

## **JOB DESCRIPTION**

**Job Title:** Post-Production Technician  
**Department:** Editing  
**Reports To:** Head of Editing  
**Contract:** Part-time  
**Last Updated:** Dec 2025

### **Job Summary**

The Post-Production Technician is responsible for maintaining and supporting the school's post-production infrastructure, ensuring smooth workflows for students and staff. This role combines technical expertise, digital asset management and academic support to deliver high quality post-production experiences.

The post holder will have strong knowledge of editing systems, storage solutions, and network administration, and will provide hands-on assistance to students throughout their projects.

### **Main Responsibilities**

#### **Digital Asset Management:**

- Administer and maintain AVID NEXIS storage system, including workspace and user creation
- Implement back-up strategies, data integrity checks and disaster recovery protocols
- Manage mobile device management solutions (e.g Mosyle) for macOS updates and security
- Liaise with external vendors and partners for engineering support and troubleshooting
- Ensure secure access control and compliance with School IT policies
- Oversee the transfer of digital assets to and from the Editing Department, ensuring efficient and secure file-based workflows between internal systems and external providers

#### **Academic:**

- Maintain CPD so that post-production teaching and learning reflect current industry practice, to full extent possible within limits of LFS hardware and software.
- Provide technical support for students across all projects
- Assist with practical assessment backups as required by the regulatory bodies and the School
- Support the delivery of films for screenings, critiques and final submissions, ensuring compliance with industry standards as applied to the various project briefs
- Instruct students in basic post-production workflows, including editing, exports and turn over to sound and grade
- Create and maintain documentation for workflows and settings to support student learning, and to contribute to a fully functioning team

#### **Technical:**

- Maintain and update computers and associated hardware, ensuring consistency in OS and software versions across the provision
- Troubleshoot connectivity and performance issues across workstations and networks (VLANs, DNS, IP addressing, switches).
- Reset and reconfigure systems on a termly basis or as required
- Manage Avid Media Composer and Pro Tools installations, including student license administration

- Handle QC workflows and coordinate with staff across, Archive, Projection, Marketing Departments, and the Course Leader
- Maintain inventory of equipment and IP addresses
- Back-up and archive final exported films of Terms 1-5 in collaboration with Archive Department.
- Project set-up and troubleshooting for Terms 1-5 exercises and graduation films.
- Support and guidance for LFS Summer School.

### **General responsibilities applicable to all LFS staff**

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

### **PERSON SPECIFICATION**

- Technical knowledge of AVID Media Composer and Pro Tools with a willingness to develop skills and knowledge in both
- Familiarity with post-production workflows, including turnover to sound and grade, mastering and delivery standards
- Strong trouble shooting skills for both hardware and software issues
- Ability to manage and maintain storage systems
- Working knowledge of macOS and Windows environments
- Excellent organisational skills and ability to manage multiple priorities
- Strong communication and collaboration skills for supporting both students and staff

### **About London Film School**

London Film School (LFS) is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.



LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F\*\*king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.

London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Chris Auty as Director and CEO.

### **LFS is an Equal Opportunities Employer**

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

### **Expectations of all staff**

#### Professional standards

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.

Our six values are:

- Innovation & Excellence
- Inclusivity & Respect
- Feedback & Collaboration
- Empathy, Accountability & Integrity
- Safe & Inclusive Spaces
- Kindness

If your application is successful, and you join us at LFS, you will be able to find further information about our values, including examples of how these may be demonstrated at work, on the HR Intranet, which is accessed via the staff SharePoint portal.

### **Equal Opportunities**

All staff are expected to understand and enact the School's commitment to ensuring equity, equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

#### Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### Health and safety

The arrangements for meeting the School's health and safety objectives are contained in the LFS Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the School. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

#### Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the School as a whole. In particular working to provide a positive student experience and achieving excellence in all the School's activities.

#### Our commitment

We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.

To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

#### Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package:

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme, which includes a matched contribution of up to 4% of salary.
Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The

	<p>appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager.</p> <p>We also operate a Professional Development Leave (PDL) scheme, whereby staff can request up to 6 days leave per term to pursue learning &amp; development activities linked with their work, to enhance their professional skills.</p>
Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.

## How to apply

If you would like to make an application for this role, please send your CV, supporting statement and equalities monitoring form to: [recruitment@lfs.org.uk](mailto:recruitment@lfs.org.uk) by 9am 5 January 2026

We aim to shortlist all applications within 2 weeks of the advert closing date.

## Appointment process

After applications have been assessed against the criteria, we plan to interview all shortlisted candidates during week commencing 19 January 2026.

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK [either in the form of your passport/British Residency Card or other documentation following a UK Visa and Immigration process]. If you are successful in your application, we would like you to join us as soon as possible although we appreciate this will be subject to your contractual notice period. Please note that we currently do not reimburse travel expenses.

