



Post Production Manager

Kyra is a new age digital channel for young people and is setting the bar for the highest quality of content out there. We are reimagining TV for the digital world - our aim is to be the MTV for this generation. We make TV quality, brand safe, original content franchises that brands can use to speak to an already engaged audience.

Since we launched in February 2017, our flagship show PAQ that is based around mens fashion, together with our travel show 'Greatness' and our cooking show 'Bad Canteen', have become international phenomenons and have accumulated followings of millions of Gen Zs around the world. The next few months are set to be huge as we continue to expand our existing franchises and look to launch a new highly anticipated show onto the channel.

We are a community of filmmakers, editors, producers and creatives who specialise in creating premium digital-video. We create content that people genuinely **care** about and **engage** with. They are true fans - they tune in every week and engage with us on a daily basis across multiple platforms.

We have a vision and we work hard to bring that vision to life and make it a reality.

Role:

All our production and post is done in-house with our own teams. The role of the Post Production Manager is to oversee all associated post processes to ensure deadlines are met and efficiencies are constantly being made. You will be tasked with maintaining clarity of information and good channels of communication between the producer, editor, relevant freelancers and other departments.

The Post Production Manager will also act as the main POC for the Head of Production and at times stakeholders and other senior members of the team. You will also need to have an extensive network of and great relationships with external suppliers.

You will need to work effectively with a wide variety of staff to maximise quality and quantity of output in our very fast moving and rapidly growing business. You will play a key part in the development and growth of the channel, joining us at a pivotal point in our journey.

Key Responsibilities:

Managing the overall post production schedule and the time of around 15 people in the Post team (predominantly editors) to ensure all resource is maximised, feedback is received on time, all post production milestones and live dates are met.

- Managing multiple edits at any one time (up to 15/20 edits at a time) across our full slate of shows. Communication with Producers is key - if live dates aren't going to be met, you will communicate this to the Head of Production.
- Coordinate staff, freelancers, and edit job schedules to ensure flow of services.
- Managing the full process through to delivery of ad hoc additional requests from the Sales team or stakeholders such as pitch films, reels, trailers and so on.
- Liaising with the Head of Production and our CTO to disseminate best practices and policies, enforcing YouTube compliance especially when our content is brand sponsored.
- Quality control – Working closely with the Producers and Production Assistants to maintain our high level of quality in all content we post to the channel.
- A small amount of production duties which may include a variety of problem solving and troubleshooting to support the Producers.
- Working with Producers to work out if / when additional resource is required and booking and coordinating Freelancers if necessary.
- Booking and coordinating services provided by external post houses, graders and sound technicians - liaising with the PM to make sure they deliver on budget.
- Working with the technical team to manage storage of all assets and footage on the server and having a good knowledge of how to be constantly optimising and improving our systems.
- Working to improve post production efficiency, by identifying areas of improvement.
- Being able and willing to assist the delivery team with episode uploads to our channel.
- Having a comprehensive network of contacts within the post industry is highly advantageous (ranging from everything from grade houses to music composers to editors).
- Having production management knowledge and understanding to be able to advise on legal, insurance, usage, licensing, syncing and industry standards/best practices is a huge bonus.
- Having technical knowledge of kit and shooting is a huge bonus.
- Having basic edit skills is a huge bonus.

Your Skills & Requirements:

- Minimum 3+ years experience as a post-production supervisor or coordinator, preferably in a similar type of company.

- You are a people person and you know how to get the best out of people in an environment that is often intense and stressful. You know how to motivate a team and keep spirits high.
- You are comfortable and skilled at copy-checking English subtitles.
- Ability to multitask and stay organised in a dynamic, fast paced and often high pressure environment.
- An understanding of the Kyra culture and brand is essential. We have a unique identity that makes us stand out from the rest of the new-age media publishers. You will be able to embody who Kyra is and convey that to our partners.
- You will need to have an insight into the wider media and online content landscape. A passion and interest in the world of YouTube is super important.
- You should have a general knowledge of and passion in a wide range of cultural verticals.
- Excellent organisation skills, interpersonal and management skills. Ability to work to deadlines and to manage a team
- You should have a strong knowledge of media formats, video codecs, full Adobe suite, log and transfer, DVC-cam / mini DV, Toast, Handbrake and Networks (Ready NAS and DAS). General grading, sound mix workflows for different cameras.