



VIDEO EDITOR JOB DESCRIPTION

Position	VIDEO EDITOR	Department	TELEVISION BLONG VANUATU
Key Result Area	Description		
1. Planning	<ul style="list-style-type: none"> • Assist with video recording, editing and playout of television content including news, current affairs and sports • Assist in the production of television content 		
2. Key Roles	<ul style="list-style-type: none"> • Capture studio-quality photographs and video from both internal and external sources including online • Work both on and off-site • Work with our creative teammates • Regularly collaborate with other sections of VBTC to ensure compliance with standards, content output, and commercial obligations. • Follow the company's brand guidelines • Present to senior management when required • Assist develop an overall video brand messaging strategy • Assist in scheduling television content 		
3. Relationship Management	<ul style="list-style-type: none"> • Must be a Team player • Pays attention to detail and good problem solving ability • Handle enquiries, suggestions and/or complaints • Assist in guiding staff in production when required • Record and report customer feedback/ complaints 		
4. Reporting	<ul style="list-style-type: none"> • Monthly report to the Executive Producer TBV 		
Key Performance Indicators			
<p>1. Accuracy & Timeliness - Pays attention to detail and checks TBV schedule to make sure it is accurate and reliable and meets standards of broadcast.</p> <p>2. Commitment to work – Shows interest and enthusiasm for the job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.</p> <p>3. Initiative – Completes work independently with little or no supervision; identifies any problems on the job & solves them or speaks up about it.</p> <p>4. Innovation & Creativity - Demonstrates loads of innovation and creativity in relation to content ideas and productions.</p> <p>5. Schedule - Content is scheduled accurately and intelligently.</p> <p>6. Promotional material - Promos of content and station are produced and broadcast appropriately.</p> <p>7. Teamwork – Display initiative team work between colleague and customers.</p>			

Qualifications, Skills and Experience

A minimum of 2 years' work experience as Video Editor or any other related field.

- High School diploma.
- Proven experience of using video and editing equipment
- Creative thinker
- Good time-management skills
- Great interpersonal and communication skills
- Proficient in Final Cut Pro X, Adobe After Effects
- Knowledge and a good understanding of motion graphics is preferred.
- Basic computer literacy
- Excellent written and verbal communication.
- Proficiency in written and spoken Bislama, English with French being an added advantage