



Example of Multimedia Editor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of multimedia editor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for multimedia editor

- Edits HTML video segments when needed, if there is a backlog of work
- Updates video, print and eLearning documents as assigned
- Manages time to meet deadlines of miscellaneous projects as assigned
- Participates in pre-production and Blue Sky meetings
- Attends product review meetings, answering questions and making suggestions for improvements and/or corrections when appropriate
- Interfaces with Product Development and Production Operations as necessary to understand and complete projects assigned
- Stay on top on breaking news, and coordinate visual coverage across the paper's various desks and platforms
- Be able to visualise how an artwork could and should appear across multiple platforms
- Assign jobs and keep track of them
- Guide our visual journalists in shaping and sharpening their work for both print and digital

Qualifications for multimedia editor

- Fluency with Photoshop, video and audio editing tools, and social media
- Skill in interface design and traditional information graphic design
- Associate's Degree in Broadcast Communication, Video Production, Information Technology or a related field

- Minimum five year's experience in production industry and three year's experience in course development
- Creative problem solving ability, Able to work under pressure and adhere to deadlines