





# SERIES HANDBOOK

 [team@maxpost.tv](mailto:team@maxpost.tv)

 818.616.6740

 308 W. Verdugo Ave  
Burbank, CA 91502

# MANAGEMENT



**Ryan Abbott**  
EVP, Post-Production & Operation Services  
Writes in bullet points and em dashes, and honestly? That's powerful.



**Scott Randol**  
VP, Technology & Workflow  
Calmly fixes problems while quietly judging them



**Kelsey Dyer**  
Director, Operations  
Wrote an Excel macro to optimize breakfast burrito rankings



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



**Mike Campa**  
Manager, Technology & Workflow  
Technical leadership with Costco food court energy



**Bea Wright**  
Manager, Facilities  
Can quote Boromir & Anne Hathaway at will



**Jeff Sadden**  
Post Manager, Versioning  
Specializes in understated jokes and overcomplicated deliverables



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




**Carrie Spalding**  
Post Manager  
Trusted by Canadians.

We are here to help! Our dedicated team works seven days a week, committed to supporting our 200+ remote clients – from ingest-planning through final mastering & delivery.

## ENGINEERS



**Nick Moldovan**  
Lead Support Engineer  
  
Loves Reels



**Hector Espinoza**  
Support Engineer  
Known for quick fixes and slow-cooked meats.




**Tomas Hailemariam**  
Support Engineer  
Publicly anti-chocolate, privately still anti-chocolate.



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



**Robbie Voisinet**  
 Will absolutely recommend a four-hour B&W film.



**Eduardo Kestler**  
The answer to Life, the Universe, and Everything is 42



**Brennen Hubbard**  
One tchotchke away from opening a gift shop



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



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



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



**Josh Cordova**  
Uses comedy movie quotes as conversational punctuation



**Maggie Kwok**  
Tape Vault Manager  
Approaches chain-of-custody with line-dance confidence



**Norik Siraki**  
Assets Assistant  
One mislabeled drive away from a villain origin story



**PLUS!**  
**Carroll Wilklow**  
Accounting Clerk Extraordinaire

## ASSISTANT EDITORS

## VAULT



# SERVICES



Hi-Speed Custom Transcode & Ingest



Asset Management, Uprez, Restore, Archival



Remote Edit: Avid/Premiere, 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: JARED TARLOW  
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](mailto: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 internal MAX Post AE Team
  - Jared Tarlow 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 timing/sync

## MUSIC & SFX



- All shows have access (via desktop shortcut) to the Amygdala Library
  - Manager: [Jordan.Kaufman@origprod.com](mailto:Jordan.Kaufman@origprod.com), 818.748.1209
  - Coordinator: [Samhita.Madduru@origprod.com](mailto: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](mailto: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](mailto:finish@maxpost.tv)

## RATE SHEETS & INVOICING



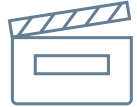
- Before the season, you'll be provided a rate sheet for rentals and services
- As schedules shift, notify Kelsey Dyer, who will confirm accuracy prior to monthly invoicing



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

[https://maxpost.zendesk.com/hc/en-us/requests/new?ticket\\_form\\_id=4415563993243](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](mailto:help@fremantle.com), 818.748.1200
- WIFI: MP Guest / Password: [Centaury@4.37](mailto: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](mailto:ingest@maxpost.tv) to arrange hand-off
  - Attn: Jared Tarlow, 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](mailto:bea.wright@maxpost.tv)

## HUMAN RESOURCES: CONDUCT, SAFETY, GENERAL



HR Manager: Anna Nelson, [anna.nelson@origprod.com](mailto: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
- Parking is first-come at 300 S. Victory Blvd
- Visibly display your 2026-issue parking pass
- For VIP/Temporary Parking: [bea.wright@maxpost.tv](mailto:bea.wright@maxpost.tv)



# 308 W. VERDUGO AVENUE

