

POSITION PLAN

Editor

Content Distribution Department

Reports to: Director of Production

Mission Statement:

To be responsible for editing program, promotional and interstitial content, in support of PBS SoCaL and its family of on-air and online services. This position reports to the Director of Production.

Major Areas of Responsibilities:

50% Post Production Support

- Edit and assist in the production of: PBS SoCaL program content for local and national multi-platform distribution; program promotional elements; image spots and community outreach spots; underwriter announcements and bumpers; nightly and genre-themed billboards; lower third snipes; and station identification elements.
- Consult with station personnel and clients on technical and artistic elements and production design.
- Provide graphic creation and implementation in support of PBS SoCaL's on-air branding objectives.
- Produce and/or process transcriptions and scc files of content required for FCC closed captioning compliance.
- Conform to acceptable technical specifications that maintain PBS SoCaL's broadcast standards.
- Electronically transfer content to PBS SoCaL's ftp site for transcoding and downloading for Master Control's server-based program and interstitial content.
- Coordinate digital transfer of content from post production to studio servers in support of studio productions.
- Maintain post production music library.

30% Project Management

- Track daily workflow operations of post-production staff using the PBS SoCaL job ticketing system, in consultation with the Director of Production.
- Open, assign, and close job tickets as required to maintain timely production of content by post production personnel.
- Orchestrate timely delivery, production and distribution of scripts and tags with station announcers.
- Collaborate with Content Distribution and Production staff to ensure timely delivery of produced content in acceptable formats.

20% Media Asset Management

- Maintain media asset management system for station's post production services.
- Develop and maintain key word search system for effective asset retrieval.
- Log and categorize PBS SoCaL programs; raw field and studio footage; program clips; and program segments and packages.

Qualifications:

- Five years of broadcast or post house editing experience.
- Knowledge and experience with all elements of Final Cut Pro 10 editing software.
- Editing experience utilizing Adobe After Effects and Adobe Photoshop.
- HD & SD video format knowledge.
- Video & audio signals, waveform, vector scope and color correction expertise.
- Graphics creation expertise.
- Experience with on-air servers and ingesting media is a plus.
- Ability to work individually and as a team player working cooperatively with other departments.
- Strong organization and time management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Ability to set and meet goals and follow through on assignments.
- Ability to quickly learn new software and computer systems.