



### **Night-Time Post Production Coordinator**

VICE is a global youth media company and the industry leader in producing and distributing the best online video content in the world. Launched in 1994 as a punk magazine, VICE has expanded into a multimedia network, including the world's premier source for original online video, [VICE.COM](http://VICE.COM); an international network of digital channels; a television & feature film production studio; a magazine; a record label; and a book-publishing division.

VICE's digital channels include Noisey, a music discovery channel; The Creators Project, dedicated to the arts and creativity; Motherboard, covering cultural happenings in technology; THUMP, focusing on global dance and electronic music; and Fightland, a channel dedicated to the culture of MMA. VICE acquired British fashion publication i-D in 2012 and re-launched i-D's digital presence at [i-D.co](http://i-D.co), a video-driven fashion site. In 2013, VICE launched a news-magazine series on HBO titled 'VICE.' The Emmy nominated series is commissioned for a second season, scheduled for 2014. For further information and additional background, please visit [www.vice.com](http://www.vice.com).

### **OVERVIEW**

VICE Media Inc, is in need of 2 post production coordinators. The night coordinator will work a night shift (9pm to 6am). The Night Weekend Coordinator will work Sat- Sun (9pm-9am). The post production coordinators will receive, ingest, organize, and encode footage, then upload and deliver projects to clients and departments within VICE. The ideal candidate will very be organized, detail oriented able to complete task unsupervised and be excellent at troubleshooting technical errors.

### **ROLES AND RESPONSIBILITIES**

- Receive, organize, encode, and ingest all footage from a variety of different formats, and upload footage to Final Cut Server.
- Coordinate deliveries for clients and other departments within VICE: marketing, sales, etc.
- Encode and upload all videos for every platform (Motherboard, The Creator's Project, Noisey, VICE).
- Keep files and assets organized.
- Create exports to desired specs using a variety of software as needed.
- Archiving / Media Management across 4x SANs
- Troubleshoot media problems with editors, assistant editors, and associate producers

### **QUALIFICATIONS**

- 1+ years experience as a post coordinator or 1+ year's as an assistant editor.
- Confortable handling multiple projects at a time, organized, works well with others, cool-headed, tech-savvy
- Familiar with Final Cut Pro, Compressor, tapeless formats, Pro Tools, Photoshop



and HD decks

- Needs to have familiarity with media formats, SD cards, P2 cards, CF cards, SxS cards, video codecs, Final Cut Pro log and capture, log and transfer, DVD and Blu-Ray authoring, DVC-cam / mini DV, DVD burning programs, Toast, Handbrake, familiarity with DVD X DV, Cinematize 2, Episode Pro, Soundtrack Pro, Handbreak, Sorenson Squeeze, Compressor, DVD Studio Pro, MPEG Streamclip.

### **COMPENSATION**

VICE offers a comprehensive benefits and compensation package that is commensurate with experience and abilities.

### **HOW TO APPLY**

Send a detailed PDF version of your cover letter and resume with salary requirements by email to [vicecareers@vice.com](mailto:vicecareers@vice.com). Reference “**Night Time Post Production Coordinator**” in the subject line. Only resume in PDF format will be considered.

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