



DIVERSITY ATTACHMENT – ASSISTANT EDITOR

DUTIES:

1. Assisting the editor with the editing processes, according to highest industry practice, including:
 - a) Setting up the hard drives and the filing systems
 - b) Assembling, compiling and logging camera + audio footage
 - c) PluralEyesing/ syncing audio footage with camera vision
 - d) Making sequences with the best selects/ I/V grabs
 - e) Setting up sequences for the transcriber
 - f) Editing short scenes/ sequences
 - g) Assisting producers with ensuring all workplace health and safety standards and codes of conduct are adhered to.
2. Attending editorial meetings with editor, director and producer, as required, and providing notes from the meetings.
3. Attending production shoots, as required, and providing editorial assistant duties.
4. Helping coordinate the delivery process, ensuring the seamless supply of all the requisite paperwork and technical deliverables.
5. Assisting the production with research into music and updating music spreadsheet.
7. Other duties as directed by the producers and as required for the successful production and delivery of the project.

QUALITIES AND SKILLS:

The Attachment will:

1. Be an early-career filmmaker with a strong interest in pursuing editing as a career path.
2. Be able to demonstrate a working knowledge of Adobe Premiere Pro (and the Creative Suite in general) and PluralEyes
3. Have a tertiary degree qualification with courses in editing.
4. Be available to the production on a variable full-time and part-time basis (depending on the stage of production) between November 2019 and June 2020.
5. Be a permanent resident of Queensland, preferably of Brisbane or Ipswich.

Preferable:

6. Be a member of an under-represented community in the screen industry.



TRAINING OBJECTIVES & LEARNING GOALS:

Over the course of their time working with Flickchicks Pty Ltd on BOWLED OVER, the Attachment will:

1. Be mentored and thoroughly supported throughout the editing stage and other stages of the project;
2. Gain an understanding of the production, editorial and technical processes involved in making a documentary for Australian television broadcast.
3. Build on current knowledge of the relevant legislation and regulatory requirements.
4. Be trained up on the production's editing software and processes.
5. Be provided extensive professional development and networking opportunities.
6. Develop strong professional relationships within the industry and with other filmmakers.