

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