
Animation Ireland
Competency Framework

Post- Production Department



Fís Éireann
Screen Ireland





Post-Production

Department

Roles

1. Renderer
2. Compositing Supervisor
3. Compositor
4. Head of Post-Production
5. Post-Production Manager
6. Post-Production Supervisor
7. Post-Production Coordinator
8. Post-Production Assistant
9. Editor
10. Editing Assistant

Renderer

This role can operate at different levels and may be named with the level in the title, e.g. Senior Renderer

The 4 levels typically are:

1. Junior
2. Role
3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A Renderer is responsible for generating a series of individual pixel-based frames of a video clip. Rendering is usually associated with computer-generated animation, although rendering can also refer to the process of creating final animation frames in traditional hand-drawn animation. It is the process of getting the final assembled animation scenes or pieces out of the computer in the format of a sequence of individual frames. The Renderer also optimises rendering time and makes sure the animation is rendered quickly while still maintaining a high level of quality.

Key tasks:

1. Improving rendering quality and efficiency
 2. Monitoring projects and providing feedback and solutions when jobs fail or exceed the render time forecast
 3. Implementing direct optimisation solutions when needed
 4. Collaborating with the lighting and shading teams to achieve the desired visual aesthetics
 5. Maintaining and managing render farm resources
 6. Developing and implementing rendering pipelines and workflows
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Task statements

Task statement 1:

Improving rendering quality and efficiency

Associated activities

- ✓ Analyses render logs in detail
- ✓ Interacts with production teams to report large shot volumes that exceed forecast
- ✓ Supports CG supervisors to fine tune job priorities to support production priority plans and milestones

Task statement 2:

Monitoring projects and providing feedback and solutions when jobs fail or exceed render time forecast

Associated activities

- ✓ Analyses the rendering results of each project accurately to determine the amount of time and resources needed for completion
- ✓ Monitors and tracks the performance of projects to anticipate and identify possible points of failure or potential delays
- ✓ Reports any deviations from the forecasted render time to the relevant stakeholders
- ✓ Identifies and troubleshoots any issues that cause projects to not meet the render time forecast
- ✓ Works with developers to optimise render job set-ups and maximise productivity
- ✓ Maintains render queues regularly and removes any outdated or unnecessary jobs
- ✓ Keeps up to date with the latest industry developments in rendering technology

Task statement 3:

Implementing direct optimisation solutions when needed Associated Activities:

Associated activities

- ✓ Analyses available data to determine which optimisation solutions are required to meet performance targets
- ✓ Develops customised solutions to fit needs
- ✓ Applies algorithms and scripts for optimising and manipulating objects, textures, and lighting in programming languages to provide further optimisations
- ✓ Investigates performance bottlenecks, freeing up resources, and reducing time spent on trial and error in the animation process
- ✓ Utilises appropriate software to tweak and modify geometry, textures, lighting, shading and rendering

Task statement 4:

Collaborating with the lighting and shading teams to achieve the desired visual aesthetics

Associated activities

- ✓ Participates in discussions and meetings with the lighting and shading teams to understand the artistic vision and requirements for each shot or sequence
- ✓ Works closely with the lighting and shading artists to ensure the render settings and configurations align with the desired visual aesthetics
- ✓ Provides feedback and suggestions to the lighting and shading teams to optimise the render settings for improved quality and efficiency
- ✓ Collaborates with the teams to troubleshoot any rendering issues and find solutions to achieve the desired look
- ✓ Conducts test renders and reviews the results with the teams to ensure consistency and accuracy in the final output

Task statement 5:

Maintaining and managing render farm resources

Associated activities

- ✓ Monitors the render farm usage and performance to ensure efficient utilisation of resources
- ✓ Manages the render queue and prioritises jobs based on production needs and deadlines
- ✓ Allocates resources effectively to balance the rendering workload across the farm
- ✓ Troubleshoots and resolves any technical issues or errors related to the render farm infrastructure
- ✓ Implements and maintains render farm policies and procedures to optimise resource allocation and maximize productivity
- ✓ Collaborates with IT and technical support teams to ensure the render farm is up to date and running smoothly

Task statement 6:

Developing and implementing rendering pipelines and workflows

Associated activities

- ✓ Designs and establishes rendering pipelines and workflows to streamline the rendering process
- ✓ Collaborates with production teams and technical artists to define rendering requirements and standards
- ✓ Creates templates and pre-sets for rendering settings to ensure consistency and efficiency across projects
- ✓ Provides documentation and training to educate artists and production teams on rendering best practices and workflows
- ✓ Continuously evaluates and improves rendering pipelines, identifying areas for optimisation and automation
- ✓ Keeps up to date with the latest rendering technologies and techniques, integrating them into the pipeline as appropriate.

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				



Compositing Supervisor

Role overview:

A Compositing Supervisor is responsible for overseeing all the technical aspects of the compositing of visual elements from different sources into a single image or scene. The Compositing Supervisor requires a strong understanding of compositing workflows, a general knowledge of visual effects and the ability to work closely with the compositors and lighting artists to ensure that all elements have been composited to a very high standard. The Compositing Supervisor is responsible for ensuring the timely delivery of all sequences.

