

# Post Production Producer & Studio Manager.

Role:	<b>Post Production Producer &amp; Studio Manager</b>
Type:	Full Time
Salary:	£40k
Location:	Wandsworth, London (Hybrid – WFH Wednesdays)
Reports to:	Head of Production / Creative Director

## About BearJam

BearJam is an award-winning video production company based in London, creating bold, powerful live action, animated and AI-enhanced content for brands including Netflix, Oracle Red Bull Racing, Just Eat, The WSJ and Knight Frank.

As our output across post-production, animation and AI-generated content continues to grow, we're looking for a Post Production Producer & Studio Manager to take ownership of post-only delivery and help keep our studio running smoothly, creatively and efficiently.

## Overview of the Role

This is a **mid role** combining **post-production producing** with **day-to-day studio management**.

The primary focus is producing and delivering **post-only projects** – including animation, AI-generated video, motion graphics and edit-only work. There will also be the **option to produce some full-service jobs** where appropriate, working alongside the wider production team.

Alongside producing, you'll act as the **central coordinator of the studio**, managing workloads and rotas so editors and motion designers are always clear on priorities and clients are confident their projects are in safe hands.

This role does **not include formal line management**, but does require confidence, clarity and strong people skills to keep the studio happy and productive.

## Key Responsibilities

### Post Production Producing

- Produce post-only projects from brief through to final delivery (animation, AI-generated video, motion graphics and edit-only projects)
- Optionally produce selected full-service projects in collaboration with the wider production team
- Take and clarify client briefs, translating them into clear scopes, timelines and budgets
- Manage post-production schedules to ensure projects are delivered on time and on budget
- Act as the main client contact during post-production, managing feedback and approvals

- Track and manage post-production budgets, maintaining agreed margins
- QC all deliverables before client delivery, ensuring work is on brief, on spec and high quality
- Flag risks early and proactively solve problems before they escalate

## Studio Management

- Oversee the **day-to-day running of the post-production studio**
- Own and maintain the **studio rota**, managing editor and motion designer workloads
- Assign work across the post team and adjust schedules as priorities change
- Balance capacity across multiple projects, avoiding bottlenecks and downtime
- Coordinate freelance editors, motion designers and AI artists as required
- Act as the key link between clients, producers and the post team
- Help foster a positive, collaborative studio environment

## Collaboration & Leadership

- Work closely with the Creative Director, Head of Production and producers to plan workflows
- Ensure clear communication between clients and the studio at all stages
- Support editors and motion designers by ensuring briefs, assets and feedback are clear
- Help improve post-production processes, workflows and efficiencies
- Contribute to shaping how AI tools are used within post-production responsibly and effectively

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## Skills & Experience

### Essential

- Proven experience producing **post-production projects** in a production company or agency
- Strong understanding of post-production workflows (editing, animation, motion graphics)
- Experience managing multiple projects simultaneously with competing deadlines
- Confident handling client feedback and maintaining strong client relationships
- Experience scheduling creative teams and managing studio workloads or rotas
- Excellent organisational skills and attention to detail
- Calm, clear communicator who can manage pressure and changing priorities
- Strong network of freelance editors, animators and motion designers
- Fluent English (written and spoken)

### Desirable

- Experience producing animation-led or motion-heavy projects
- Experience working with AI-generated video or emerging post-production tools
- Familiarity with Adobe Creative Cloud workflows
- Experience coordinating freelancers and external post suppliers



- Interest in workflow optimisation and studio efficiency

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## Why Join BearJam?

- A key role shaping how our post-production and AI capabilities evolve
- Creative, collaborative studio culture in leafy Wandsworth
- Hybrid working (WFH Wednesdays)
- Opportunity to work across animation, AI and high-profile brand content
- Competitive benefits including software allowance, bonus scheme, gym access, increasing annual leave and more

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### How to Apply

Please send your CV, a cover letter and salary expectations with a few examples of your work / showreel to **jobs@bearjam.co.uk** with **Post Production Producer & Studio Manager** in the subject line.