

# GORILLA

Gorilla is Wales' largest Post-Production facility with offices in Cardiff Bay, Cardiff City Centre and Bristol. We are currently looking for several staff to join our expanding teams.

## POST PRODUCER

Gorilla is looking to recruit an experienced Post Producer to join the team in Bristol, we are looking for someone with at least two years industry experience, used to working in a fast moving and highly creative environment with the flexibility and resilience to successfully adapt to constantly changing situations. You will have a thorough proven knowledge of tapeless workflows, file base delivery and managing multi-suite productions.

### Key Responsibilities:

- Managing and delivering projects across all television genres, guiding clients through the post-production process from initial project set up to delivery.
- Working closely with the rest of the Team, creating, and managing ever changing schedules to ensure best use of resources.
- To manage projects remotely when required, utilising the most appropriate methods of communication to ensure clients are kept up to date with progress and deadlines are met.
- Initiating meetings with clients and other departments to develop sometimes complex workflows and schedules.
- Maintain strong lines of communication to staff, freelancers, key contacts, and clients, to keep projects on budget and on schedule, suggesting workflow changes to bring budgets back on course where necessary
- Create cost reports when requested and ensure punctual accurate invoicing.
- Maintaining strong, professional relationships with your clients, you will look to build new relationships and network to proactively seek future collaborations.
- Always Ensuring a high level of service.

Please apply including CV and covering letter indicating level of experience and salary expectation range to [jobs@gorillagroup.tv](mailto:jobs@gorillagroup.tv)

Closing Date for applications is 26.8.2022

Location: Bristol

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*Gorilla TV Ltd is an equal opportunities employer and embraces people with diverse perspectives and from diverse backgrounds. We are committed to reflecting and representing the diversity of the UK in all our activities.*

*Your Personal Data is very important to Gorilla TV Ltd and the information you supply will be collected and processed in accordance with the Data Protection Act 2018 and [Gorilla Privacy Notice](#). We will hold your CV for 6 months, unless you ask us to delete it earlier.*