Key tasks:

1. Overseeing the compositing team in achieving the desired visual effect as per the Director's vision
 2. Establishing compositing guidelines and ensuring the artists' adherence to them
 3. Adjusts schedules and priorities as necessary to accommodate changes in production requirements or priorities
 4. Collaborating with the Director and VFX Supervisors to define and achieve the desired visual effects goals
 5. Managing the compositing department and resources
 6. Quality control and final delivery of compositing shots
-

Task statements

Task statement 1:

Overseeing the compositing team in achieving the desired visual effect as per the Director's vision

Associated activities

- ✓ Produces daily progress reports on the compositing project
- ✓ Organises and assigns tasks within the compositing department
- ✓ Provides feedback to the compositing team
- ✓ Evaluates compositing shots for colour, lighting and special effects
- ✓ Creates and maintains pipeline timelines to ensure the project stays on schedule
- ✓ Troubleshoots any obstacles that arise and finds solutions in the most efficient way possible
- ✓ Collaborates with creative teams and other departments to ensure a high quality of creative and technical excellence

Task statement 2:

Establishing compositing guidelines and ensuring the artists' adherence to them

Associated activities

- ✓ Develops a clear set of compositing rules for the production
- ✓ Communicates the rules and expectations of the compositing process to the team
- ✓ Researches industry standard practices for the optimisation of compositing processes
- ✓ Utilises reliable software platforms for compositing
- ✓ Keeps the technical aspect of compositing with control of the production standards
- ✓ Regularly monitors the compositing pipeline to make sure the guidelines are being followed
- ✓ Holds compositing reviews to measure the quality of work and adherence to guidelines

Task statement 3:

Coordinating with the VFX team to maintain quality throughout the visual effects pipeline

Associated activities

- ✓ Trains members of the VFX team in software used in compositing and visualisation
- ✓ Assists with the integration of practical and CGI elements
- ✓ Keeps track of all resources related to compositing and visual effects pipelines

Task statement 4:

Collaborating with the Director and VFX Supervisors to define and achieve the desired visual effects goals

Associated activities

- ✓ Attends meetings with the Director and VFX Supervisors to understand the creative vision and requirements for visual effects shots
- ✓ Provides technical expertise and input during pre-production and production stages to ensure the feasibility and practicality of the desired visual effects
- ✓ Works closely with the VFX Supervisors to develop strategies and techniques for achieving the desired visual effects within the compositing process
- ✓ Collaborates with the Director and VFX Supervisors to review and provide feedback on test renders and final composites to ensure they align with the creative vision
- ✓ Communicates and coordinates effectively with the compositing team to ensure they have a clear understanding of the creative direction

Task statement 5:

Managing the compositing department and resources

Associated activities

- ✓ Oversees the hiring and training process for the compositing team, ensuring the right talent is recruited for the projects
- ✓ Provides leadership and guidance to the compositing team, fostering a collaborative and productive work environment
- ✓ Allocates resources effectively, including manpower, software licenses, and hardware, to meet project requirements and deadlines
- ✓ Conducts performance evaluations and provides feedback to the compositing team members, identifying areas for improvement and growth
- ✓ Manages the compositing department's budget and ensures cost-effective utilisation of resources
- ✓ Collaborates with other department supervisors to facilitate smooth communication and workflow integration between departments

Task statement 6:

Quality control and final delivery of compositing shots

Associated activities

- ✓ Establishes quality control procedures to ensure consistent and high-quality compositing work across all shots
- ✓ Reviews and approves final composites to ensure they meet the technical and creative requirements of the project
- ✓ Conducts regular quality checks throughout the compositing process, providing feedback and guidance to the compositors to maintain the desired level of quality
- ✓ Collaborates with the technical team to troubleshoot any technical issues that may arise during the compositing process
- ✓ Ensures all compositing shots are delivered on time and in the required format, coordinating with other departments and stakeholders involved in the delivery process
- ✓ Maintains accurate documentation and records of compositing assets, versions, and delivery specifications for archival purposes.

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Compositor

This role can operate at different levels and may be named with the level in the title, e.g. Senior Compositor

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-

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Role overview:

A Compositor takes the elements produced by different departments such as storyboards, animators, designers and matte artists, and combines them into a single, polished, final animation. They use software to composite shots, match lighting, correct exposure, mix colour, add effects and perform other post-production tasks.

Key tasks:

1. Compositing CG elements within background plates and scenes
 2. Applying lighting effects and motion blur types
 3. Colour correcting and retouching images
 4. Matching elements between frames for continuity
 5. Integration of live-action elements into visual effects shots
 6. Collaboration and communication with other departments and stakeholders
-

Task statements

Task statement 1:

Compositing CG elements within background plates and scenes

Associated activities

- ✓ Prepares, organises and collates CG elements based on the project requirements
- ✓ Match moves CG elements and backgrounds to create accurate 3D spatial tracking data
- ✓ Colour grades and corrects CG elements to integrate them into the scene
- ✓ Creates animations and VFX to enhance the visual look and feel of the compositions
- ✓ Conducts tests and quality assurance for the compositions

Task statement 2:

