consistent with the SF Symphony brand.

KEY RESPONSIBILITIES

- Design, schedule, manage, and maintain a cohesive schedule/plan/overview of all post production processes for a wide variety of video projects and programs. This includes but is not exclusive to: scheduling and overseeing multiple and simultaneous long form programs, short-form content, promotional video, and trailers.
- Work within a 4K workflow of multi-cam studio shoots, concert shoots, documentary-style shoots and vfx shoots that may involve green screen and compositing work, editing, color correction, graphics creation, and audio mixing. Familiarity with other video formats is a plus.
- Work closely with editors, supervising sound editors and recording engineers/mixers, and post houses throughout
- Juggle multiple projects at once, maintaining a high level of organization and hitting tight deadlines
- Lead the quality control effort for exports and oversee completion of Editor tasks on a daily basis
- Maintain clarity of information and good channels of communication between producers, directors, editors, supervising sound editors, external vendors, and project manager.

- Work cross-functionally with production and post teams during shoots, oversees data management to ensure media is properly transported and archived and all tech documentation is received
- Create and maintain healthy working relationships with producers, directors, editors, and out-of-house vendors in order to produce and deliver the finest quality product within the given time frame and budget.
- Coordinates with Production teams on how to be best prepared for post.
- Keep up to date on current and emerging technologies and implement improvements to Post Production workflows.
- Provide on-site media management support during captures as needed
- Manage video files for export, archiving, -b-roll selection, and final storage
- Oversee graphics, effects, subtitles, closed captioning, export, compression work
- Work with team on equipment & software purchases,
- Occasional video editing as needed
- Manage archiving and media management and storage solutions with digital archive team, recommending storage solutions and forecasting future needs.
- Extensive experience with Premiere Pro and Adobe suite Familiarity with workflows with competing NLE's, color correction, audio and VFX systems a plus.
- Has a deep understanding of Web, mobile, broadcast and theatrical deliverables and experience delivering multiple assets in a short timeframe.
- Manage cloud storage, Frame IO accounts.
- Familiarity with Cloud Editing a plus.
- Familiarity with NAS/SAN post production environments a plus.
- Work closely with project manager on budget and cost tracking,
- Proven ability to oversee multiple projects simultaneously.
- Solid people management skills. Will train and manage internal staff with development and growth in mind.
- Connect with post production facilities for schedule adjustments and changes for online, mixes and final delivery elements
- High attention to detail QC'ing all video elements and formatting requirements
- credit creation, approvals, and QC at online
- Manages the editing schedule, tracks work and coordinates the day-to-day editing workflow
- Media Manage capture sessions, offloading, proxy creation, creating backups and delivering footage to editing teams via cloud and/or hard drives
- Be part of a team that cultivates creative and exciting ideas that engage our viewers, drive membership, and communicate the Orchestra's unique artistic vision
- Ensure colleagues have up-to-date reports and project milestones.
- Adapt with continually evolving technologies, styles, and standards
- Work closely with digital archives to manage and archive existing video assets for preservation, b-roll archiving, and repurposing.
- Scheduling, management, and attendance at all Post Production-related meetings and sessions, including, but not limited to: animation, locks, spots, reviews, mixes, color corrections, and QCs
Serve as liaison between edit staff and Digital Team by helping to communicate any equipment

needs/concerns as well as transfer updated information/changes of tool use or communication patterns as needed

QUALIFICATIONS

- Minimum 5 years experience working in post-production capacity
- Proficient with 4K workflow for multi-cam studio shoots, concert shoots, documentary-style shoots and vfx shoots that will involve green screen and compositing work, editing, color correction, graphics, and audio mixing. Familiarity with other video formats is a plus.
- Excited to work with a small interdisciplinary team in a fast-paced environment
- The ideal candidate is a supreme organizer with a proactive eye that can see a problem coming before it gets there. You are a quick-thinking and flexible juggler able to handle multiple responsibilities within a constantly changing environment. You possess a strong ability to work with a group of diverse personalities. You have laser sharp focus and an unwavering attention to detail at all times.
- This is a demanding and fast moving position that requires someone who is a positive thinker, and thrives on the thrill of a challenge
- Experience with budget management, excel and google sheets. Practical knowledge of project management software and ability to learn new systems quickly.
- Experience in post-production workflows for effective and efficient delivery of sound, images, and music
- Editor or Assistant Editor + graphics and music background is a major plus, Camera/shooting skills and experience an added plus
- Working knowledge of current industry standard audio/video file formats
- Strong ability to set objectives, prioritize and organize tasks and assign resources.
- Demonstrated technical, creative and professional expertise with a deep commitment to quality and attention to detail.
- Familiarity with Frame.io
- Flexible and adaptable – able to frequently re-prioritize, evolve techniques and solutions as needed in a fast-paced and dynamic environment.
- Demonstrated grace under pressure.
- Able to exercise discretion and keep strictest levels of confidentiality.
- Must be a team player and enjoy a collaborative team environment.
- Available to work extended hours as needed including evenings and weekends and holidays, to meet deadline needs.
- Interest in and knowledge of classical music and the performing arts a major plus.