

Position: Post Production Manager & Lead Editor
Company: Teardrop Pictures
Reporting To: Owner, Katelyn Calhoun
Status: Full-time Position
Location: Live in Indianapolis, IN, work remotely
Start Date: 2/6/2023
Applications Accepted Through: 1/16/2023
Compensation: \$50,000 to 75,000/year (plus benefits)



About the position:

Teardrop Pictures is growing!
Now we have two, and soon we will be three!!

Katelyn Calhoun started Teardrop Pictures to tell stories through documentary films and docu-style commercials in 2016 and it's time to bring another member to the team. We are hiring a Post Production Manager/Lead Editor to lead our post production workflow and serve as the team's main editor on Team Teardrop. The role is essential to maintain the company's momentum and build out systems to grow beyond our wildest dreams!

You're perfect for the gig if...

- You get lost in sifting through video and sussing out the perfect story
- You love to visualize and implement a vision
- You're excited to collaborate with a small but mighty team
- You know there is more than one way to do things and you are willing to test and experiment to find the best that works for a team
- You want to hire, teach, and support your own team of editors in the coming years

Responsibilities

This role will evolve and grow as Teardrop expands. For the foreseeable future, the tasks and responsibilities will fall under the following four categories:

- 1) Overseeing Teardrop's post production workflow
 - Collaborate with Owner to establish workflows and map processes
 - Partner with Operations Manager to guide post production calendars
 - Assist in creating elements for quotes, proposals, and pitches by evaluating post needs
 - Sending assets to clients and partners
 - Foundational role in building the post production team long-term
- 2) Serve as a video/audio editor
 - Main editor on staff
 - Delegate edits to other team members and freelancers in times of overflow
 - Perform basic tasks in Photoshop/Illustrator/AfterEffects
 - Other tasks necessary for post production
- 3) Partner with the Operations Manager to manage customer relations

- Navigate and implement client feedback into edits
- Track and estimate editing hours for quoting and invoicing needs
- 4) Fill in any remaining time with internal edits and marketing tasks
 - Gathering and sorting social media assets for our Social Media Strategist
 - Maintain Google drive and server storage
 - Any other tasks as the job requires

Required Knowledge and/or Tools

- advanced capabilities in the Adobe software
- proficient understanding of social media dimensions and resolutions

Tools

- Microsoft Word and Excel
- Google systems (docs, sheets, forms)
- Adobe software (Photoshop, Premiere, Media Encoder, After Effects, Illustrator, InDesign, etc.)