Applying lighting effects and motion blur types

Associated activities

- ✓ Works closely with the lighting supervisor to determine appropriate lighting techniques for a scene
- ✓ Implements a variety of techniques, including 3D and 2D lighting effects, depth of field, fog, reflections, and ambient occlusion
- ✓ Creates lens flares, glows and other lighting effects that bring a scene to life
- ✓ Uses motion blur to simulate the movement of objects or the camera
- ✓ Sets up a pipeline that allows for efficient rendering of motion blur
- ✓ Works with mattes, masks and blend modes for comping layers together
- ✓ Tracks and solves issues related to flickering, noise and other unwanted artefacts

Task statement 3:

Colour-correcting and retouching images

Associated activities

- ✓ Uses colour-correction tools to adjust lighting, contrast and saturation
- ✓ Wiggles, clones and removes areas of the image, colour-matching objects and/or backgrounds
- ✓ Airbrushes and uses selective colouring and/or painting
- ✓ Uses matte painting techniques to add texture to surfaces
- ✓ Troubleshoots colour accuracy issues

Task statement 4:

Integration of live-action elements into visual effects shots

Associated activities

- ✓ Analyses a sequence of shots and makes sure elements are exactly aligned between frames
- ✓ Analyses the movement of particular elements and makes sure there is consistency between frames
- ✓ Manually adjusts elements such as position and size to match between frames
- ✓ Employs tracking techniques such as blur, scale or warping to ensure consistency between frames
- ✓ Makes sure objects have the same lighting, colours, or textures between frames

Task statement 5:

Integration of live-action elements into visual effects shots

Associated activities

- ✓ Receives and analyses live-action plates and footage to understand the requirements for integrating visual effects elements
- ✓ Utilises various techniques such as keying, rotoscoping, and tracking to extract and isolate live-action elements for compositing
- ✓ Matches the lighting, colour, and perspective of the visual effects elements with the live-action footage for seamless integration
- ✓ Performs colour grading and colour correction on the live-action elements to ensure consistency with the overall look of the shot
- ✓ Adds realistic shadows, reflections, and other effects to the live-action elements to enhance their integration with the visual effects

Task statement 6:

Collaboration and communication with other departments and stakeholders

Associated activities

- ✓ Attends production meetings to understand the requirements and vision for each shot or sequence
- ✓ Collaborates closely with other departments such as animation, modelling, and effects to ensure the smooth integration of their elements into the composite
- ✓ Communicates with supervisors, directors, and clients to gather feedback and incorporate necessary changes into the compositing work
- ✓ Provides guidance and support to junior compositors, sharing techniques and best practices
- ✓ Participates in dailies and shot reviews, presenting and discussing the progress of the compositing work with the team and stakeholders
- ✓ Collaborates with the render department to optimise render settings and troubleshoot any issues related to the rendering of compositing elements

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				



Head of Post-Production

Role overview:

A Head of Post-Production oversees the entire post-production process for animated projects from start to finish. This includes ensuring that content is properly planned and prepared for editing, assembling the post-production team, formulating a post-production plan, providing guidance and feedback to team members, tracking and reporting on projects and overseeing the final delivery of projects.

Key tasks:

1. Establishing and leading workflows for all post-production tasks
 2. Monitoring and managing post-production budgets, ensuring available resources are allocated efficiently
 3. Supervising, mentoring and training junior staff in post-production processes and techniques
 4. Serving as key contact for all stakeholders and third-party vendors throughout the post-production process
 5. Ensuring quality control and final delivery of projects
 6. Staying updated on industry trends and emerging technologies
-

Task statements

Task statement 1:

Establishing and leading workflows for all post-production tasks

Associated activities

- ✓ Collaborates with creative teams to ensure all roles and responsibilities are clearly communicated
- ✓ Establishes post-production schedules and timelines
- ✓ Leads the evaluation and implementation of innovative software tools that optimise processes
- ✓ Establishes standard operating procedures and protocols to improve post-production workflow

Task statement 2:

Monitoring and managing post-production budgets, ensuring available resources are allocated efficiently

Associated activities

- ✓ Works with the producer to create, maintain and adhere to the post-production budget
- ✓ Forecasts costs and works out financial estimates
- ✓ Tracks project costs and identifies any potential cost overruns
- ✓ Keeps accurate financial records and updates them regularly
- ✓ Negotiates deals with vendors to stay within budget
- ✓ Investigates options for outsourcing or insourcing post-production services

Task statement 3:

Supervising, mentoring and training junior staff in post-production processes and techniques

Associated activities

- ✓ Develops and implements training plans for staff
- ✓ Monitors and observes staff to provide constructive feedback, guidance and advice
- ✓ Keeps up to date with the latest post-production tools, trends and techniques and shares knowledge with staff
- ✓ Leads, facilitates and troubleshoots any post-production challenges
- ✓ Allocates, schedules and oversees the day-to-day operations of the department
- ✓ Maintains strong communications with the staff in the department
- ✓ Provides timely and appropriate performance feedback to staff

Task statement 4:

Serving as key contact for all stakeholders and third-party vendors throughout the post-production process

