

# **Olelo Community Media**

## **Job Title: Video Editor**

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: 56

Reports To: Production Services Manager

## **Job Summary**

The Video Editor oversees the post-production processes and workflows of editing high-quality Olelo facilitated or assigned video projects, under tight deadlines, to ensure timely cable casting on Olelo channels and online.

## **Essential Duties**

- Oversee post-production of Olelo facilitated productions and projects video editing and/or related projects assigned by supervisor.
  - a. Received a brief, and maybe an outline of footage and/or a shot list, storyboard, or treatment plan.
  - b. Assemble all raw footage, with camera shots either recorded or transferred onto hard drives in preparation for inputting into the computer.
  - c. Synchronizing and storing video files into media folders on the computer.
  - d. Digitally cut files to put together the sequence of the project and deciding what is usable.
  - e. Create a 'rough cut' (or assemble edit) of the program and determine the exact cut for the next and final stages
  - f. Reorder and fine-tune the content to ensure the logical sequencing and smooth running of the film/video.
  - g. Oversee the quality and progress of audio and video engineering and editing.
  - h. Experiment with styles and techniques including the design of graphics elements.
  - i. Suggest or select music.
- Ensure quality control for all aspects of post-production in live-to-tape programs and/or designated video editing projects assigned by supervisor.
- Assess and monitor post-production workflows in order to identify and recommend ways to improve processes.
- As assigned, coordinate and deliver relevant training to other staff and clients
- As assigned, lead and facilitate group editing sessions.
- Provide timely communications and status updates on projects

## **Secondary Duties**

- Proficiency in and working knowledge of FCPX and other Mac production software as needed
- Proficiency in Mac and PC-based software, including Photoshop, InDesign, and Microsoft Office

- Ability to troubleshoot - Minor diagnostic and repair capabilities.
- Ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender, attitudes, and racial backgrounds
- Ability to work both independently and in partnership with other team members, both at Olelo and in the community, to achieve common goals
- Ability to develop and plan multiple projects, set priorities and complete assignments that implement direct services to a diverse customer base

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

Education/Training/Requirements:

1. Associates degree in Broadcast Communications, Video Production, Information Technology, or related field study.
2. Familiarity with all aspects of television experience involving video production

Prior Experience:

1. At least three years of professional experience involving video production

## **Behavioral Characteristics**

- Ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender, attitudes, and racial backgrounds
- Ability to work both independently and in partnership with other team members, both at Olelo and in the community, to achieve common goals

## **Reasoning Ability**

- Ability to develop and plan multiple projects, set priorities, and complete assignments that implement direct services to a diverse customer base.

## **Computer Skills**

- Proficiency in and working knowledge of FCPX and other Mac production software as needed.
- Proficiency in Mac and PC-based software, including Photoshop, InDesign, and Microsoft Office.
- Ability to troubleshoot - minor diagnostic and repair capabilities

## **Certification and Licensing**

- Access to personal transportation, possession of a valid driver's license, safe and responsible driving record, and current no-fault auto insurance, with at least minimum state coverage requirements

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to use hands to finger, handle or feel; reach with hands and arms; stoop, crouch, or crawl; talk or hear.
- frequently required to stand; walk; sit.
- occasionally exposed to climb or balance.

The employee must:

- frequently lift and/or move up to 10 pounds.
- occasionally lift and/or move up to 50 pounds.

## **Work Environment**

Work Hours:

1. 40+ hours weekly, including occasional weekends and evenings

Equipment Use:

1. Access to personal transportation, possession of a valid driver's license, safe and responsible driving record, and current no-fault auto insurance, with at least the minimum state coverage requirements
2. Equipment inherent to this position

Environment:

1. High level of activity; air-conditioned.

Physical Demand:

1. Long periods of sitting; long periods of computer usage.
2. Ability to lift up to 25 pounds

Mental Demands:

1. Competing demands and priorities.
2. Multiple tasks and deadlines
3. Quick decision-making, use of sound judgement, and immediate problem-solving

Communication Demands:

1. Communicate clearly, effectively, and professionally, both verbally and in writing.
2. Ability to stay current with multiple written reports and documentation requirements