

TWOFOUR

JOB DESCRIPTION

JOB TITLE:	Senior Edit Assistant & Technical Coordinator
REPORTING TO:	Head of Technical Facilities
LINE MANAGER OF:	N/A
JOB LOCATION:	London

MISSION (MAIN PURPOSE OF JOB):

To work as part of the team that supports Twofour's edit facility, providing technical and practical support to Post Production colleagues in our London office as well as assisting the Plymouth team.

DETAILED DUTIES:

1. To undertake all post production duties, including digitising, conforming, creation of AAFs, file based workflows, transcoding, consolidating, cloning and duplication, play-outs, synch pulling, technical reviewing, Mastering and delivery.
2. To demonstrate a good understanding of the Mastering and delivery process for AS11 files to broadcasters – eyeballs, PSE/AQC, basic use of Content Agent.
3. To troubleshoot and problem solve to an advanced level in Avid as well as ISIS and Nexas.
4. To manage and prioritise incoming work and to have strong communication with our Edit Support Manager, Post Producer, edit suites and production teams.
5. To organise any post production runners/assistants and run shifts as and when required.
6. To train and mentor any junior team members as and when required.
7. To work alongside the Post Producer and Head of Technical Facilities to coordinate the post production work of our London based productions. You will be the primary contact for all Twofour Post in our London offline facility
8. When occasion arises and workload permits or requires, to project manage all of the post production work in relation to specific series, including maintaining communication with the production team.
9. To understand and research all relevant technological changes.
10. To be interested in improving and amending workflows to make them more efficient.
11. To carry out cutting and editing work.

Please note that the above list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

OUTCOMES (KEY OBJECTIVES/TARGETS AS PART OF THIS ROLE):

- To help develop and improve the running of the department.
- To achieve targets that will be set dependent on skills.

SPECIAL FACTORS:

- To work remotely in London as part of a Post Support team that is based in Plymouth
- There may be an occasional requirement for travel to other offices/locations.

COMPETENCIES (PERSON SPECIFICATION)

CRITERIA	ESSENTIAL	DESIRABLE
Education & Experience	<p>Experience of working in a similar role at another Post Production facility.</p> <p>Relevant experience to be able to run a shift.</p>	A relevant media qualification.
Knowledge	<p>Detailed Knowledge of Avid, Unity ISIS/NEXIS and Machine Room equipment.</p> <p>Detailed knowledge of both SD and HD formats.</p> <p>Basic knowledge of Content Agent.</p> <p>A detailed understanding of all relevant technological changes.</p>	Working knowledge of Pro Tools
Specific Skills	<p>Experience of Avid, digitising, conforming, creation of AAFs, file based workflows, transcoding, consolidating, cloning and duplication, play-outs, synch pulling, basic editing, technical reviewing, mastering and delivery.</p> <p>Ability to operate independently under own initiative and prioritise incoming work and communication with relevant clients.</p> <p>Know when to refer to senior team members for guidance.</p> <p>Anticipate needs of the senior team members and act on them without prompting.</p> <p>Work as part of a team without the need for frequent direction.</p>	

	<p>Strong communication skills with clients and colleagues.</p> <p>Anticipate problems/issues with edit suites and actively seek to resolve them.</p> <p>Strong attention to detail.</p>	
Personal Attributes	<p>Friendly, approachable team player.</p> <p>Flexible</p> <p>Self-motivated</p> <p>Passion for Post Production</p>	
Other Requirements	<p>Ability to travel between sites as and when required.</p> <p>Willingness to work shifts.</p>	

Over time this job description/person specification may be subject to change as the duties and role evolve.