**Senior Editor**

**Job Pack**

ArtsEd is a brilliant place to work, full of talented people doing what they love most in the world. For over 100 years, ArtsEd has been at the forefront of performing arts training in the UK, nurturing talent, and inspiring confidence. One of the UK's leading centres of conservatoire education, the training we provide is world-class, inclusive, contemporary, and focused on the constantly evolving needs of the industry in the 21st century.

ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return, we provide a fulfilling, supportive, welcoming, and engaging environment, where people feel comfortable to be creative, open, and able to give their best.



ArtsEd Higher Education

ArtsEd is one of the UK's leading providers of degree-level conservatoire education. Our Foundation, BA and MA courses in Musical Theatre and Acting, create graduates who are innovative and resilient performers. We prepare our students for both the physical and mental rigours of the performing arts industry through a combination of outstanding vocational training and focused pastoral care. The success of our approach has led to our alumni playing a key role in the success of the UK's creative economy for many years and they include choreographers, directors, and producers, as well as performers.

*The future of this country's theatre*
*tradition depends on centres of excellence such as ArtsEd.*
Lord Lloyd Webber, ArtsEd President

ArtsEd Day School & Sixth Form

Our Day School & Sixth Form is a national centre of excellence for the study of the performing arts. Founded over 100 years ago, ArtsEd's ethos remains much the same today as it was then: to provide a broad and balanced education, stretching pupils to achieve their academic, artistic, and personal potential.

An independent day school like no other; ArtsEd is an international leader in performing arts education and a local and national leader in its wider academic provision. Our pupils enjoy a high-quality vocational programme delivered by committed and creative professionals, whose expertise instils in our pupils a passion for performance that feeds into all aspects of their educational and personal development. Our students spend time every day doing what they love, encouraging their development into happy, collaborative, and well-rounded individuals, fully committed to holistic education and, at 16+ or 18+, armed with a set of skills and experiences that prepare them for whatever pathway they choose to follow.

**What do we offer?**

The energy and passion at ArtsEd are tangible. We are a small, close-knit team, committed to supporting all our students to achieve their best. We offer competitive salaries, and our size means that we are able to provide tailored opportunities for staff to develop their skills and experience through internal and external programmes.

The health & well-being of our staff is a key focus and we have teamed up with Simply Health to offer a family-wide health plan that includes:

- a full Employee Assistance Programme, including face-to-face counselling and unlimited telephone support
- A cash health care plan (contributions towards a range of therapies, including physiotherapy, and chiropractic appointments, dental and optical checks plus loads more)
- 24/7 GP appointments via telephone/webcam
- Lifestyle Discounts including gym memberships

In addition, staff are eligible for the following:

- Cycle to Work Scheme
- a 5% matched pension (after the relevant qualifying period)
- Death in Service benefit
- 2 free tickets for you and one other for each production
- Full school closure for a week in the Summer and for two weeks over Christmas
- Subsided breakfast and hot meals at lunch
- 50% off school fees for children of employee's studying at ArtsEd
- Annual flu vaccinations
- Access to school library with a wide range of books/DVD'S/ Plays and sheet music etc.

| **Senior Editor** | |
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| **Department** | Film and TV Department, School of Acting |
| **Reports to:** | Head of Film and TV |

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| **Working Pattern:** | Full Time |
| **Hours:** | 40 hours Monday to Friday |
| **Salary:** | £35,000 per year |

*ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2022 regulations and to hold an enhanced DBS.*

**Summary of the role:**

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

**Key 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).

**Classroom support**

- 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.

**Theatre filming**

- 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

**Secondary Duties**

- 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.
- 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**

| | **Essential or Desirable** | **Assessment Method: Qualifications/ Interview/ Activity** |
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| **Experience** | | |
| Experience editing at least four or five funded short films, features or television shows. | Essential | Interview |
| Experience in an educational environment such as film school would be of benefit. | Essential | Interview |
| Ability to impart information and instruct groups of 14/16 students. | Essential | Interview |
| **Skills and abilities** | | |
| Work on set on various student film projects. | Essential | Interview |
| Have Postproduction experience. | Essential | Interview |
| Have experience maintaining camera and lighting equipment. | Essential | Interview |
| Have the ability to edit in Adobe Premiere and colour correction. (for example: Davinci Resolve) | Essential | Interview |
| Have good communication Skills | Essential | Interview |
| **Knowledge** | | |
| Editing techniques, camera operation and maintenance of equipment. | Essential | Interview |
| **Personal competencies and qualities** | | |
| motivation to work with young people | Essential | Interview |
| ability to form and maintain appropriate relationships and personal boundaries with young people | Essential | Interview |
| positive attitude to use of authority and maintaining discipline | Essential | Interview |