






SERIES HANDBOOK

 team@maxpost.tv
 818.616.6740
 308 W. Verdugo Ave
Burbank, CA 91502

MANAGEMENT



Ryan Abbott
SVP, Post-Production,
Operations & Music
Never met a
palindrome he
didn't like



Scott Randol
VP, Technology
& Workflow
Earned his
master's degree
in Snark



Kelsey Dyer
Director,
Operations
David Rose in the
streets, Ben Wyatt in
the (spread)sheets



Jason Tam
Director,
Media Services
Restores clips
and our faith
in humanity



Jeff Sadden
Post Manager,
Operations
Contrary to his
name, he is actually
quite fun.



Blake Bullerdick
Post Manager,
Finishing
Social Calendar
rivaled only by
Ariana Grande




Mike Campa
Manager, Technology
& Workflow
Of House Charger, Eater
of Hotdogs, and Father
of Flat-Brimmed Hats

MEET OUR TEAM

ENGINEERS



Nick Moldovan
Lead Support Engineer

Loves Reels



Hector Espinoza
Support Engineer
3-time Reigning
Best Grill Dad
Champion



Welcome to MAX Post,
we are here to help!
Our dedicated team works
diligently from
6a-3a daily, committed to
supporting our 300+
remote creatives –
from pre-production
ingest-planning through
final mastering and
delivery.

PLUS!
Office Coordinator
Bea Wright
Can quote Boromir and
Anne Hathaway at will



William (Bill) Koenig
Owns more Coca-
Cola bottles than
the polar bears



Caesar Cervantes
Can prep an Avid as
fast as he solves
Rubik's cubes



Robbie Voisinnet
Ask him about
his Letterboxd,
I dare you.



Norik Siraki
Assets Assistant
Once inventoried his
own sock drawer



Cody Abe
Inventor of
The Balisaber
#lookup



Jared Tarlow
Demands we
answer him with
"Yes, Chef!"



Ronnie Perez
Life Advice? Watch
The Sopranos or
The Simpsons



Casey Bouknight
Loves his Invisibility
Cloak almost as much
as file versioning

ASSISTANT EDITORS



SERVICES



Hi-Speed Custom Transcode & Ingest



Asset Management, Uprez, Restore, Archival



Remote Edit: PC, Avid, Jump Desktop



Field Media Manager Kits



Online Edit, Color Grading, HD/UHD, HDR/SDR



ProTools Audio Mix, VO Recording



Remote/Onsite Screenings for Offline/Online



Mastering, Versioning, QC, Hi-Speed Upload



Tech Support

maxpost.zendesk.com

Requests for:

- All Support
- File QC
- Outputs

TEAM@MAXPOST.TV
Other Non-Support
General Questions

FINISH@MAXPOST.TV
Episode locks,
online/audio/VO info,
mastering & specs

CONTENT@MAXPOST.TV
Versioning for
International & Digital
Platform Deliveries



SHIPMENTS

ATTN: NORIK SIRAKI
308 W. VERDUGO AVE.
BURBANK, CA 91502
818.616.6740
MON-FRI 9A-6P



INGEST@MAXPOST.TV

Incoming footage alerts,
transcode updates,
media imports

PROJECT SETUP



- Pre-Production Call to discuss: frame rate, cameras, daily footage size, drives/transfer, codecs, calendars
- Series AE should email team@maxpost.tv requesting needed workspaces, read/write access, user logins/pws
- Internet System: Can setup for AEs or mgmt to securely upload or download to Shared NAS Drive
- Custom Exports: Can create Vantage workflow for common export codecs to save your AEs time

INGEST & TRANSCODE



- Media copied from drives by Asset Assistant Norik Siraki
 - Norik emails when copy complete
- Transcode begins based on camera-specific workflows
 - Please allow 24-48 hours for turnaround
 - MAX emails when transcode complete
- Series AE can begin cross-checking media and timelining/sync

MUSIC & SFX



- All shows have access (via desktop shortcut) to the Amygdala Library
 - Manager: Jordan.Kaufman@origprod.com, 818.748.1209
 - Coordinator: Samhita.Madduru@origprod.com
- Bins are avail on MX and SFX Workspaces
 - AEs can gather them into Master Sources project
- **Please do not copy libraries into edit projects**

WORKFLOWS



LOCKING EPISODES FOR FINISH WITH MAX



- Pre-Lock Call to discuss: finishing team, deliverables, schedule, final review options
- Post Supervisor sends Lock Notification to finish@maxpost.tv, and series AE follows up with location and name of the sequence
 - Please confirm whether there are any pending outstanding elements
- MAX Post will uprez/restore, consolidate media, and respond when it is complete and where it is located for finishers
- See Links page for Locked Showbuild Checklist
- Request screenings with finish@maxpost.tv

RATE SHEETS & INVOICING



- Before the season, you'll be provided a rate sheet for rentals and services
- As schedules shift, notify Kelsey Dyer, who will confirm accuracy prior to monthly invoicing



REQUEST SETUP FOR NEW REMOTE USERS (OR WRAPPING USERS):

https://maxpost.zendesk.com/hc/en-us/requests/new?ticket_form_id=4415563993243

- PLEASE NOTE IN TICKET IF WFH STATION RENTAL ALSO NEEDED



MEDIA GUIDE FOR DITS:

<https://maxpost.zendesk.com/hc/en-us/articles/4411910534683-MAX-Post-Media-Guide>



SAMPLE TAPE LOG:

<https://maxpost.zendesk.com/hc/en-us/articles/4417668024091-MAX-Post-Tape-Log>



LOCKING EPISODES GUIDE:

<https://maxpost.zendesk.com/hc/en-us/articles/4411910534683-MAX-Post-Field-Guide>



GENERAL HELP CENTER, FREQUENTLY ASKED QUESTIONS, AND SUPPORT TICKETS:

<https://maxpost.zendesk.com/>



LINKS

SAFETY PROTOCOLS



- If you are experiencing any symptoms at all, please do not come in.
- If you test positive for COVID, stay at home and contact HR below.

WIFI, PHONES, COPIERS, PRINTERS, TONER/INK



- Via Fremantle IT: help@fremantle.com, 818.748.1200
- WIFI: MP Guest / Password: [Centaury@4.37](#)

MAIL, SHIPMENTS, AND MEDIA DROP-OFFS



- Can receive FedEx M-F 9a-6p (No First Overnight), or in person 6a-3a
- If Footage/Drives: email ingest@maxpost.tv to arrange hand-off
 - Attn: Norik Siraki, 818.616.6740

FACILITY SUPPORT: AC, FURNITURE, REPAIRS, HOUSEKEEPING




- Via Support Center Facilities Ticket: <https://tinyurl.com/MAXFacility>
- For a refrigerator storage box, contact bea.wright@maxpost.tv

HUMAN RESOURCES: CONDUCT, SAFETY, GENERAL



HR Manager: Anna Nelson, anna.nelson@origprod.com, 818.303.0431

- Please note animals/pets are not permitted in the workplace. For questions re: certified Service Animals, please reach out 
- Private Lactation Accommodation available upon request

CAMPUS

PARKING PASSES & BUILDING ACCESS



Via Support Center Access Form Ticket:

<https://tinyurl.com/MAXFacility>

- Allow 48-72 hours to process requests
- Return Access Cards upon wrap out
- Parking is first-come at 300 S. Victory Blvd
- Visibly display your 2024-issue parking pass
- For VIP/Temporary Parking: bea.wright@maxpost.tv



308 W. VERDUGO AVENUE

