

Assistant Video Editor Job Description

- Provide direct support to producers and directors of the company by going out to locations, organizing people and equipment, and generally running the set in a manner satisfactory to the director
- Perform editing duties by cutting video elements and audio elements into sequences that form a completed program or movie
- Assist with preparations for shoots at locations by laying out equipment, checking settings, preparing props, etc.
- Gather and edit raw footage for each day's shoot
- Work with editor to create storyboards so that they can discuss shots, angles and camera moves and the "look" of the film
- Review rushes (raw footage) to check continuity, timing, etc., and make notes for director as to what is required for next day's shoot
- Work with editors in fine-tuning the rough cut, by adding transitions and special effects such as dissolves, fades, wipes and time-lapse
- Collaborate with editors to create a locked edit (one that is not going to change), so that they can move on to creating the real time effects. This include mixing sound, adjusting color timing and special effects
- Perform visual effects such as rotoscoping or painting out unwanted items
- Assist editors to get the sound mix right before they go into sound design
- Work with directors to cut and edit sequences throughout the film/TV series, in order to make them fit together in a unified whole.