Associated activities

- ✓ Develops strong relationships with all stakeholders
- ✓ Negotiates contracts and rates with third-party vendors
- ✓ Defines the scope and timeline of post-production services and deliverables
- ✓ Sources, selects and manages suitable third-party post-production vendors
- ✓ Monitors and flags potential problems or deviations from post-production plans
- ✓ Provides technical guidance and expertise throughout the post-production process

Task statement 5:

Ensuring quality control and final delivery of projects

Associated activities

- ✓ Implements and maintains a quality control process to ensure that all post-production elements meet the required standards and specifications
- ✓ Conducts thorough reviews of edited content, visual effects, sound design, and other post-production components to identify and address any issues or discrepancies
- ✓ Collaborates with the creative team to make necessary revisions and adjustments based on feedback and project requirements
- ✓ Oversees the final delivery process, ensuring that all deliverables are properly packaged, formatted, and delivered to the appropriate channels or platforms
- ✓ Performs final checks and approvals before releasing the completed projects to clients, broadcasters, or distributors

Task statement 6:

Staying updated on industry trends and emerging technologies

Associated activities

- ✓ Conducts ongoing research and analysis of industry trends, best practices, and emerging technologies in post-production
- ✓ Attends conferences, workshops, and industry events to stay informed about the latest advancements and techniques in post-production processes
- ✓ Evaluates and tests new software tools, plugins, and equipment to determine their potential impact and benefits to the post-production workflow
- ✓ Collaborates with the IT department to ensure that the post-production infrastructure and software are up to date and optimized for efficiency and productivity
- ✓ Provides recommendations and proposals for the adoption of new technologies or workflow enhancements that can improve the overall quality and efficiency of post-production processes

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Post-Production Manager

A Post-Production Manager oversees all processes, procedures and outputs for the post-production department. They run the day-to-day management of the post-production crew and editors. They also manage the overall post-production schedule and budget. They are responsible for setting up the post-production database tracking and making sure database standards are met.

Key tasks:

1. Managing the post-production process
 2. Managing the post-production team
 3. Negotiating contracts and pricing with vendors and service providers
 4. Managing post-production schedule and budget
 5. Implementing and maintaining post-production database tracking
 6. Ensuring compliance with industry standards and regulations
-

Task statements

Task statement 1:

Managing the post-production process

Associated activities

- ✓ Organises and creates change requests
- ✓ Prepares digital files for distribution and delivery in a manner that meets the technical specifications of clients
- ✓ Organises internal screenings to preview works in progress and sign-off the post-production work
- ✓ Audits workflow for accuracy and efficiency before the final delivery
- ✓ Assesses and schedules the workflow for the post-production processes
- ✓ Ensures the adherence to all relevant legalities, financial commitments and production standards required for post-production
- ✓ Liaises with directors, producers and editors to ensure the projects meet required standards and deadlines

Task statement 2:

Managing the post-production team

Associated activities

- ✓ Trains new staff members on post-production processes, tools and technology
- ✓ Recruits, selects and hires staff
- ✓ Conducts regular one-on-ones and performance review meetings with staff
- ✓ Provides guidance and feedback to staff
- ✓ Resolves conflicts between staff
- ✓ Allocates tasks and assignments to staff
- ✓ Monitors and reviews the quality of work produced by post-production team members and takes corrective action where necessary
- ✓ Tracks team progress and reports on any issues that require assistance

Task statement 3:

Negotiating contracts and pricing with vendors and service providers

Associated activities

- ✓ Communicates with external vendors and clients, ensuring schedules and contracts are met
- ✓ Researches potential vendors and service providers to ensure best pricing and service quality
- ✓ Analyses pricing to ensure maximum value and savings for the studio
- ✓ Monitors and manages contractor relationships to ensure quality of service is maintained

Task statement 4:

Managing post-production schedule and budget

Associated activities

- ✓ Develops and maintains the post-production schedule, taking into consideration project timelines, resources, and dependencies
- ✓ Collaborates with the production team to establish realistic deadlines and milestones for each stage of post-production
- ✓ Monitors and tracks the progress of post-production activities, identifying any bottlenecks or potential delays
- ✓ Allocates resources effectively to ensure efficient workflow and timely delivery of projects
- ✓ Works closely with the finance department to manage and control the post-production budget
- ✓ Tracks and reviews expenditures, ensuring they align with the approved budget
- ✓ Identifies cost-saving opportunities and suggests strategies for optimising the use of resources

Task statement 5:

Implementing and maintaining post-production database tracking

Associated activities

- ✓ Establishes a post-production database system to track and manage assets, projects, and deliverables
- ✓ Defines and implements standardized naming conventions, file structures, and metadata tagging for easy retrieval and organisation of files
- ✓ Trains and guides the post-production team on using the database system effectively
- ✓ Conducts regular audits and quality checks of the database to ensure data integrity and accuracy
- ✓ Collaborates with the IT department to troubleshoot any technical issues related to the database system
- ✓ Continuously evaluates and updates the database system to adapt to evolving post-production needs and technologies

Task statement 6:

