Role Profile

Job Title: Sequence Editor
Level: Mid
Department: Editorial
Contract: Project-based

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

To work closely to support the Editor, Directors and Production team by assembling the story panels, then footage alongside adding any temp fx, sfx, dialogue and graphics. This role also oversees the technical processes needed in editorial from pre-production to delivery.

Overview of Duties & Responsibilities (not limited too):

- Be the main point of contact for the edit department.
- Assist the Editor in organising and co-ordinating the work of the department to make sure deadlines are met on day-to-day tasks and milestones such as story reel and film screenings.
- To compile and edit specific scenes or sequences as directed by the Editor and directors.
- To work closely with the story team.
- Edit the story panels into first assemble animatic cuts.
- Insert music, dialogue and sound effects.
- Make revisions to the animatic as requested by the Editor and directors.
- Assist in scratch dialogue recording for story reel sequences.
- Working with the production team to ensure editing sessions adhere to the schedule.
- To oversee and encourage the Assistant Editors in their work, mentoring them as needed.
- Coordinate all outputs from and inputs into edit department. Act as quality control for all outputs. This includes management of media formats to ensure compatibility.
- Help to oversee an organised project and file clips and bins in the relevant folders.
- Coordinate and implement back-up and filing of all data both electronic and physical.
- Responsible for final edit deliverables list on the feature film.
- Support where necessary the Technical Director with external suppliers.
- Liaise with all other departments in order to ensure the effective flow of work and the technical support team with particular reference to setting up/ development of the pipeline.
- Manage the AVID project and drive setup.
- Provide media for Sound Editors and Composer.
- Be prepared to relocate temporarily to London during the post production period if necessary.
- To observe the provision of the Health and Safety at Work act, both as an employee and in a supervisory capacity. To implement appropriate systems of work to ensure effective and safe management of all post production activities in accordance with Aardman's H & S policies.

Date & Initial: 18/10/24 KL

Responsible to: Editor, Line Producer

Functional Contacts: Production Manager, DoP, Production team.

Responsible for: Assistant Editors.

Person Specification

Essential, skills and experience:

- Knowledge & understanding of the following software: Adobe Photoshop, Adobe Media Encoder, DaVinci Resolve.
- Confident and experienced with Avid Media Composer.
- Thorough knowledge of current animated feature film methodology and technology, in terms editorial and the wider production
- Experience in an animation preferably Feature length.
- Working on developing creative cutting skills.
- Experience working with Directors.
- Excellent IT skills – word, excel.
- Excellent File Management.
- Able to work affectively under pressure and to tight deadlines
- Highly organized / efficient working method with excellent attention to detail