

Job description
Senior Editor – Film and TV Department, School of Acting

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

- 1) Edit 3rd Year BA acting Showreels and Short Films
- 2) Check equipment in and out with the students when filming
- 3) Maintain filming equipment
- 4) Train students on equipment and crew roles
- 5) Support filmed classroom activities
- 6) Film and edit multi-camera stage productions
- 7) Maintain daily communication with Head of Department on all workflow

Main duties and responsibilities:

All staff are required to promote and safeguard the welfare of children and young persons for whom they are responsible and with whom they come into contact.

Editing

- Receive rushes at end of shoot day, back up to two hard drives and log clips
- Produce rough cuts, ideally keeping pace with shoot (the rough cut to be available at end of day following shoot)
- Advise director of any problems / reshoots
- Fine cut with director either in person, via zoom or working to written notes
- Send materials to sound editor and composers
- Colour grade video
- Receive and integrate finished sound and music
- Put on credits and titles
- Final export, quality checks and upload
- Create thumbnail images for Vimeo
- Archive rushes and project files
- Receive, backup and log footage from 2nd year location shoot
- Prepare selected unedited rushes and upload to be marked
- Maintain computer system and software licences

Equipment

- Keep inventory of equipment owned by film department
- Maintain primary 3rd Year filming kit
- Liaise with outside DOPs regarding integrating their own equipment and rentals
- Research new purchases, get quotes and place orders
- Repair items in-house where possible
- Arrange for items to be repaired via specialist repair companies where necessary
- Manage invoices for repairs
- Order consumables (masking tape, gels etc.)
- Update checkout sheets
- Supervise check-in and check-out on shoot days
- Provide on set support either in person or via telephone
- Maintain 2nd year shooting kit
- Maintain classroom camera kits

Filming

- To check equipment in or out on filming days with the students
- Be available and flexible on filming days that are not scheduled between 9am to 5pm
- To drive to set in emergencies if you hold a licence
- To be on set the first day of filming or if technical issues arise, to support the DOP if needed

Instructing

- Train 3rd year students in sessions on camera, lighting, continuity etc. using lesson plans provided
- Assist with training session provided by Sound Editor.
- Set written and practical assessments for students to monitor their learning of crew roles.
- Mark student papers and calculate grades.
- Attend first day of shoot (possibly more) to support crew.
- Train 1st year actors, MTs, and MAs in basic camera set-up and operation (approximately 2 hours per group).
- Train 2nd years in more advanced camera operation and basic lighting technique (half day per group).

	<p><u>Classroom support</u></p> <ul style="list-style-type: none"> • Set up camera and TV for 3rd year film project rehearsals. • Set up camera and TV for guest tutors. • Provide cameras for end of term assessments. • Provide technical assistance where necessary. • Download footage from cameras, upload and send links. <p><u>Theatre filming</u></p> <ul style="list-style-type: none"> • Set up multiple cameras for live theatre / musical performances. • Operate a camera during performance. • Supervise additional camera operator. • Backup and sync rushes. • Edit footage • Send audio to sound editor • Receive and integrate finished sound • Colour grade edited footage • Add credits and titles • Final export, quality checks and upload
All staff	<ul style="list-style-type: none"> • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.

	<ul style="list-style-type: none"> • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.
Person Specification	
Qualifications	No mandatory qualifications.
Experience	<p>You will be required to have:</p> <ul style="list-style-type: none"> • Experience editing at least four or five funded short films, features or television shows. • Experience in an educational environment such as film school would be of benefit. • Ability to impart information and instruct groups of 14/16 students.
Skills	<p>You will be required to:</p> <ul style="list-style-type: none"> • Work on set on various student film projects. • Have Postproduction experience. • Have experience maintaining camera and lighting equipment. • Have the ability to edit in Adobe Premiere and colour correction. (for example: Davinci Resolve) • Have good communication Skills
Knowledge	Editing techniques, camera operation and maintenance of equipment.

Personal Qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with young people • ability to form and maintain appropriate relationships and personal boundaries with young people • positive attitude to use of authority and maintaining discipline