



About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Video Editor-edX
Job Purpose	The Video Editor should support in video recording, visual designing, and work with different stakeholders across the institute towards the completion and delivery of the course.
Job Type	Contractual – Non-Teaching
Reporting to	Manager - MOOCs
Will also closely work with	Internal: IIMBx Team and Faculty External: Vendors
No. of positions & Job Location	Two positions in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Video editing/postproduction• Individual project tracking and reporting• Working on multiple projects simultaneously• Coordinate and communicate with all stakeholders on their projects and their status• Assembling raw footage and transferring or uploading to a computer• Following a script, screenplay or outline or storyboarding• Inputting sound to enhance footage, which may include selecting music and writing voice-overs• Inputting graphics to enhance footage• Digitally splicing film and video and synchronizing them into one rough cut file• Improving and correcting lighting, colouring, and faulty footage• Working closely with all stakeholders to present a final product that matches his or her vision• Setup travel arrangements on requirement basis• Any other project work assigned from time to time• Video content management• Support the video team in end-to-end management of the production and delivery of videos for MOOCs.• Support the camera team for recording videos as and when required• Responsible for complete postproduction activities of videos including, but not limited to editing, graphic design, encoding for LMS specifications, tracking/versioning, sound, etc.• Responsible for interfacing with faculty, administrative and technical staff, interns and the vendor ecosystem on a daily basis to ensure that course videos are recorded, edited and ready for delivery through the MOOC platform online.
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should be a graduate/postgraduate from a reputed Institute.• 3-year diploma in audio video production field is desirable.



	<ul style="list-style-type: none">• Should have minimum 2 years' experience in handling the assignment listed under major duties & responsibilities• Experience in e-learning projects is desirable.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Vocational courses/Demonstrated proficiency in IT/Electronics/Media/education are an added advantage.• Demonstrated proficiency in handling professional audio/video equipment (HD-SDI camera, video switcher, convertor, audio mixer and amplifier).• Should be fluent in English and knowledge of Kannada and Hindi will be added an advantage.• Proficiency with MS Office• Excellent written communication skills• Ability to manage multiple projects, preferably in e-learning/education/media fields• Ability to work effectively with members of the staff and faculty.• Maintaining organized and accurate written and electronic records of all relevant work in the department and the results thereof. <p>Software's Required</p> <ul style="list-style-type: none">• Adobe creative suite• Apple Final Cut Pro• DaVinci Resolve• Autodesk Smoke• Lightworks
Compensation	<p>The indicative annual CTC will be in the range of Rs. 4.9 Lakhs to 6.75 Lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules.</p>

Interested candidates may fill the application using the link: [here](#)

Closing date for applications is 23 January 2023. Only shortlisted candidates will be intimated.