

JOB TITLE: Post-Production Coordinator
TERM: Full Time (Permanent)
LOCATION: Soho, London

Z E A L O T

ZEALOT is an international creative agency with offices in London, NY and LA, specialising in the film and television industry (trailers, TV spots, digital and promos).

We are looking for an experienced **Post-Production Coordinator** to join our busy team in an exciting new role.

The ideal candidate will have a passion for all AV marketing and be interested in pursuing a career as an online editor - finishing a wide range of assets to the highest possible standards. At ZEALOT we are as passionate about the post process as we are about the creative one to ensure everything we deliver reflects all the energy and passion that went into its creation.

The role will report to our Head of Post-Production and they will be in the front line preparing projects through to final delivery - with quality control crucial at all stages.

Responsibilities:

- Preparing locked projects for audio mix - including track-laying and creating AAFs.
- Creating EDLs, requesting final picture and conforming online material.
- Resizing and re-versioning for a wide variety of digital assets.
- Creating and QC'ing final deliverables to extremely high standards - broadcast, theatrical and digital.
- Downloading footage, managing material and creating offline proxies.
- Creating and preparing Premiere Pro projects for the offline editors.

The ideal candidate will:

- Be highly technical with a strong understanding of Premiere Pro and Media Encoder.
- Be very knowledgeable of file codecs and have experience working on Apple Mac.
- Committed and flexible, willing to work in a fast-paced fulfilling environment to tight deadlines.
- Be highly organised and very precise with excellent attention to detail.
- A flair for colour grading and good knowledge of Davinci Resolve.

For the right candidate, this is an exceptional opportunity to progress their career in a thriving post-production team. Salary to be discussed based on experience.

Only candidates who submit both a CV and a cover letter will be considered.
References will be checked.

Please submit your application to jobs@zealotuk.com

(with subject line "Post-Production Coordinator Application – [Your Name]")