

Position: Workflow Producer
Division: Bling
Location: New York
Reports to: Local GM
Date: 2016

Position Summary:

The Workflow Producer is responsible for producing digital cinema workflow creation and long format project management. Will hold the experience and expertise to produce, manage and oversee projects and staff in both local and remote scenarios. Will monitor, track and manage staff, assets and budgets to ensure jobs are completed with standards of excellence on time and on budget. Is able to ensure that all staff use technical abilities to supervise the colouring, processing, syncing, and archiving of digital footage. Ensures a seamless workflow of media to post through standardized Bling quality control procedures and constant communication with set and post production. Oversee other staff who are handling the day-to-day duties on a show.

Primary Duties and Responsibilities:

Local Project Start Up and Management:

- Initiate and oversee all initial communication on start up of projects being serviced from our brick and mortar labs, worldwide.
- Work with the on set technician (DIT/DMT or DUT), the Director of Photography as well as the finishing facility to design and sign off on a color workflow from set to final grade.
- Position yourself as the lead representative for all communication from on set to post production that may affect the digital negative.
- Communicate with the finishing facility to ensure that all specs are signed off on and a final workflow test is ran between our lab and them for a conform.
- Set up and lead the workflow conference call and ensure all members of post and production understand the job at hand.
- Ensure technicians are hired and trained by the Dailies Supervisor on the workflow you have signed off on.
- Provide a clear and accurate hand off to the Dailies Supervisor once the job is up and running.
- Use experience and expertise to be able to advise and direct client's queries in a prompt and professional manner.
- Required to take control of situations and provide support to Dailies Supervisors in areas of difficulty.
- Be on 24 hr call for both clients and staff.

Remote Project Start Up and Management:

- Initiate and oversee all initial communication on start up of projects being serviced in a POD style lab worldwide.
- Work with the on set technician (DIT/DMT or DUT), the Director of Photography as well as the finishing facility to design and sign off on a color workflow from set to final grade.
- Position yourself as the lead representative for all communication from on set to post production that may affect the digital negative.
- Communicate with the finishing facility to ensure that all specs are signed off on and a final workflow test is run between our lab and them for a conform.

- Set up and lead the workflow conference call and ensure all members of post and production understand the job at hand.
- Ensure technicians are hired and trained by the Dailies Supervisor on the workflow you have signed off on.
- Needs to be willing and ready to travel to remote locations for extended periods of time dictated by a project's shooting locations and schedule at the Company's discretion.
- Required to organize, coordinate, and manage the re-location and assembly of a POD style lab in various different environments (including production office, hotel room, rental office) whilst still maintaining the high level of technical standards expected by the Company.
- Responsible for the hiring, coordination, and training of local crew on how to carry out the technical role they're hired for.
- Responsible for training local staff on Bling procedures and working practices.
- Be on 24 hr call for both clients and staff.

Management of Staff:

- Establish yourself as the leader of all Dailies Supervisors within your office.
- Participate in training Dailies Supervisors and crew on your shows. Evaluate their abilities to ensure the supervisors and their technicians are ready to deliver the show's specs from Day 1.
- Ensure workflow procedure put in place at show startup is being adhered to, and that any updates to the production's workflow are implemented into the show's workflow documents.
- Provide ongoing training to Dailies Supervisors and Dailies Technicians as needed.
- Ensure deadlines are understood and met by the Dailies Supervisor and their technicians.
- Create system for producing and delivering screeners such as DVDs, iPads, etc. to ensure production personnel are receiving these in a timely manner.
- Continuously check to ensure communication between Dailies Supervisors and post production personnel on client side is being handled professionally and in a timely manner.
- Ensure that Dailies Supervisors are QC'ing (Quality Control) the technicians' work to ensure metadata is tracking accurately for both picture and sound and that the Dailies Supervisor is QC'ing look management.
- Ensure Dailies Supervisors are submitting dailies invoicing information to accounting in a timely manner.
- Oversee master databases for all jobs in your office.
- Oversee and ensure LTO backups are being completed and delivered to client.

Liase with Post Production:

- Responsible for establishing workflow and getting final sign off from post.
- Lead all workflow calls during show start up.
- Establish yourself as the backup go-to person for post production to contact for the duration of the show with any issues or questions they may have.
- Ensure that Dailies Supervisors are maintaining a professional level of communication throughout the course of the production when dealing with any member of post production team.
- Ensure that the Dailies Supervisors are troubleshooting any problems post production may bring to your attention.
- Deal with online/finishing house on an 'urgent' and professional basis in order to ensure any material that is holding up the finishing process is found and sent to them quickly.
- Communicate any issues with 'digital negative' promptly to producer and post producer as soon as these issues are known.
- Ensure 24/7 technical support is available to all show.

- Ensure excellent customer service by identifying the needs and wants of clients and responding to their concerns and problems in an effective and timely manner.

Other Duties:

- Fill the role of the Dailies Supervisor when not supervising a Dailies Supervisor
- Fill the role of Dailies Supervisor when necessary.
- Lead Research and Development subgroups spearheading Bling's continual innovation.
- Compile reports from R&D subgroups and distribute that information to your direct supervisor and other R&D subgroups.
- Participate in training programs (either as a student or instructor) designed to improve the collective knowledge base of the Company.

Administration:

- Oversee staff and freelancers on all shows and report any issues to management.
- Interview and hire Dailies Technicians for all shows under your supervision.
- Ensure that freelancer contracts are current.
- Ensure that Dailies Supervisor are tracking and reporting the status of supplies and stock at the lab.
- Answer calls from clients and provide customer support.
- Perform other duties that may be assigned.
- Demonstrate an understanding and appreciation of the Mission, Vision, and Values of the Company.

Clients and Technical Service:

- Ensure 24/7 technical support.
- Ensure excellent customer service by identifying the needs and wants of clients and responding to their concerns and problems in an effective and timely manner.
- Provide assistance and technical information to clients, potential clients and staff members when required.

Qualifications:

Knowledge, Skills, and Experience

- At least 5 years experience in Audio/Video/Film Production Industry.
- College Diploma from a recognized Audio/Video/Film Production Course.
- Proficiency working with a variety of post production software including Avid, FCP, DaVinci, RedCine X, and Colorfront.
- A practical knowledge of cameras and camera formats.
- Experience and proficiency in color grading.
- Work and practical experience in Audio/Video/Film Production Industry.
- Ability to use, learn and implement new software and hardware.
- Experience in managing staff.

Other Attributes

- Decision Making / Problem Solving – Identifies an issue and processes relevant information coming up with possible solutions, selects appropriate responses and implements them.
- Customer Service Focus – Identifies and creates opportunities to improve every person's experience with the Company.
- Teamwork – Participates actively in a team to improve the Company's effectiveness.

- Communication – Communicates in a thorough, clear and timely manner and supports information sharing across the Company.
- Innovation – Develops new ways and adapts existing products or processes to help the Company achieve its Mission and Vision.
- Quality/Attention to Detail Focus – Ensures that standards for self, equipment and services are met to provide excellent service delivery.
- Accountability – Accepts personal responsibility for the quality and timeliness of work. Can be relied upon to achieve results with little need for oversight.
- Stress Tolerance – Functions in highly stressful, ambiguous or adverse situations.

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment
- Some physical effort may be required (i.e. some lifting of supplies and material)
- Long hours sitting and using office equipment and computers
- Some exposure to warehouse environment