



## HIDDEN TEMPLE MEDIA EDITOR LISTING

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### **POSITION: DOCUMENTARY ASSISTANT EDITOR (FREELANCE)**

#### **JOB DESCRIPTION**

Our company is currently seeking a highly motivated Documentary Assistant Editor to work within our post-production team, helping our lead editor. Assistant Editor will be responsible for reviewing and organizing raw footage to create the first draft of the documentary. This editing position can be remote or in-studio (depending on preference).

#### **TIME FRAME**

- Start in February
- 2 weeks

#### **JOB DUTIES**

- Reviewing and organizing raw footage for easy access & helping with editing workflow
- Assis Editor and Producers to create quality content for the documentary that meets strict creative and technical standards
- Load, compile, and sequence footage
- Convert camera raw files for editing
- Following an editing script or outline
- Inputting sound/music to enhance footage
- Matching audio from mixer to camera
- Digitally splicing film and video and synchronizing them into one rough cut file
- Logging, searching and archiving footage (if needed)

#### **QUALIFICATIONS**

- Strongly proficient in Adobe Premiere Pro & Adobe Creative Suite
- 2 - 3 years of documentary editing experience & knowledge of video post-production
- Ability to edit quickly, efficiently, and integrate notes on the fly with great attention to detail
- Must be familiar with deliverables required for quicker workflow, take direction & meet deadlines
- Deep understanding of codecs, exporting, transcoding, and converting video files
- A flexible individual with an ability to multitask & work in a fast-paced environment while remaining self-disciplined

If interested or have any questions, please contact:  
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