

## Assistant Editor - Full Time

Mindflow Media, a dynamic and rapidly growing film, television and multi-media production company located in Chattanooga, TN, is seeking applicants for a full-time Assistant Editor position. For the right candidate, the position has strong potential to grow into a Junior Editor position.

### General qualifications:

- Motivated, self-starter
- Strong writing abilities
- Excellent communication skills
- BA or BS degree
- High attention to detail/ strong follow-up skills
- Proven ability to work collaboratively as well as independently
- Eager to learn and grow in the position
- Ability to accept and apply constructive feedback
- Flexibility
- Punctuality/ respect for deadlines
- Self-discipline and hard work ethic
- Customer service oriented
- Ability to multitask in a busy work environment while maintaining strong attention to detail
- Must be highly organized and able to consistently follow project organizational guidelines.

### Requirements specific to the position:

- Knowledge of Adobe Creative Suite, Adobe Premiere, Adobe Captivate and Final Cut Pro preferred.
- Experience with learning management systems, such as Adobe Connect a plus.
- Experience with basic concepts, practices and procedures of post-production workflows, including ingesting, logging and outputs.
- Experience with digital non-linear editing systems, especially with Premiere and Final Cut Pro 7
- Experience with After Effects
- Understanding of compression and technical specs of video deliverables
- Ability to meet exacting deliverables requirements and delivery deadlines
- Comfortable with both Mac and Windows operating systems. Does not have to be an expert in either, but should be familiar with basic operations and maintenance of both.
- A working knowledge of graphics and text design for video.
- Knowledge of basic sound design and mixing, using Adobe Audition
- Willingness to learn new software and stay current on technological changes in the industry

- Willingness to occasionally work very long hours and on weekends in order to meet delivery deadlines.

Primary duties and responsibilities:

- Ingest media
- Prepare project elements for use in editing
- Prepare outputs and deliverables
- Quality control screening of deliverables
- Creating shot logs
- Prepare media for transcription
- Manage media archive
- Source music and sound effects for projects
- Sound mixing

Secondary duties and responsibilities

- Create simple graphics in After Effects and Photoshop
- Perform basic editing duties

Salary is negotiable and commensurate with experience. Qualified candidates, to be considered, need to send a resume in PDF format with cover letter and list of three references. NO PHONE CALLS PLEASE. Only candidates selected for an interview will be contacted. Resumes should be sent to [jobs@mindflowmedia.com](mailto:jobs@mindflowmedia.com) and the title of the job position should be written in the subject line.

Mindflow Media is an award-winning, full-service production company run by 30 year veterans of the film and television industry. We produce documentary programming for national television networks, commercials, branded video content and corporate media. Our experience includes working with Discovery Networks, National Geographic, PBS and many other major broadcasters as well as regional and national advertising agencies and Fortune 500 corporations. We foster a work environment where creativity flourishes and rapid creative and professional advancement is the norm.