



## Job Description

**Job Title** : **Viewing Theatre Operator and Edit Assistant**  
**Department** : **Editorial - Chicken Run: The Dawn of the Nugget**

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### Function of the department/section & main purpose of the role:

This role is to work with the edit team in compiling and running rushes reviews in the viewing theatre during production of "Chicken Run: The Dawn of the Nugget". It would also involve supporting editorial with daily tasks as required to complete the movie.

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### Duties & Responsibilities:

*This is a summary of main tasks and responsibilities and is not intended to be exhaustive.*

- To update Davinci Resolve timelines with the latest rushes and sequence edits to make ready for projection in the viewing theatre.
  - To run creative and technical shot approval reviews, VFX reviews and any other VT requirements to assist production.
  - To be able to work with the editorial team in preparing for meetings and being able to be flexible during those meetings in facilitating last minute requests.
  - To be proactive in keeping track of versions of shots and sequences so that if asked the history of that material can be found easily.
  - To run reel screenings as requested.
  - Ensuring security of confidential material.
  - To assist the editorial teams with daily tasks such as shot numbering and breaking down voice records.
  - Work within the Health and Safety at work guidelines.
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**Responsible to:** Editor, Edit team, Line Producer and Production Manager

### Specific Functional Contacts

Editor  
Director  
Producer  
Line producer  
Production Manager  
Edit team  
Assistant Directors

Story and edit coordinator  
Technical Director  
Camera Department  
Heads of Departments  
Marketing Dept

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**Person Specification (essential and desirable background, skills and experience)**

- Experience of Davinci Resolve- this does not need to be extensive.
- Experience of editing and editorial software. Working knowledge of Avid Media Composer preferable.
- Broad experience of and confidence with computer use in general
- Knowledge of digital media and graphic file types preferable
- Attention to detail
- Self- motivated
- Enthusiasm to learn
- Confidence in asking questions when the task is not clear
- Able to work on a rota system if required
- Strong communication skills
- Ability to work in a pressurised environment
- Able to work both alone and as part of a team
- Demonstrate tact in high pressured confidential meetings