Ensuring compliance with industry standards and regulations

Associated activities

- ✓ Stays up to date with industry standards, regulations, and best practices related to post-production processes, data security, and intellectual property rights
- ✓ Educates the post-production team on industry standards and compliance requirements
- ✓ Collaborates with legal and compliance departments to ensure adherence to copyright laws, licensing agreements, and contractual obligations
- ✓ Implements measures to protect sensitive and confidential post-production assets and data
- ✓ Conducts regular reviews and audits to identify and address any potential compliance risks or violations
- ✓ Implements and enforces proper documentation and record-keeping practices to ensure transparency and accountability in post-production activities

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Post-Production Supervisor

Role overview:

A Post-Production Supervisor ensures that animated projects move smoothly from the production phase to the post-production phase. They support the Head of Post-Production and/or Post-Production manager with the day-to-day management of the post-production crew and editors. They also support the management of the overall post-production schedule and budget. They are responsible for setting up the post-production database tracking and making sure database standards are met.

Key tasks:

1. Preparing resources and equipment to efficiently complete post-production tasks
 2. Monitoring post-production progress, making sure all tasks are completed on time and within budget
 3. Coordinating with the post-production team and stakeholders
 4. Quality control and quality assurance for post-production deliverables
 5. Managing post-production documentation and asset organisation
 6. Managing post-production client relationships and feedback
-

Task statements

Task statement 1:

Preparing resources and equipment to efficiently complete post-production tasks

Associated activities

- ✓ Manages the scheduling of post-production tasks, such as editing and sound mixing, to ensure that the production timeline is being followed
- ✓ Evaluates pre-production material and determines the equipment and software needed to complete the tasks
- ✓ Creates and maintains budgets, equipment rentals, and other costs associated with post-production processes, such as salaries and labour costs
- ✓ Coordinates with outside vendors and contractors to ensure that all resources and equipment are available as needed and within the timelines

Task statement 2:

Monitoring post-production progress, making sure all tasks are completed on time and within budget

Associated activities

- ✓ Works with editors to ensure all footage is edited in a timely and cost-effective manner
- ✓ Maintains proper backups and delivery of all media components
- ✓ Tests and approves the final output and sends it to the client
- ✓ Creates reports on budget, deadlines and other relevant information

Task statement 3:

Coordinating with the post-production team and stakeholders

Associated activities

- ✓ Serves as a point of contact and facilitates communication between the post-production team, directors, producers, and other stakeholders
- ✓ Conducts regular meetings to discuss project updates, review feedback, and address any concerns or issues
- ✓ Collaborates with the production team to ensure a smooth handoff of assets and information from the production phase to post-production
- ✓ Provides guidance and support to the post-production team, clarifying project requirements and addressing any technical or creative challenges
- ✓ Liaises with external vendors and service providers to coordinate deliverables and ensure timely completion of tasks

Task statement 4:

Quality control and quality assurance for post-production deliverables

Associated activities

- ✓ Establishes and implements quality control processes and standards for post-production deliverables
- ✓ Conducts thorough reviews of edited sequences, visual effects, sound design, and other elements to ensure technical accuracy and creative excellence
- ✓ Collaborates with the post-production team to address any issues or areas for improvement identified during quality control checks
- ✓ Implements and monitors workflows to track and resolve any post-production errors or discrepancies
- ✓ Oversees the creation of final deliverables, ensuring they meet the required technical specifications and adhere to industry standards

Task statement 5:

Managing post-production documentation and asset organisation

Associated activities

- ✓ Develops and maintains a comprehensive system for organising and managing post-production assets, including footage, sound files, visual effects, and other related materials
- ✓ Establishes file naming conventions, folder structures, and metadata tagging to facilitate easy retrieval and organisation of assets
- ✓ Oversees the creation and maintenance of accurate documentation, including shot lists, edit notes, and post-production reports
- ✓ Collaborates with the post-production team to ensure proper version control and archiving of assets throughout the post-production process
- ✓ Implements and enforces data management protocols to safeguard assets, maintain data integrity, and facilitate efficient collaboration among team members

Task statement 6:

Managing post-production client relationships and feedback

Associated activities

- ✓ Serves as the primary point of contact for clients during the post-production phase, addressing their needs, concerns, and feedback
- ✓ Collaborates with clients to understand their vision and expectations for the final product, ensuring alignment with the project goals
- ✓ Facilitates client review sessions, providing support and guidance to gather feedback on edited sequences, visual effects, sound design, and other elements
- ✓ Works closely with the post-production team to incorporate client feedback and make necessary revisions while maintaining project timelines and budgets
- ✓ Communicates effectively with clients, keeping them informed of project progress, anticipated timelines, and any changes or challenges that may arise
- ✓ Builds and maintains strong client relationships, fostering trust, satisfaction, and potential for future collaborations

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
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Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Post-Production Coordinator

Role overview:

A Post-Production Coordinator assists in the smooth running of the post-production process. They support the post-production manager and department heads to ensure clear, up-to-date communication between departments, including updated reports. They aid in tracking the progress of post-production to show the scheduled, in progress, and completed work across all departments. They ensure that workflow from one department to the next is as seamless as possible as well as responding to issues as they arise and problem solving with the production manager and department heads. Other duties include scheduling production and post-production crew meetings and daily sessions, following up from meetings, as relevant and mentoring post-production assistants and trainees.

