JOB DESCRIPTION

| **TITLE** | VIDEO EDITOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The **Video Edito**r is responsible for creating and editing engaging video content that meets the needs of [organization name] and can be used for marketing and PR purposes across a variety of platforms. The Video Editor is in charge of ensuring that the final product is of high quality and aligns with [organization name]'s brand and messaging.

The successful Video Editor will have a strong understanding of video editing software, excellent communication skills and attention to details, and the ability to work independently and as part of a team.

**Duties and Responsibilities**

The following responsibilities are required for the Video Editor position:

* Edit and produce video content that is informative, engaging, and consistent with [organization name]'s brand and messaging
* Collaborate with other departments and stakeholders to identify video content needs and requirements
* Manage and organize all video assets, including raw footage and edited content
* Keep up-to-date with the latest video editing software, techniques, and technologies as well as social media platforms
* Develop and maintain a consistent style and tone across all video content
* Ensure that all videos are optimized for different platforms and devices
* Work closely with the marketing team to ensure video content aligns with overall marketing strategies
* Manage post-production workflow, including color correction, audio mixing, and captioning
* Produce short-form and long-form video content for various platforms, including social media, website, and events
* Collaborate with other team members to ensure that videos are produced on time and within budget
* Performing other related duties

**Qualifications**

* X years of experience in camera operation, video production and editing
* Post-secondary education or equivalent experience in video editing, film, or related field
* Proficient in video editing software, such as Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve
* Experience with motion graphics and visual effects is required/an asset
* Strong understanding of video production workflows, including color correction, audio mixing, and captioning
* Experience working with different video formats and codecs is required/an asset
* Familiarity with different video platforms, including social media and streaming services

**Core Competencies**

* Excellent written and verbal communication skills
* Strong attention to detail and the ability to produce high-quality content
* Great interpersonal and communication abilities
* A superb sense of aesthetics and creativity
* Excellent time management, organization, strategic thinking, and multi-tasking skills
* Superb critical thinking, and problem-solving skills
* Excellent data analysis skills
* Ability to exercise tact and discretion and diplomacy
* Ability to gasp future trends in digital technologies and act proactively

**Working Conditions**

* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* This position is remote/hybrid/onsite.
* Requires extended periods of sitting and working on a computer monitor
* Interacting with the public often under varying circumstances-including situations of a highly sensitive nature
* May require overtime or working long hours
* Some travel may be required