

PodASS Supervising Assistant Editor

Overview

Capsule Media is seeking Senior Assistant Editors to join our PodASS division. (www.podass.com) This senior role will be responsible for managing and prepping incoming and outgoing media for ongoing productions.

This position reports to Director of Operations.

This position is based in Toronto, ON, Canada.

Duties & Responsibilities

- Logging
- Syncing
- Exporting
- Data Archive Management
- Online Conforms
- CapsulePRO MAM Management
- File management
- LUT management
- POD Syncing
- Editorial Assemblies
- Supervision PodASS(istant) teams
- Client Support supervision

Experience

- 2+ years of relevant experience in digital post-production

Qualifications

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

Schedule:

- Monday to Friday
- Overtime

Work Location: One location