Key tasks:

1. Scheduling and organising post-production workflows
 2. Coordinating and directing teams of staff for post-production tasks such as compositing, scoring and final editing
 3. Managing files, data and databases related to post-production projects
 4. Liaising with other departments and ensuring delivery of assets and distribution of post-production content
 5. Coordinating post-production resources and equipment
 6. Maintaining communication and collaboration within the post-production team
-

Task statements

Task statement 1:

Scheduling and organising post-production workflows

Associated activities

- ✓ Establishes and maintains schedules for editing, audio mixing, colour correction and other post-production tasks
- ✓ Liaises with in-house or external vendors to get any necessary assistance or equipment
- ✓ Monitors and resolves technical issues that arise during post-production
- ✓ Ensures post-production workflows adhere to established standards and deliverable
- ✓ Creates technical specs and standard operating procedures related to workflow
- ✓ Creates detailed reports on the progress of editing, animation and other post-production work
- ✓ Monitors deadlines and makes certain that all requests are handled effectively and efficiently

Task statement 2:

Coordinating and directing teams of staff for post-production tasks such as compositing, scoring and final editing

Associated activities

- ✓ Coordinates with other departments and leads regular reviews to ensure the post-production process meets a high level of quality
- ✓ Ensures all post-production staff are adequately trained and know their responsibilities for each task
- ✓ Collects and compiles post-production process data from the staff, such as deadlines and deliverables
- ✓ Provides feedback, direction, and overall coordination to post-production staff in regard to their duties
- ✓ Schedules and coordinates team meetings to review progress and strategies

Task statement 3:

Managing files, data and databases related to post-production projects

Associated activities

- ✓ Configures and maintains post-production database systems, such as tracking database systems, equipment database systems and work-in-progress databases
- ✓ Creates file structures for post-production projects and provides storage and access to archived film and sound elements
- ✓ Organises and creates database filing and searching systems to optimise file organisation, management and retrieval

Task statement 4:

Liaising with other departments and ensuring delivery of assets and distribution of post-production content

Associated activities

- ✓ Meets with department heads to coordinate the delivery of assets, including audio files, animated clips, and raw footage
- ✓ Works with creative teams to ensure that all documents for post-production are correctly submitted
- ✓ Coordinates with other teams to ensure that changes and updates to the post-production content are completed in a timely manner
- ✓ Acts as a liaison between departments and vendors to arrange the delivery of necessary post-production files and assets

Task statement 5:

Coordinating post-production resources and equipment

Associated activities

- ✓ Works closely with the post-production manager and department heads to identify and secure necessary resources and equipment for post-production tasks
- ✓ Collaborates with equipment rental companies and suppliers to coordinate the timely delivery and return of equipment as per project requirements
- ✓ Tracks inventory of equipment, ensuring availability and functionality for smooth operations
- ✓ Coordinates maintenance and repairs of equipment, including scheduling servicing and troubleshooting technical issues
- ✓ Assists in the setup and breakdown of post-production workstations and editing suites, ensuring they are properly equipped and functioning optimally

Task statement 6:

Maintaining communication and collaboration within the post-production team

Associated activities

- ✓ Facilitates regular team meetings and communication channels to ensure effective collaboration and information sharing among post-production team members
- ✓ Acts as a central point of contact for internal team members, addressing queries, providing updates, and disseminating relevant information
- ✓ Supports the post-production manager in fostering a positive and cohesive team environment, encouraging open communication and teamwork
- ✓ Assists in resolving conflicts or issues that arise within the post-production team, promoting effective problem-solving and maintaining a productive work atmosphere
- ✓ Collaborates with other departments, such as production and visual effects, to facilitate smooth communication and handoff of materials, ensuring alignment and efficient workflow across the entire production process.

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				



Post-Production Assistant

Role overview:

A Post-Production Assistant helps to make sure the post-production process runs smoothly, along with confirming information is up to date between the post-production coordinator and post-production manager, and all departments. They keep all written information up to date: documents, databases, schedules, etc., as well as notes on all post-production meetings and conference calls and following up after meetings with to-dos for responsible people and departments. They help supervise the delivery schedule, reminding people if something needs to be done and making sure everyone has what they need in terms of materials, equipment, etc.

Key tasks:

1. Preparing elements for delivery to clients
 2. Tracking the progress of each project and providing regular updates
 3. Assisting with the organisation of digital assets and workflows
 4. Maintaining a database of all files and materials used in post-production
-

Task statements

Task statement 1:

Preparing elements for delivery to clients

Associated activities

- ✓ Familiarises self with client's specific delivery format and technical requirements
- ✓ Collects and organises all assets needed for the deliverables
- ✓ Ensures all assets are properly encoded to meet the delivery requirements
- ✓ Tests the assets and addresses any technical errors prior to delivery
- ✓ Exports delivery elements and creates archival backup files
- ✓ Follows up with the client to ensure successful delivery and answers any questions

Task statement 2:

