

Role Profile

Job Title	:	Junior Editor
Pillar	:	Production
Department	:	Edit
Band	:	2

Function of the department/section& main purpose of the role:

The Edit department at Gas Ferry Road is principally involved in the Editing of content for Special Projects – including commercials, third party and development projects, as well as for the Brands and Licencing departments. Work includes commercials, branded content, interstitials, stings, short films, web-series, as well as pitches and test pieces.

The main purpose of the role is to undertake incoming jobs to the Edit GFR department, working as a sole Editor but with oversight from the Senior Editor on more complex projects, as well as carrying out Edit Assistant tasks as required.

The role will also support maintaining our archives in cooperation with our Digital Production Technology team, including extracting historical content from the digital archive and/or tape upon request, as well as arranging legacy assets into new, logical folder layouts.

Duties & Responsibilities:

- To generate edits (montages, reels, clips, etc) for the needs of various departments, including walk throughs for digital, new content/material for branded content, reels and montages for festivals/talks etc.
 - To work as the sole Editor (with guidance from the Senior Editor), when required by productions, and deal with creative issues as they arise for Producers and Directors. To take a brief from and work with the Director and production teams on creation of the animatic (either from drawn storyboard frames or using CGI elements). Creative input is essential as well as helping to ensure clear communication of story/message.
 - To prepare editing sessions (ingest and log media or rushes from Storyboard, Live Action shoots, Animation from the Floor or CGI) using relevant software (Premiere Pro, After Effects, Media Encoder, Da Vinci Resolve, Photoshop) before scheduled edit time is due to commence.
 - To organise, maintain and update the digital archive of broadcast, commercial, and other assets. Working closely with DPT to streamline archiving from projects, archiving to tape where required, and reworking existing folder structures to more logical layouts and naming conventions.
 - To supply relevant media from the back of any edit session (QTs for agency, plates and reference for CGI and floor, master files for PR and sales).
 - Manage incoming requests to the Edit GFR email group, alongside the Senior Editor, ensuring that emails are responded to and jobs are fulfilled in a timely manner.
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Responsible to: Senior Editor

Person Specification (essential and desirable background, skills and experience)

- Must possess a minimum of 4 years' experience in a post production environment, ideally within animation and live action.
- Must have demonstrated experience in a similar role, preferably as a Junior Editor or experienced Assistant Editor on short form and series content.
- Experience of logging, organising and quality checking material.
- Intermediate to advanced knowledge of Premiere Pro is essential, as is an intermediate knowledge of After Effects.
- A strong understanding of Media Encoder is required. A working knowledge of Da Vinci Resolve, Avid Media Composer and Shotgrid would be advantageous.
- Excellent verbal and written communication skills and experience in working with multiple stakeholders at once.
- The ideal candidate will be flexible, adaptable, and able to manage multiple deadlines and projects at once.