



# VIDEO PRODUCER/EDITOR.

## Key Responsibilities

- 3-5years experience
- Support the Account Managers and Production Executives on delivery of video output. Liaise with internal and external stakeholders on video projects to ensure smooth delivery of work
- Project manage the delivery of video projects from initial brief to final delivery
- To pro-actively ensure the correct kit, freelancers and resource is booked on each video project
- Work to a set £ revenue target based on video jobs
- Be pro-active in sharing video production best practise within Top Banana
- To follow and adhere to our ISO 9001 business processes. In charge of all video processes and assisting with implementing process improvement.
- Grow the video freelance talent pool (Directors, Producers, Camera, Sound, Lighting, Scriptwriters)
- Client relationships - adapting to client requirements, understanding and interpreting brief, advising client where necessary
- Music Management - Providing choice of music for use and managing music licence process
- Working with graphics team - Creative and technically correct graphics created
- IT literacy - Use of computers and various software packages
- General housekeeping - Keep edit suite tidy
- Simple editing level: ability to edit simple videos and pre-recorded edits.
- Backing up of projects - Projects archived
- Able to produce/edit basic Avid projects
- Able to use and knowledge of Adobe creative suite for programme making
- Ability to deal with different formats - Ability to work create programmes from different formats
- Creating masters - Creation of master tapes/discs and encoding to various formats
- Media archive - Up to date tape/disc library, all tapes stored accurately
- Technical aspects of edit suite - Operation and maintenance of edit suites
- Photoshop knowledge - Creation of titles and simple changes to provided graphics

## Key Skills

- Excellent organisation and communication skills, coupled with the ability to meet strict deadlines
- Excellent technical skills and understanding
- Problem solving skills
- Self-motivated
- Expert knowledge of video production

# TOP BANANA.