



STANDARD OPERATING PROCEDURES

Guidelines & Job Description – What I need to do after I get some experience?

These procedures were designed to give the person responsible in this area some indication to what needs to be achieved after a lengthy exposure and work experience. The person(s) selected for this particular position will be allowed time to adjust and train him/herself while working with the producer. Not in-depth experience or qualification is required at this stage. Please come along and share your experience with the rest of us. Thank you.

Film and Video Editors

Edit motion picture soundtracks, film, and video.

Sample of reported job titles: Editor, News Editor, Video Editor, Videographer, News Video Editor, News Videotape Editor, Non-linear Editor, Multimedia Artist, Production Manager, Tape Editor

Tasks

- Cut shot sequences to different angles at specific points in scenes, making each individual cut as fluid and seamless as possible.
- Study scripts to become familiar with production concepts and requirements.
- Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing equipment.
- Select and combine the most effective shots of each scene in order to form a logical and smoothly running story.
- Mark frames where a particular shot or piece of sound is to begin or end.
- Determine the specific audio and visual effects and music necessary to complete films.
- Verify key numbers and time codes on materials.
- Organize and string together raw footage into a continuous whole according to scripts and/or the instructions of directors and producers.
- Review assembled films or edited videotapes on screens or monitors in order to determine if corrections are necessary.
- Program computerized graphic effects.

Knowledge

- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Fine Arts** — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job. **Time Management** — Managing one's own time and the time of others.
- **Troubleshooting** — Determining causes of operating errors and deciding what to do about it. **Speaking** — Talking to others to convey information effectively.
- **Operation and Control** — Controlling operations of equipment or systems.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities

- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Recognition** — The ability to identify and understand the speech of another person.

- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Work Activities

- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

Work Context

- **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls?
- **Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?
- **Spend Time Sitting** — How much does this job require sitting?
- **Work With Work Group or Team** — How important is it to work with others in a group or team in this job?
- **Electronic Mail** — How often do you use electronic mail in this job?
- **Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?
- **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?
- **Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?
- **Time Pressure** — How often does this job require the worker to meet strict deadlines?

Interests

- **Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- **Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Work Styles

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Work Values

- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.



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