

**Course outline: Certificate in Post Production Supervision****Module 1 – Pre-production**

We will begin the course 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 producer, 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**

In this module we will take 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 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 Supervisors, 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 Supervisor
- Editorial – What is happening at this stage
- Production Paperwork, Shoot and Wrap Handover
- Dailies

**Module 3 – Fine Cut**

In this module we will look 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 Supervisors 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 Supervisor
- Accounts and Cost Reporting
- Rescheduling and tracking budget / costs
- Managing Facilities
- Credits and Titles Design

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

In this module we turn 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 utilise 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 and Score

#### **Module 5 – Delivery**

In module 5 we will explore the least glamorous, but possibly the most important, role of the Post Management team – contractual delivery. We will bring 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 Supervisors. This will be invaluable for plugging you directly into a job!

Key topics will include:

- Technical Delivery
- Paperwork Delivery
- Networking event