

Edit Assistant

AREA OF RESPONSIBILITY:

KEY INTERNAL INTERFACES:

KEY EXTERNAL INTERFACES:

A bit about DTV

Mission: Our work is to stand in the shoes (or paws) of those that live in an unjust world – our role is to tell their story so their voices are heard.

Working from our London HQ, the DTV Group is independently owned and has been in operation since 2004. Today we work with 30 NGOs and iNGOs - the big and the not so big – in over 25 countries, covering a wide range of causes from animal (Guide Dogs, WAP, Cat’s Protection), to development (Plan Int. UK, UNICEF, UNHCR) to medical (Sightsavers, Alzheimer’s Research, Marie Curie). We also have 3 active commercial clients: the commercial area is subject to significant growth over the next 12-18 months.

Our core business: we are direct marketing fundraisers who help NGOs acquire new donors through direct response television, film and radio. We help to inspire current donors to continue to keep giving. We use film to recruit major donors. We work with media agencies and call centres to help NGOs manage response effectively and get the best deals possible.

We have offices in Hong Kong, Sydney, Seoul and New Delhi - to help us provide a better service to our International NGO's who are based in APAC.

In April 2013, we opened our own call centre in the UK because there is a shortage of good fundraising call centres who excel at both inbound and outbound.

Oh yes ... and our London offices are 4 converted coal barges on Regent’s Canal in between Angel and Old Street.

This role

The position will be part of an in-house post production team, working across all stages of the edit from ingest to delivery. We are expanding our editing department and need a new member of the team to work alongside our current edit assistant. This is an important role within the creative team that will require you to take ownership of media management, workflow and delivery, making sure all post production processes and tasks run efficiently.

Managing avid storage groups, taking ownership of all media management Supporting Avid edits, we have 3 in house Avid editors that would need supporting with their creative workload

Managing archiving and restore schedules

Conforming

QC'ing all output from the studio and ensuring the integrity of the brief is met and the quality of our work is maintained

Preparing broadcast files and delivering to our distributors



Light tech support

Occasional dog walking opportunities with our small but dedicated team of in house pooches (check out @dogsofdtv)

Opportunities to get involved in offline editing, online editing, colour grading, adapting ads for international territories, training on Flame

Where are you now?

This role would suit an edit assistant with 2/3 years' experience at a post-production house. We're a small team so will need you to have the right level of experience to hit the ground running. In return there will be plenty of opportunities for you to progress within the department.

And what will you get out of this?

You will get great training from day one and will take responsibility quickly. You'll enjoy fairly flexible working hours, very generous holidays (DTV Long-weekenders: one Friday per month off work) and you should have a lot of fun.

DTV is also a very dog-friendly place to work, visit our Instagram to meet all our furry friends @dogsofdtv

It's a great opportunity to be part of not just a fast-growing agency in an exciting market, but an agency that is a world leader in fundraising DRTV.

To be part of a Group which is extending its offering both geographically and into the digital space by creating and delivering other types of film and video

To apply, send your CV and covering letter to jobs@dtvgroup.co.uk

Finally, here are our company values, so you can check they fit with yours:

Charity money is precious:

- Every client cause is important to us, and so is their money. Whatever the cost or investment, we spend it wisely for the best ROI, or we don't spend it at all.

We build great relationships:

- We take time to get to know the individual and what's important to them. Communication, fun, respect, trust, sharing knowledge, shared goals, inspiring one another: these are the foundations of the great relationships we build. Our motto? Be excellent to each other.

Proud to deliver our best work:

- We produce inspirational results by bringing creative ideas, stepping up and getting stuck in, giving best advice and expertise along the way.

It's good business sense to do the right thing:

- At DTV we have strong morals and principles. Treating our people, our clients and the world we live in well makes sense for our business and that's what we do.

