



## **Junior Editor**

**Department:** Production

**Reports to:** Director of Editing & Creative Director

Provides support to the Director of Editing, Senior Editor and Creative Director to keep the production department moving forward with efficiency. Specific duties include but are not limited to:

### **Responsibilities**

- Works with Creative Director, Writers, Traffic Manager and Editors to meet deadlines to ship spots.
- Revises, slates and exports spots for broadcast and non-broadcast media.
- Delivers broadcast media and non-broadcast media in the appropriate formats.
- Edits spots on a needed basis to make deadlines.
- Creates all demo reels and delivers in the appropriate format.
- Downloads and catalogues all footage from in-house and out of house production.
- Aids in studio maintenance.
- Provides studio and production services on a needed basis.
- Responsible for making sure all work is completed as scheduled in the event of your absence.
- Responsible for monitoring and updating workflow in Podio.
- Aids in continuing maintenance and organization of the SAN and NAS servers.
- Continues to build on post-production technique to be able to work independently as an un-supervised editor.
- Communicate with editing staff to get shoot footage downloaded and into appropriate folder for use in editing.
- Provides backup to any and all services performed by Senior Editor & Director of Editing.
- Any other responsibilities as directed by the Creative Director or Director Of Editing.

### **Qualifications**

- Bachelor's Degree
- Some experience with Adobe Premiere, After Effects, Photoshop and Illustrator
- Ability to multitask and work on several projects simultaneously
- Desire to learn and excel in After Effects and Premiere
- Creative mindset
- Familiarity & Ability to work on a Mac