

## JOB OVERVIEW

**JOB TITLE** Offline Editor

## JOB PURPOSE

To assist both archiving and production team in order to facilitate the daily work.

## DUTIES & RESPONSIBILITIES

- Coordinate with the cameramen regarding the daily shootings.
- Coordinate with other offices regarding materials that need to be shared.
- Receive the daily shootings and convert it in order to store it in the archive.
- Upload and Download materials that need to be shared between offices.
- Capture archive materials needed for the daily edit schedule.
- Digitize old archive materials stored on tapes.
- Make a backup copy of all digitized old materials and current digital ones.

## QUALIFICATIONS

- Undergraduate degrees in social studies sciences, humanities.
- Graduate degrees in archiving, library science, or similar areas of study.

## KNOWLEDGE & EXPERIENCE

- Work with all kinds of formats; film reels, videotapes, DVDs, CDs, QuickTime's and other digital files.
- Filing and storing media.
- Have a passion for media and film, and the preservation of it.
- Very familiar with the archive storage facility and how to navigate it.

## SKILLS & ABILITIES

- Converting damaged and legacy media into a digital format.
- Understand different media formats, and how to convert it.
- Have excellent communication skills.
- Be very well organized.
- Have good attention to detail.
- Be good at working within a team.
- Have good IT skills.
- Understand the relevant health and safety laws and procedures.