

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Editor, Digital Archives
DEPARTMENT: AFI Productions
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Editor, Digital Archives is responsible for organizing, digitizing, editing and delivering quality digital content from moving image and audio assets. This position is also responsible for supporting the editing needs for AFI events/AFI Productions as assigned.

PRINCIPAL DUTIES:

- Edit and deliver quality digital content that meets the goals and objectives of the AFI mission.
- Collaborate with AFI Productions to produce content for AFI.com and AFI events.
- Facilitate delivery of digital materials for licensing and distribution requests.
- Implement “best practice” policies and procedures for digital asset management across AFI.
- Process and provide metadata for AFI Productions content; maintain file naming and metadata standards.
- Conduct quality control of digital content.
- Assist with the digitization of audio and video assets.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor’s degree in TV/Film Production or related field.
- Experience in television/video production, including advanced editing skills.
- Knowledge of, and experience in, digital asset management, specifically metadata handling.
- A high level of proficiency with After Effects and Premiere Pro; Avid editing is a plus.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Can work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team.
- Able to work well under pressure and tight deadlines.
- Personal integrity and the ability to inspire confidence and trust.

- Must be able to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.