



Hiring Assistant Editor Positions

The Cleveland Film Company is seeking qualified applicants for Assistant Editor positions in order to meet our ever increasing workload. This position requires a basic level of skill and a willingness to grow and learn under the current team. Assistant Editors may work on a variety of projects, many of which are commercials and documentaries covering a wide array of subjects and clients. The successful candidate will be collaborative, eager to learn new ways of working, service oriented, and highly self-motivated.

Job description:

- part-time (15-30 hrs weekly) in-person, hourly position
- assist in editorial functions and processes as assigned by lead editors/producers
- become competent with our editorial software and hardware toolsets
- Other assignable tasks and responsibilities may include: helping to keep the office clean and organized, running local errands (shipping drives, running gear to set, etc), and helping to troubleshoot technical issues that may arise.
- May also be cross-trained in production as needed.

Qualifications:

- Prefer college degree in Film Production or equivalent professional experience
- working knowledge in Adobe software applications Photoshop, Premiere, After Effects
- active interest in and capacity for cinematic storytelling, visual design, motion graphics, animation, vfx, and other components and techniques of filmmaking.
- a fundamental understanding of art (2D) and design.
- working knowledge of office-oriented tools such as: email, Google calendar, Microsoft office/Google docs, spreadsheets, etc.
- Can communicate effectively via email, phone, or in person with people from a variety of backgrounds (our work leads us to interact with many different people groups).
- Exhibits attention to detail
- Demonstrates attentive ability to listen and a willingness to be trained
- Can consistently be on time and work shift-lengths as requested
- Demonstrates a sense of self-awareness, able to get along with others, and can manage conflict in the workplace in a productive and healthy manner.
- Able to keep a clean and organized workspace
- Willing to honor the confidentiality of everyone we work with (whether they are a client, the subject of a documentary, or anyone else) and adhere to strict social media protocols
- A valid driver's license and reliable transportation (company mileage to be reimbursed)

COVID STATEMENT

All candidates MUST adhere to ANY company, local, state, federal or organizational COVID (or other Public Health) protocols, including, but not limited to, mask wearing, physical distancing, and sanitation. We work with a wide range of clients and adherence to protocols is non-negotiable. All current employees/staff are fully vaccinated; vaccination is not required but is highly encouraged.

Review of candidates will begin immediately and will continue until positions are filled. To apply for the position, send an email to Elizabeth Pollert, at elizabeth@clefilmco.com. Subject line should read: [LAST NAME], Assistant Editor Position. The email should include two attachments: a resume, and a cover letter briefly describing your history, why you are interested in this position, and what you have to offer. Candidates may be asked to provide additional materials, including work samples after the original application. **No phone calls, please.**