PodASS(istant)

Overview

Capsule Media is seeking Junior/Entry level Assistant Editors to join our PodASS division. (www.podass.com) This junior role will be responsible for prepping incoming and outgoing media for ongoing productions.

This position reports to Supervising Editor.

This position is based in Toronto, ON, Canada.

Duties & Responsibilities

- Logging
- File workflow processing
- Syncing
- LUT applications
- Exporting
- POD project syncing
- Data archive operations
- CapsulePRO MAM project operations

Experience

- Related experience and/or training considered as well as a combination of education and experience.

Qualifications

- Knowledge and experience with Davinci Resolve, Avid Media Composer & Premiere is a must.
- Experience with AfterEffects and Photoshop preferred
- The ability to adapt and work quickly under short deadlines
- General understanding of video codecs and workflows
- A high level of attention to detail
- Strong written and verbal communication skills
- Must be detail oriented, responsible, organized, self-motivated, passionate, have a positive attitude, be able to function well in fast paced, high volume environment and always seeking to be busy and improve our client's experience.

Schedule:

- 44hrs/week – Shift scheduling
- Overtime

Work Location: One location