



Summer Drama Camp Video Editor Job Description:

The Summer Drama Camp Video Editor will work under the guidance of the Head Drama Camp Coordinator and the Artistic Director to create weekly social media content, highlight reels, and performance videos of Quest Theatre's Digital 2020 Summer Drama Camps. Raw footage will be captured through an online conference platform (such as Zoom).

Responsibilities include following items:

1. Working with children alongside a drama instructor to create the footage of a weekly chain reaction project.
2. Capture and edit weekly highlight reels due Saturday afternoon of each week.
 - a. Celebration Hour (kid talent show) (30 sec - 1 min)
 - b. Weekly Dance Routine (One song's worth)
 - c. Guest Artists of the week (30 sec - 1 min)
 - d. Weekly Chain Reaction Video Project (between 5 and 10 min in length)
3. Weekly Performance footage (top and tail editing anticipated) due Saturday afternoon of each week.
4. Weekly Social Media video highlights (<30 seconds each)
5. Other duties may include but is not limited to:
 - a. Attending a weekly meeting lead by Camp Coordinator and working with camp Coordinators, instructors, office staff, as required.
 - b. Occasional support for Instructors if needed.
 - c. Assisting with final live stream camp performances with technical support.
 - d. The Video Editor may also take on other required duties as mutually agreed upon with their supervisor.
 - e. Documentation and archiving of finished videos.

Skills required:

1. Must demonstrate previous video editing or creation expertise. Post-secondary training is an asset.
2. Quest Theatre does not possess video equipment, so possession or access to a reliable computer and a video editing suite is an asset. If the candidate does not have access to equipment, Quest will require recommendations from the candidate to acquire a subscription, to rent, or to purchase the necessary equipment.
3. Possess the ability to supervise and inspire young people between the ages of 6 – 17 and understand the creative process as it relates to the development of young people. Previous experience with young people is an asset.
4. Possess strong time management skills.
5. Be highly organized and computer literate.
6. Display strong communicative and interpersonal skills
7. Embrace a team environment. The successful candidate will work with the small office team at Quest Theatre, and with our team of instructors and classes of participants. Creative problem solving, collaboration, pitching in when required and rolling up your sleeves to help others are part of the everyday at Quest.
8. Know how to have fun!



Supervision

- An employee orientation will include reviewing the employee handbook and all policies including health and safety, social media use, abuse & harassment, diversity, equity & inclusion, working with minors, emergency procedures and schedules.
- The Head Camp Coordinator will provide training and daily supervision in relation to the systems and procedures for summer camp.
- Artistic Director will provide ongoing artistic guidance. The work of the Video Editor will be constantly monitored and evaluated with regular direct verbal feedback and support.

Commitment Logistics

- Time commitment is 35 hours per week. Camp itself runs from 8:30 am to 2:30 pm Mon-Fri with a one-hour lunch break. The position requires the candidate to participate in 4 to 5 hours per day during the camp week either working with children creating content or carrying out preliminary editing. The position allows for an additional 10 - 15 hours for video editing per week at the discretion of the candidate. Editing time on Saturday is anticipated. These hours may be adjusted to facilitate successful creation of weekly videos every Saturday at 5:00 pm.
- Remuneration is \$16.00 per hour plus 4% vacation pay (and any other mandatory employment related contributions/deductions)
- Because of the global pandemic recognized the last week of March 2020, this position will be conducted remotely from home on a conferencing platform.
- This contract is for 8-week period beginning June 22 ends August 16, 2020.
- Two-week notice will be given to extend the contract till August 30.

Please note: Camp has been scheduled for 5 weeks (June 29 – August 1). Additional weeks up until August 28, 2020 will be added if demand is demonstrated. In the event camp is only conducted for 5 weeks, alternate or additional video creation and editing work and/or administration work will be assigned for the remainder of the contract.

Other information:

Candidates must be aged between 18 and 30, as this job is funded through the Canada Summer Jobs program

We encourage and welcome applications from diverse backgrounds, BIPOC & LGBTQ2S+ youth

Preference will be given to candidates with a passion for the arts

A police check will be required

How to apply:

Apply by emailing your resume and cover letter to artistic-director@questtheatre.org with the email subject **Video Editor 2020 Application**. Please include relevant links to your previous video editing work. Applications will be accepted until June 12, 2020 or until a suitable candidate is found. We thank all candidates for their interest but will only be contacting those selected for interview.