

## **Video Editor**

MyGov is the citizen engagement platform of Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for Video Editor as Associate or Senior Associate level to join our team and will be required to conceptualize information provided by client and put into white board or short-animation design videos for marketing-related activities, such as social media, digital marketing, public relations, etc.

Video Editor responsibilities include experience in working with video editing software.

Ultimately, you'll be required to design campaigns around key public policy initiatives that can be used across MyGov platforms, with a special focus on those that would appeal to citizens, and will help drive citizen engagement.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for the Associate/ Senior Associate – Video Editor. Interested candidates may apply in this form:

## **Video Editor**

**Designation:** Associate/ Senior Associate

**Position:** 1

### **Qualifications & Experience**

**Education:** Diploma or degree in film, video production or communications

**Experience:** 3-4 Years of experience

### **Roles and Responsibilities:**

- Conceptualize information provided by client and put into white board or short-animation design videos for marketing-related activities, such as social media, digital marketing, public relations, etc.
- Work with client and Social Media Manager create brand-relevant and engaging videos.
- Obtains approval of concept/creatives by submitting rough layout for approval.
- Contribute to team effort by accomplishing related results as needed.
- Makes recommendations for improvements in content creation and design processes and assigned tasks pertinent to the design capability.
- Research and stay on top of video creation and editing trends.
- Use innovation to redefine a design brief within tight deadlines
- Establish and promote design guidelines, best practices, and standards
- Primary source, film footage from various govt and non-govt sources but also video shoots (we have a Studio and camera/editing equipment for small shoots).
- Combine visual footage with audio soundtrack (VO, effects, ambient sound, music) to create finished product.
- Strong collaboration skills: Discuss project timeline, narrative structure, story goals and more with writers and other colleagues

### **Additional role requirements:**

- Diploma or degree in film, video production or communications
- Experience working with video editing software
- Certification in Adobe Premiere
- Experience working on a film set
- Passionate about video, animation, and design with good knowledge in underlying principles.
- Ability to work independently.
- A creative and curious individual who can empathise with the end user and has UI/UX experience translate ideas and user stories into effective visual moving stories.

- A quick learner with a willingness to adapt creativity in a government culture.
- A strong background in developing layouts and video design for digital marketing activities.
- Certificate courses in Video Creation/Editing/ Multi-Media will be an added advantage.

**Key Skills:**

- Proficiency with Adobe Premiere Pro CC, Final Cut Pro X, Adobe Premiere Elements 2019, Adobe After Effects, Adobe Photoshop.
- Bonus if familiar with iMovie, YouTube Video Editor (PC/MAC), Apple Final Cut Pro.