



JOB DESCRIPTION

JOB TITLE:	Technical Runner/Junior Edit Assistant
REPORTING TO:	Post Producer
LINE MANAGER OF:	N/A
JOB LOCATION:	London

MISSION (MAIN PURPOSE OF JOB):

To work as part of the team that supports the Twofour edit facility and external operations around London.

DETAILED DUTIES:

1.	To undertake various post production duties to include data wrangling, AMA/transcoding, exporting, creating viewing links.
2.	To build up a knowledge of Avid Media Composer and develop a skillset to enable a thorough working knowledge of Avid workflows.
3.	To work as part of a team, working with our Post team in London as well as communicating with the team in Plymouth.
4.	To boot up edit suites and keep them tidy.
5.	To answer calls or assist with client visits, capture requirements and refer upwards.
6.	To respond swiftly to clients.
7.	To continually seek to be useful and carry out instructions of the MCR Manager and Senior Edit/Edit Assistants.
8.	To understand and research relevant technological changes, for example the use of AI in the world of post production and edit support.

Please note that the above list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

OUTCOMES (KEY OBJECTIVES/TARGETS AS PART OF THIS ROLE):

To have the willingness to learn and develop a thorough understanding of Post Production, becoming a valuable member of the Post Production team.

SPECIAL FACTORS:

- There may be a regular requirement for travel between our 2 London-based facilities
- There may be an occasional need for travel to our other locations.
- Shift working will apply.

COMPETENCIES (PERSON SPECIFICATION)

CRITERIA	ESSENTIAL	DESIRABLE
Education & Experience	A relevant media qualification.	
Knowledge	A basic understanding of the Post Production process and television production in general.	Avid Media Composer v2024
Specific Skills	Technological interest and ability. Good general computer skills. Good communication skills.	
Personal Attributes	Friendly and approachable. Flexible. Self-motivated. Passion for Post Production. Excellent attention to detail and well-practised in using initiative to solve problems.	
Other Requirements	Ability to travel between sites as and when required. Willingness to work shifts.	

Over time this job description/person specification may be subject to change as the duties and role evolve.