Tracking the progress of each project and providing regular updates

Associated activities

- ✓ Receives and collates daily status updates from the crew
- ✓ Documents any changes in project timelines and deadlines
- ✓ Identifies any discrepancies or delays in project completion
- ✓ Creates and communicates weekly/monthly reports on project progress
- ✓ Keeps a record of all rendered animation files and their versions
- ✓ Works with project managers to stay informed of upcoming tasks
- ✓ Provides feedback to team leaders on performance and progress

Task statement 3:

Assisting with the organisation of digital assets and workflows

Associated activities

- ✓ Collaborates with the post-production team to ensure a smooth workflow
- ✓ Assists in the uploading and downloading of digital assets
- ✓ Assists in the organising and archiving of digital assets
- ✓ Works with the production team to ensure that all digital assets are available in the right format

Task statement 4:

Maintaining a database of all files and materials used in post-production

Associated activities

- ✓ Organises and archives audio, video and image files
- ✓ Creates and updates organisation-based directories and file structures
- ✓ Ensures up-to-date security protocols and regular backups
- ✓ Establishes key file-naming conventions and tracking processes
- ✓ Coordinates media asset transfers between agencies, studios and vendors

Task statement 5:

Coordinating post-production meetings and communication

Associated activities

- ✓ Schedule and organise post-production meetings, including booking meeting rooms and arranging necessary equipment
- ✓ Prepare meeting agendas and distribute them to relevant team members
- ✓ Take detailed meeting minutes and distribute them to attendees
- ✓ Follow up on action items and deadlines discussed in meetings
- ✓ Maintain clear and open communication channels between different departments involved in post-production
- ✓ Serve as a point of contact for inquiries and requests related to post-production meetings and communication

Task statement 6:

Assisting in post-production quality control

Associated activities

- ✓ Conduct quality checks on post-production deliverables, including video files, audio files, and visual effects
- ✓ Verify technical specifications and standards are met for each deliverable
- ✓ Collaborate with the post-production team to identify and address any issues or discrepancies in the deliverables
- ✓ Provide feedback and suggestions for improvements to ensure high-quality outputs
- ✓ Maintain a log or record of quality control findings and resolutions
- ✓ Assist in the implementation of quality control processes and procedures

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Editor

This role can operate at different levels and may be named with the level in the title, e.g. Senior Editor

The 4 levels typically are:

1. Junior
 2. Role
 3. Senior
 4. Lead
-

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

An Editor works as the lead of the editing department in close collaboration with the director to achieve their artistic vision for the production. In pre-production, they define the timing of storyboards to animatics with audio to give a good sense of timing to the animation team. Once all animation and compositing are done, they must work on picture editing, tightening up the timing of the shots and matching with sound editing, sound effects, music and so on, both at the production and post-production stages. They must work on a project through pre-production and post-production to shape and tell the story in an engaging way.

Key tasks:

1. Ensuring that all footage is consistent in quality, meets all broadcast requirements and is properly graded/colour corrected
 2. Mixing down visuals and sound to create a single audio and visual story
 3. Working with the storyboards to create a timeline for the animation and thinking through continuity, pacing and composition
 4. Collaborating with the director and creative team to achieve the desired artistic vision
 5. Managing and organising the editing workflow
 6. Continuously improving editing techniques and staying up to date with industry trends
-

Task statements

Task statement 1:

Ensuring that all footage is consistent in quality, meets all broadcast requirements and is properly graded/colour corrected

Associated activities

- ✓ Assesses the quality and technical performance of each animated sequence
- ✓ Ensures that the timing and timing between shots is seamless and that all footage meets broadcast requirements
- ✓ Conducts regular logs and audits of raw footage to verify consistency
- ✓ Supervises and observes colour correction processes and manages communications between team members
- ✓ Attends screenings and collaborates with other editors and directors to evaluate the content
- ✓ Checks that audio levels and mix are compliant with broadcast standards
- ✓ Reviews profiles, guidelines and other reference materials for broadcast projects
- ✓ Troubleshoots technical obstacles and coordinates the delivery of the finished product

Task statement 2:

Mixing down visuals and sound to create a single audio and visual story

Associated activities

- ✓ Edits raw visuals and footage to create the desired story
- ✓ Adds transitions, effects or colour grading to improve visuals
- ✓ Adjusts audio levels, adding audio effects and background music
- ✓ Syncs visuals and audio to ensure smooth blending of the two components
- ✓ Helps to ensure the video meets capture and delivery specification requirements
- ✓ Makes adjustments to ensure the video runs smoothly throughout the duration

Task statement 3:

Working with the storyboards to create a timeline for the animation and thinking through continuity, pacing and composition

Associated activities

- ✓ Analyses the storyboard for any discrepancies or inconsistent frames
- ✓ Works with the visual effects team to adjust storyboard elements for better storytelling
- ✓ Breaks down the individual scenes and transitions with the director and animation team using the storyboard
- ✓ Makes sure that the transitions and camera angles are consistent throughout the story
- ✓ Maintains accurate records for future reference

Task statement 4:

Collaborating with the director and creative team to achieve the desired artistic vision

