

## Executive - Communications

### Responsibilities:

- **Video Production**
    - liason with teams to understand the objective of the video
    - create and submit a story board prior to the shoot, generating workable concepts and ideas within the framework of a budget and timelines
    - maintain a blog to document progress
    - determine required equipment and make arrangements for the same
    - assume responsibility for set up, including lights, microphones, etc.
    - execution of the storyboard
    - post production including editing, voice overs and final product
  - **Photography**
    - support as and when required by teams to cover on-going activities including events
    - create a data bank of photos for each vertical
  - **Design Collaterals**
    - **event invites, standees, and other branding collaterals as per the event requirement of the verticals**
    - **brochures and other marketing support material**
    - **documentation of the same in the artwork drive**
- Maintain and populate **P drive and artwork drive**
  - Maintain and **collate collateral archive** across YouTube, artwork drive, and wherever else required
  - Conduct **in-house training** for photography
  - **Any other responsibility** as assigned by the management

### Requirement:

- Minimum 2 years of experience Ability to work independently & collaboratively with internal & external stakeholders
- Experience in camera operation, DSLR & digital video cameras
- Familiarity with sound equipment
- Tech savvy, with considerable knowledge of audio/visual equipment, hardware, software, troubleshooting and techniques used in video production & editing
- Highly proficient in editing with Premiere Pro, FCP, and DVD studio Pro
- Experience of using HTML & Flash, Photoshop, Motion, After Effects is desirable but not a must
- Use of Adobe, Illustrator, Canva and other design software

### Competencies:

- Creative with an extraordinary eye for detail
- Excellent communication skills
- Enthusiastic, self-motivated and able to work independently
- Can work well under pressure to meet deadlines, including working out of office hours and occasionally on Sundays
- Good team player
- Flexible and able to deal with ambiguity (asking the right questions, anticipating needs, being resourceful and preparing for a number of outcomes)
- Responsible and able to deliver outstanding service levels
- Mindful of organisation policies