

## POSITION DESCRIPTION

<b>Position:</b>	<b>Production Editor</b>
<b>Time Fraction:</b>	<b>Full Time</b>
<b>Reporting Relationship:</b>	<b>Reports to the Executive Producer Works closely with the Senior Editor and Production Staff</b>
<b>Commencement:</b>	<b>The position is available immediately</b>
<b>Salary:</b>	<b>The salary will be discussed at interview, and is dependent on qualifications and experience.</b>

### BACKGROUND:

*t.a.v productions* is a South Australian company that provides expert media consultancy and audiovisual production services in television advertising, marketing, audio-visual production, corporate videos, media education, development of training materials, and video post production.

Established 11 years, the company has a strong track record for cost-effective, credible and creative production outcomes. The team produces a diverse range of commercials and corporate communications for a number of private and public sector organizations as well as local television programs such as “Out of the Blue”, “Out of the Ordinary” and live ‘on-air’ features such as the “Christmas Pageant” and the “Crows’ Best and Fairest”.

*t.a.v productions’* workforce consists of a team of professional and administrative staff that is complemented by close working relationships with a substantial group of individual and corporate associates.

The Production Editor is one of two working on post-production across a broad range of formats. Reporting to the Executive Producer and working closely with the Senior Editor, the Editor is a vital part of this energetic and productive team.

Most of the production output is broadcast quality material, output to Digital Betacam or high quality DVD formats. The team uses Final Cut Pro on Mac platforms, with DVD Studio Express for DVD production.

## **KEY OUTCOMES AND RESPONSIBILITIES:**

Reporting to the Executive Producer and as an effective member of the *t.a.v productions*, the Production Editor will:

- Work with the production team on design for television programs, commercials and corporate communications and web content.
- Develop ideas for the visual style and realisation of the range of projects.
- Edit the projects in a timely, effective and cost efficient manner, making the best use of the resources and facilities and time.
- Work closely with the Senior Editor to ensure a high quality of work and to coordinate the use of the facilities.
- Determine the specific audio and visual effects required to provide the best post-production outcomes.
- Work closely with clients of *t.a.v productions*, providing a high level of customer service.
- Liaise with the audio post-production facility to provide quality sound-tracks in a timely manner.
- Manage the storage and transfer of video clips, maintaining effective archiving and backup systems.
- Work with the Production Co-ordinator to maintain an efficient schedule for post-production, ensuring that other production staff are informed where risk to the effective achievement of deadlines is identified and to negotiate appropriate contingencies.

## **ESSENTIAL CRITERIA**

### **Personal Skills, Abilities and Aptitudes**

- High level of computer literacy skills in Photoshop, InDesign, DVD Studio Pro and the Final Cut Studio suite (especially Final Cut Pro and Motion).
- Creative graphics skills, especially interfacing with the video post-production phases.
- Experience with colour grading in Final Cut Pro.
- Demonstrated ability to work under pressure, meet tight deadlines and apply a highly flexible approach in the working environment.
- High level interpersonal and communication skills that engender confidence and credibility with a wide range of clients, stakeholders and staff.

- Demonstrated ability to work as a mature and effective member of a team, build productive working relationships with others.
- Demonstrated high level organisational and time-management skills and the ability to work with minimal supervision to achieve tight deadlines within a busy and demanding environment.
- Ability to solve problems in a creative and timely manner and to demonstrate high levels of initiative and energy.

### **Experience**

- Experience in a busy production environment.
- Experience in post-production of a variety of video formats.
- Experience in broadcast design.
- High level experience with Final Cut Pro and PhotoShop
- Experience of liaising with a diverse client base and managing client relationships.

### **Knowledge**

- Sound understanding of video production formats, especially at broadcast quality level.
- Sound knowledge of customer service principles and practices.
- Understanding of the broadcasting industry.

### **DESIRABLE CRITERIA**

- Qualifications in media, graphics, advertising, communications or equivalent.
- Experience in development of web content.
- Strong interest in professional development, leading the production team in the emergence of new technology and its applications.