

## Role Definition

**Job title:** Visualisation Assistant Editor

**Reporting to:** Visualisation Manager, Partner on a day to day basis and ultimately to Senior Executive Partner

## Responsibilities

- Editing on the behalf of and preparing Adobe Premier files for the editor
- Assist in the production of films, scripts, voice overs etc.
- Help supervise film shoots internally and on location
- Aid in the production of creative mood and storyboards
- Ingest data, prepping footage for editing projects
- Production tracking and asset management for all Visualisation teams
- A background in film or photography
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Contribute, or otherwise assist, as required by the Partner, Senior Partner or nominated Architect

## Qualities & skills and experience required

### Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent organisational and communication skills
- Able to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure [while remaining calm and professional at all times]
- Able to work as part of an effective team assisting and supporting team members

### Desirable

- Be expected to effectively manage client relationships and team leaders
- Demonstrate an excellent attention to detail
- Be able to focus on multiple projects simultaneously
- Good understanding of colour management and grading

## **Foster + Partners**

- Working knowledge of Shotgun production software or similar software
- Good Photoshop, Indesign, PowerPoint, Words and Excel skills

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2019