

# GORILLA

**Gorilla is Wales' largest Post Production facility with offices in Cardiff Bay, Cardiff City Centre and Bristol.**

Gorilla Group is looking to recruit a **Post Producer** to join our team.

## **Role and Responsibility**

You will be responsible for managing and delivering projects across all television genres, guiding clients through the post-production process from initial project set up to delivery with assurance and understanding.

You will work closely with the rest of the Team, creating and managing ever changing schedules to ensure best use of resources as well as accurately costing and invoicing.

You will be the driving force initiating meetings with clients and other departments to develop sometimes complex workflows and schedules and to find solutions to potential obstacles.

You will ensure client satisfaction remains central throughout the Post Production process maintaining strong lines of communication to staff, freelancers, key contacts and clients. You will endeavour to keep projects on budget, creating cost reports and suggesting workflow changes to bring budgets back on course where necessary.

As well as maintaining strong, professional relationships with your clients, you will look to build new relationships and network to proactively seek future collaborations.

## **The Ideal Candidate**

Ideally you will have a minimum of 2 years' experience as a Post Producer, 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 and file base delivery and managing multi-suite productions.

You will demonstrate excellent client relations and embrace working to deadlines and dealing with clients on a day-to-day basis reporting to management when required.

If want to make a positive impact at an exciting forward-thinking company, we would love to hear from you.

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

**Closing date for applications is Monday 16<sup>th</sup> October 2023**

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*Your Personal Data is very important to Gorilla and the information you supply will be collected and processed in accordance with the Data Protection Act 2018 and Gorilla Privacy Notice (<https://www.gorillagroup.tv/en/privacy/>). We will hold your CV for 6 months unless you ask us to delete it earlier.*