

Post-Production Manager

Phantom Committee – Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Vice President (Community) and Head of TV and Phantom TV members

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Able to work well as part of a team

Duties and responsibilities

- Recruit teams of students to edit footage for each Phantom TV project, and then manage and delegate work to them
- Keep in regular contact with the Production Manager and Head of TV to keep up-to-date on editing deadlines
- Edit material when members are unable to meet deadlines
- Ensure editing teams meet deadlines set with Head of TV
- Report editing progress to the Head of TV
- Work with the committee to develop live video shows for our social pages
- Recruit and train new members

Opportunities

- A unique opportunity to lead and co-ordinate editing teams for Phantom TV
- Gain skills in editing TV content
- Oversee all editing for Phantom TV output
- Portfolio some of your ideas

Benefits

- Benefits:
- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial previous experience

- Experience in editing
- Leadership
- Project management

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events