

**Course outline: Post Production Coordination****Module 1 – Pre-production**

The course begins by explaining how all the different decisions that are made before Post Production even starts affects what we do. We dig deeply into the DIT/Dailies workflows and learn to identify the important information for Post. We look at the documentation that is handed over from Production, and how this helps us move forward. We will break down all the different roles, from production manager to directors, camera operators and actors' agents to exec producers and how each one will work in partnership with the Post Management team. We will teach you the shorthand and indeed the etiquette that dictate how you interact plus introduce all of the main tasks and documentation that you would be required to produce.

Key topics will include:

- Pre-production - Who Does What?
- Script Breakdown
- Technical Workflows
- Scheduling
- Budgeting
- Crewing
- Dealing with Facilities

**Module 2 – Shoot & Assembly**

This module takes a step-by-step look at starting up Post on a project and getting everything up and running. You will learn the format of the documentation needed and learn how to use the technical information you should have at your disposal from the outset. We will also be including a panel masterclass with established Post Coordinators, directly discussing the relationships/political side of Post Management, which is not often mentioned. This people management experience is just as much a part of the role as the technical knowledge.

Key topics will include:

- Shoot & Assembly – Role of the Post Production Coordinator
- Editorial – What is happening at this stage
- Production Paperwork, Shoot and wrap handover
- Movie Magic Budgeting

**Module 3 – Fine Cut**

This module looks into offline editing (aka fine cut) process. We will teach you what you need from your picture Editorial crew and how to manage working with facilities.

There is a cost reporting element to the course at this stage to reflect the way that post coordinators are constantly revising and managing the Budget and schedule throughout the process. Finally, we will be reviewing credits and title design. Key topics will include:

- A guide to what happens in the fine cut and the role of the Post Production Coordinator
- Accounts and Cost Reporting
- Rescheduling and tracking budget / costs
- Managing Facilities
- Credits & Titles Design

#### **Module 4 – Sound & Picture Post**

This module turns the spotlight on the full on Post Production part of your project. Picture Post Workflow continues with conform, online and grade, plus we will look at VFX and how this plays into the process. We also analyse Sound Workflow and its indispensable role in TV and Filmmaking. We delve into what Sound teams receive from set and what needs to be added afterwards, breaking sound down into its component parts to fully explain the value each one adds. There is an old adage that 'If it sounds right, it looks right' and we will uncover the best ways of allowing the sound teams to fully utilize every weapon in their arsenal to get it right within the structure of a schedule and budget that properly allows them to do this. Further to this theme of sound, we will also look at the role that music plays and how to understand the contractual/budgeting/scheduling requirements of both Score and Source music.

Key topics will include:

- Picture Post (including VFX)
- Sound Post
- ADR
- Music & Score

#### **Module 5 – Delivery**

Module 5 explores the least glamorous, but possibly the most important role of the Post Management team – contractual delivery. We will be bringing in specialists, expert guest speakers who will share their experience, expertise and advice to take you through every detail, ensuring you are confident when faced with real world situations. Finally, we will be finishing the course with a crucial Networking event with Industry professionals from facilities and Post Coordinators. This will be invaluable in plugging you directly into a job!

Key topics will include:

- Technical Delivery
- Paperwork Delivery
- Networking event