

Role:- Video Editor – Rakshith A R

Regular office hours: - 9.30 AM – 6 PM

Date:- 1st April 2020 – 31st March 2021

Job Role Summary:

Reviewing shooting script and raw material to create a video. Trim footage segments and put together the sequence of the film. Create rough and final cuts. Ensure logical sequencing and smooth running. This role reports into the Creative Head.

Key Results Area #1 – Overlook and handle all video editing work

- Handle all video editing work and ensure all tasks are completed with timelines given.

Key Results Area #2 – Quality of Creative

- Ensure quality of creative going out to marketing functions are of the highest level. All content and brand guidelines to be checked before creative is sent out.

Key Results Area #3 – Keeping up to date with latest designs

- Ensuring you are up to speed with the latest designs and technology in the events space

Key Results Area #4 – Working with marketing team

- Meet marketing team and understand brief completely. To ensure all time lines are met as per clients expectations.

Key Results Area#5 – Working with production team

- Work with production team to ensure event collaterals are delivered on time.

Key Results Area #6– Management of discipline and guarding of Wings culture

- Ensure all employees report into office by 9.30 AM.
- Ensure only 2 breaks of 15 minutes each
- Ensure all employees follow the Wings dress code.