Associated activities

- ✓ Participates in meetings with the director and creative team to understand the storytelling goals and vision
- ✓ Discusses and brainstorms ideas for editing techniques, visual effects, and sound design to enhance the narrative
- ✓ Provides creative input and suggestions to improve the pacing, composition, and overall impact of the final product
- ✓ Incorporates feedback from the director and creative team into the editing process
- ✓ Continuously communicates and collaborates with other departments to ensure a cohesive, creative vision

Task statement 5:

Managing and organising the editing workflow

Associated activities

- ✓ Receives and reviews raw footage and assets from the production team
- ✓ Organises and labels media files, ensuring a clear and efficient file structure
- ✓ Makes selections and assembles shots based on the script and storyboard, considering continuity and storytelling flow
- ✓ Manages versions and revisions of edited sequences, keeping track of changes and notes
- ✓ Collaborates with other editors and post-production staff to maintain consistency and streamline the workflow
- ✓ Coordinates with the post-production coordinator to ensure timely delivery of edited content

Task statement 6:

Continuously improving editing techniques and staying up to date with industry trends

Associated activities

- ✓ Researches and explores new editing techniques, software, and tools to enhance editing capabilities
- ✓ Attends workshops, seminars, and industry events to stay informed about the latest trends and advancements in editing
- ✓ Experiments with different editing styles and effects to bring fresh and innovative approaches to storytelling
- ✓ Seeks feedback and critiques from peers and industry professionals to refine editing skills
- ✓ Shares knowledge and insights with the editing team, providing guidance and mentorship when necessary

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Editing Assistant

Role overview:

An Editing Assistant is responsible for a variety of duties related to the organisation, manipulation and review of footage and other media materials. They provide vital support in the preparation, assembly, backup, and organisation of all media materials related to the animation. They also carry out research, transcribe audio footage, loop dialogue, and create cut lists. They may also conduct quality assurance checks on all final products prior to delivery.

Key tasks:

1. Providing technical support to the editing department
 2. Preparing, monitoring and organising all incoming/
outgoing media from and to the editing suite
 3. Performing basic system maintenance and
troubleshooting
 4. Logging and tracking footage, including metadata
entry and searching for specific clips requested by the
editor
 5. Assisting in the coordination of editing projects and
timelines
 6. Supporting the quality control and assurance process
for edited content
-

Task statements

Task statement 1:

Providing technical support to the editing department

Associated activities

- ✓ Assists in the selection and installation of new editing software
- ✓ Keeps records of editing procedures and software installations
- ✓ Works with editors to ensure the accuracy and efficiency of the editing process
- ✓ Researches and sources alternative footage when necessary
- ✓ Ensures footage and audio quality are of a high standard before the completion of the project
- ✓ Edits unfinished projects and revisions as directed

Task statement 2:

Preparing, monitoring and organising all incoming/outgoing media from and to the editing suite

Associated activities

- ✓ Maintains and organises the hard drives associated with the editing suite, including running media checks and dispatching media to other departments
- ✓ Catalogues and inputs all incoming and outgoing media into the editing suite's asset management system
- ✓ Tracks and schedules all transfers of incoming/outgoing media
- ✓ Ensures all media is accurately labelled and stored in the appropriate location
- ✓ Cross-checks media against records for accuracy and reconciling discrepancies
- ✓ Ensures all incoming/outgoing media is properly backed up and stored

Task statement 3:

Performing basic system maintenance and troubleshooting

Associated activities

- ✓ Troubleshoots and maintains editing equipment, both software and hardware
- ✓ Debugs and resolves technical issues within the editing software
- ✓ Ensures upgrades and patches are applied on a regular basis
- ✓ Monitors operating system performance and ensures stability
- ✓ Backs up and restores system data
- ✓ Performs regular system maintenance tasks such as disk clean-up and defragmentation

Task statement 4:

Logging and tracking footage, including metadata entry and searching for specific clips requested by the editor

Associated activities

- ✓ Organises and labels lists of incoming and outgoing media
- ✓ Utilises catalogues/database systems and tools to log, track and store footage
- ✓ Performs metadata entry tasks
- ✓ Develops, organises and implements effective archiving protocols

Task statement 5:

Assisting in the coordination of editing projects and timelines

Associated activities

- ✓ Collaborates with the editing team to create project timelines and schedules
- ✓ Monitors and updates project progress, ensuring deadlines are met
- ✓ Coordinates with other departments to gather necessary media assets for editing projects
- ✓ Assists in prioritising and allocating resources based on project requirements
- ✓ Communicates project updates and status to the editing team and relevant stakeholders
- ✓ Assists in the preparation and delivery of final edited content to clients or stakeholders

Task statement 6:

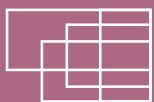
Supporting the quality control and assurance process for edited content

Associated activities

- ✓ Conducts quality checks on edited content to ensure adherence to technical specifications and visual/audio standards
- ✓ Reviews final edits for any errors, continuity issues, or technical glitches
- ✓ Collaborates with the editing team to address and rectify identified issues or discrepancies
- ✓ Maintains accurate records and documentation of quality control procedures and outcomes
- ✓ Communicates and escalates any significant quality concerns or findings to the editing supervisor or relevant stakeholders
- ✓ Assists in the creation and implementation of standardized quality control protocols for editing projects

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
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