

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**PUBLIC TELEVISION 19, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Video Editor (Part-Time)  
**PRIMARY TEAM LEADER:** Content & Programming Manager  
**FLSA CLASSIFICATION:** Hourly/Non-Exempt

**JOB SUMMARY:**

Reporting to the Content & Programming Manager, the Video Editor plays a key role in shaping compelling visual stories by transforming raw footage into polished, engaging video content that aligns with brand voice, editorial standards, and platform requirements. This role works closely with producers, content creators, and cross-functional partners to deliver high-quality video projects on deadline. The Video Editor will contribute to a wide range of content, including event coverage, town halls, promotional spots, pledge assets, music sessions, development initiatives, and select ongoing social series. The ideal candidate brings a strong passion for storytelling, collaborates effectively across teams, responds thoughtfully to feedback, and thrives in a fast-paced, deadline-driven environment.

**JOB FUNCTIONS:**

- Edit short- and long-form video content for digital, broadcast, social, and/or streaming platforms
- Assemble raw footage, graphics, music, and sound into finished pieces
- Color correct footage as required.
- Ensure videos meet brand, editorial, accessibility, and technical standards
- Optimize edits for platform-specific formats (YouTube, social media, broadcast, etc.)
- Manage multiple projects simultaneously while meeting deadlines
- Collaborate with producers, hosts, designers, and marketing and development teams

- Organize, archive, and maintain media assets and project files
- Incorporate feedback and revisions efficiently

#### **REQUIRED SKILLS/ABILITIES:**

- Proficiency in Adobe Premiere Pro and Adobe Creative Cloud Apps or at least one video editing software required (DaVinci Resolve, Avid Media Composer, Final Cut Pro, etc.)
- Strong sense of pacing, storytelling, and visual continuity
- Firm understanding of color correction and management
- Familiarity with auto transcriptions and caption generation
- Working knowledge of timeline editing, multi-cam editing, nested sequences, project organization and proxy workflows
- Ability to manage multiple projects and meet deadlines
- Familiarity with public media or non-profit broadcasting is a plus
- Familiarity with media asset management systems best practices a plus
- A collaborative attitude and strong communication skills
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

EDUCATION and EXPERIENCE REQUIRED (an equivalent amount of training, education and experience will be considered):

- Undergraduate degree in broadcasting, digital media or similar field preferred
- Experience working in collaborative video editing software
- 1+ year editing video in a professional setting or freelance (portfolio required)
- Experience in broadcast or digital media production preferred