

Role Profile

Job Title: 2nd Assistant Editor

Level: Mid

Department: Editorial

Contract: Project-based

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

This role is responsible for assisting the Sequence Editor and full editorial team in delivering a stop motion feature. They will work alongside the edit team in providing support and self-initiated proactive working.

Duties and responsibilities

- To support the editorial team as required.
 - To be experienced in the use of Avid to a high standard. Knowledge of Davinci Resolve and Adobe Creative Suite software beneficial.
 - To be responsible for the organisation, input and output of media to and from Avid as required by the production under supervision of the Sequence Editor.
 - To number and import storyboards using in house software.
 - To update Aardman production software daily on all changed sequences and input shot approval status.
 - To ingest and upload any animation reference requested by production crew.
 - Ingest and log production dialogue and scratch record sessions.
 - Assemble daily/weekly crew rushes and animator meeting edits.
 - Work on a shift pattern during shoot to make sure the floor is covered in the morning and Director/ Editor support in the evening. Although the shift pattern will not extend the contracted working hours working outside of core hours may be requested on occasion in accordance with the needs of the production.
 - Provide marketing and licensing material as requested.
 - Ensuring security of confidential material.
 - To observe the provisions of the Health and Safety at Work Act both as an employee and in consideration of other employees.
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Responsible to: Sequence Editor, Editor, Line Producer,

Functional Contacts: Edit team, Production Manager, Production team

Person Specification:

- Must have previous professional editorial experience, if that includes animation that would be advantageous.
- Must have experience of Avid. Davinci Resolve and Adobe Creative Suite also preferred.
- Broad knowledge/ confidence in the use of hardware, digital media files, digital and analogue AV technology.
- Ability to work both alone and as part of a team.
- Ability to manage personal workload and deliver to agreed deadlines.
- Confident to ask questions if the task is not clear.
- Excellent communication skills both verbal and written.
- Attention to detail is essential.
- Flexibility approach to the work.
- Ability to multitask is essential.
- Fast learner with growth mind-set.
- Professional demeanour.