



Job Description

Position Title	Video Editor/Video Producer
Job Grade	M2
Department	Marketing & Communications Department
Reporting To	Online Communications and Media Specialist
Date	February, 2016
Type of Position	Full Time

POSITION DESCRIPTION

The video editor/producer will be responsible to conceptualize, direct, shoot, edit and post-edit short promotional films for online platforms using a combination of photographic skills proven expertise. The Video producer will work as a specialized, creative member of the Digital Communications team to produce high-quality video content showcasing academics, student life and facilities at Habib University. The role has the potential to grow towards working on longer corporate films for the university. This is a full time position.

DUTIES AND RESPONSIBILITIES

- ✓ Shooting, editing and producing digital video packages for Habib University.
- ✓ Managing video production process by allocating staff, setting schedules, budgeting, and evaluating progresses.
- ✓ Shooting using professional cameras, sound equipment and editing using various professional editing software.
- ✓ Working with the Marketing team closely to generate ideas for online videos
- ✓ Advising on all aspects of video production to the client(s) Digital Communications caters to.
- ✓ Creating interesting short animations as per requirement.
- ✓ Multi-tasking and managing multiple projects at the same time.
- ✓ Managing and organizing the Digital Library.
- ✓ Photographing university events as required.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ The candidate is required to have a B.A. degree
Required Experience	<ul style="list-style-type: none"> ✓ Strong knowledge of color correction/grading and audio mixing ✓ At least 3 years of experience working at a reputed media company, expertise in using Final Cut Pro, Adobe Premier, Adobe Photoshop, LiveType, audio editing and mixing, shooting with a professional HD camera and recording sound, three-point lighting. ✓ Experience with assuming ownership and delivering quickly in a fast-paced, deadline-driven environment. ✓ Strong post-editing skills

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Adobe CC 6 software, namely Adobe Premier Pro cc; Adobe After Effects	High

	CC; Adobe Photoshop CC; Adobe Audition CC	
2.	Photography	High
3.	Communication skills	High