

Job Title	Executive (Media & Communication)		
Reports to	Manager (Communications)	Location	IIT Kanpur
Job Type	Full-time	Tenure	1 year
Responsibilities	<ul style="list-style-type: none"> • Manipulate and edit film pieces • Take a brief to grasp client’s needs and specifications • Review shooting script and raw material to create a shot decision list based on scenes’ value and contribution to continuity • Trim footage segments and put together the sequence of the film • Input music, dialogues, graphics and effects • Create rough and final cuts • Ensure logical sequencing and smooth running • Consult with team from production to post-production process • Continuously discover and implement new editing technologies and industry’s best practices to maximize efficiency 		
Travel	As and when required, to get the raw footage of the visuals.		
Eligibility	<ul style="list-style-type: none"> • Proven work experience as a Video Editor • Solid experience with digital technology and editing software packages (e.g. Wondershare Filmora, Adobe Premiere Pro, After Effects and Final Cut) • Demonstrable video editing ability with a strong portfolio • Thorough knowledge of timing, motivation and continuity • Familiarity with special effects, 3D and compositing • Creative mind and storytelling skills 		
Desirable	<ul style="list-style-type: none"> • Strong leadership and organizational skills • Ability to work with diverse teams 		
Communication	<p>Email your current resume with a cover note highlighting the relevant experience and strengths for this position and your latest passport-size photograph with the job code in the subject line and the following details to hr@iitkfirst.com (Sub: Video Maker)</p> <p>Note: Applications/Resumes sent to any other mail id SHALL NOT be considered.</p>		
	<ul style="list-style-type: none"> • Total experience: • Total relevant experience: • Current Organization: • Current Location: 	<ul style="list-style-type: none"> • Notice period: • Current CTC: • Expected CTC: 	<p>(Negotiable/ Non-negotiable)</p>