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# Example of Assistant Video Editor Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant video editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant video editor

* Communicate with families via email regarding the status of where their video is at in the production process
* Communicate within department and company
* Organizing and maintaining workflows
* Some video editing may apply
* Ingest of raw media recordings, cataloguing and providing metadata with CatDV
* Logging and basic video editing for multiple projects
* Prepping projects for sound mix and color grading
* Exporting files for delivery in multiple formats
* Help source, capture and organize b-roll footage and stock images
* Prepare interviews for transcription

## Qualifications for assistant video editor

* A video reel or links to creative work
* Skills in camera operation
* Skills in camera movement
* Skills in framing
* Strong written communication and storytelling skills
* Knowledge of Adobe Premiere, Adobe Media Encoder and exporting basics for web required