



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Edit Suite Assistant**

Reports to: **Associate Production Manager**

Context

The Film and Broadcast team produces live relays for the ROH cinema programme, as well as filming performances and events for other projects (online streams or television broadcast commissions). The team also post produces material for DVD and worldwide TV exploitation. The AV team creates trailers and other short form content for marketing and comms purposes across different online platforms. Both teams are part of ROH Studios.

Main Purpose of the Job

To provide a range of edit suite support including:

- Media library management, library ingest and data entry
- Storage management for media library (Media Asset Management system) and archiving
- Basic video editing, versioning of film and video
- Internet-based file delivery, video encoding and watermarking

To work to best practice standards, health and safety requirements and observe department protocols for all projects

To work as a team and support all project related team and partner relationships successfully

To support a culture of continuous improvement and innovation

Main Responsibilities

Working to the priorities set by the Associate Production Manager and assigned to designated projects:

Edit Suite Services

- Media library management and data entry
 - Develop relevant skills to work on all in-house tools and systems including CatDV-based Media Asset Management System (MAMS)

- Operation and maintenance of media library, including metadata tags for media as appropriate
- Data ingest of various digital formats, and extraction of data
- Transfer and verification of current camera rushes and historical material from hard drives
- Storage management
 - Maintain network-based hot and cold storage in a timely fashion as part of the Media Asset Management System (MAMS)
 - Service archive retrieval requests
 - Restore and archive footage from/ to tape (LTO) drives in the MAMS
- Video editing
 - Develop editing skills to be able to manage a range of standard requests
 - Deliver short form clip requests in a variety of formats
 - Create deliverable materials utilising standard edit, encoding and transcoding equipment
 - Undertake subtitle editing and format conversion
- Internet based file delivery
 - Manage Internet-based file delivery of media assets, and media encoding as required for delivery for ROH streaming platforms
 - Create slides with graphics to support live streams

Teamwork

- Develop sufficient awareness of the operations, priorities and needs of the various teams involved in the designated projects to be able to operate effectively and deliver to priorities
- Understand the principles of the ROH filming protocol and other standard operating procedures
- Support all team and project relationships effectively including working with external partners and suppliers
- Work effectively as part of a small team, observing requirements for confidentiality and all department procedures and practices
- Maintain strong working relationships with other Audiences and Media teams and key stakeholders

Continuous Improvement

- Contribute as a team player in ROH Studios and Audiences and Media
- Keep abreast of best practice, trends and new technologies relevant to the sector
- Manage own learning and continuous professional development relevant to the role
- Contribute to a culture of innovation and continuous improvement
- Uphold ROH values and behaviours: Treat each other with **R**espect | Be **O**pen | Value the **H**ighest Standards across all aspects of the role and support our goals for diversity and inclusion
- Support a culture of information sharing, collaborative working and cross-team working

PERSON SPECIFICATION

Essential Knowledge / Skills and Experience

Edit Suite Experience

- Experience of working in an edit house or production company

- Experience working with a digital library / Media Asset Management System
- Good understanding of modern media formats – video, audio and subtitles in a professional context
- Able to work with multi-camera archive materials

Editing and Encoding Skills

- Experience of editing using Premiere Pro
- Experience with Adobe Photoshop, or a willingness to learn
- Experience with video encoding tools desirable, or a willingness to learn
- Ability and commitment to learning new software and systems and adopting new processes as required to support the smooth running of the department

Data and Metadata Skills

- Experience managing content libraries and metadata tags or other relevant data management experience
- Able to demonstrate good attention to detail and care of complex metadata
- Able to transcribe names, data and numbers with a high level of accuracy
- Able to work with archive materials with reference to foreign language names and classical music
- An interest or a developing interest in opera and ballet, music and the arts to aid understanding of the materials

Workload Management

- Good experience in file management and retrieval for film and audio-visual projects
- Experience of working in a highly deadline-sensitive environment, working with thoroughness, detail and accuracy
- Very good time-management and organizational skills and ability to manage a busy workload
- Highly proficient MS Windows / Office 365 user

People skills

- A strong team player with experience of working effectively with multi-disciplinary teams
- Consistent high level of service delivery and responsiveness
- Proven ability to remain calm in the face of multiple demands
- Ability to liaise effectively with people at all levels and creative teams
- Good written and verbal communication skills

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to managing own learning and continuous professional development relevant to the role

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.