



JOB DESCRIPTION

Prepared by: Digital Marketing Manager

Date: 20-06-2024

Approved by - Head Marketing / Registrar / Director

Date:

Job Title

Video Grapher

Reports to

Digital Marketing Manager

Duties and Responsibilities:

- Manipulate and edit video pieces in a way that is invisible to the audience.
- Take a brief to grasp the creative team's needs and specifications.
- Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity.
- Trim footage segments and put together the sequence of the video, Reel or Film.
- Input music, dialogues, graphics and effects.
- Create rough and final cuts in the video footage.
- Ensure logical sequencing and smooth running.
- On-time delivery of work to the creative team or stakeholders
- Following the important content pillar guideline for creating video content.
- Working in coordination with creative team members to create engaging and trendy video content.
- Consult with stakeholders from the Institute to the post-production process.
- Continuously discover and implement new editing technologies and the industry's best practices to maximize efficiency.

Qualifications:

- Bachelor's degree in film studies, cinematography or related field
- Proven work experience as a Video Editor
- Solid experience with digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut)
- Demonstrable video editing ability with a strong portfolio
- Thorough knowledge of timing, motivation and continuity
- Familiarity with special effects, 3D and compositing
- Creative mind and storytelling skills