



# Post Production

## WORKING REMOTELY

If the post production company is prevented from operating within its traditional office environment, it may offer its services via a Remote Work set up. In this scenario the post production professionals involved in the project may be working from home, or from other remote locations. For this reason, the AICP offers this guidance and recommends the following in order to maintain the integrity of the project, acknowledge existing labor laws, respect each other's employees' personal time and continue to provide first quality work under even the most challenging circumstances.

### The Role of the Post Producer

- While the position of post producer is an important role in every project, it is an integral position in a Remote Work situation; therefore it should be recognized as such and be included as a line item in every bid.
- With the exception of creative discussion, it is extremely important that all communication with the post company be directed to the post producer who is responsible for keeping all appropriate personnel informed and the project coordinated.

### Scheduling/Time Management

- All parties should abide by their regular business hours. In most cases those hours fall between 8 am and 7 pm, depending on employer and employee schedules. The specific working schedules should be outlined from the outset of every project.
- Weekend rates may apply and are set to cover premium hours that directly impact the company and the artist involved.
- Lunch breaks at a minimum of 30 minutes must be maintained for all employees, (including exempt employees such as artists and post producers) unless prevailing law require otherwise.

- While emails are welcomed around the clock, replies should not be expected until business opens the following day. In all instances, texts should be reserved for needs that require immediate action.

#### Communication between Parties

- Ample lead time should be provided to schedule video conferencing calls. This will allow all those involved to allocate their time accordingly when multitasking from home.
- While supervised sessions on platforms such as Zoom are imperative, they should be utilized for reviews and to communicate during live sessions. Once feedback has been provided and the team has their instructions, it is more efficient for the team to log off and rejoin as needed.
- While most post companies are able to quickly facilitate last minute bookings and put together a team at a moment's notice, an approved bid (or start-up costs) should be provided prior to starting any work. For any work cancelled or postponed, please see the AICP guidelines on cancellation/postponement.

By following these simple Guidelines, the AICP Post Community can continue to deliver the highest quality of work and maintain effective and efficient working conditions for the industry.