



Position Title: Post Production Coordinator [Contract]

Department: Post Production

Location: Remote / WFH

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About the Role

The Post Production Coordinator position supports the post pipeline from offline editorial through master delivery of projects keeping post schedules, assets, maintaining project trackers, and communication between project personnel. The Post Production Coordinator works closely with the Post Supervisors, Editors and Assistant Editors. The position is highly detail-oriented and fast-paced, across schedules, files, and vendors. The Post Coordinator helps make sure projects move smoothly through all post milestones, cut reviews, approvals and final deliverables.

Key Responsibilities

- Track post schedules, deadlines, status updates and post department priorities
- Build and maintain multiple post tracking documents with up-to-date detailed project information
- Coordinate with Post Supervisors, editors and assistant editors on project priorities to keep workflow moving
- Track all post hires and invoices
- Onboard freelance post crew and help set up editorial onboarding sessions and equipment access
- Daily status updates to post leadership

Qualifications

- Solid understanding of post workflows and media files.
- Strong organizational, communication and multitasking skills
- Good time-management and sense of scheduling
- Flexibility with shifting project needs and requests

Physical Demands:

- Must be able to appropriately handle stress and maintain overall composure despite varied responsibilities and changing priorities.

Work Environment:

- Fast-paced environment
 - May occasionally require travel to Company headquarters (Mountain View, CA) depending on project/needs.
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Compensation & Benefits

- **Hourly Range:** \$40-50/hourly
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