



# Ede & Ravenscroft

Est. 1689

<b>Role Profile</b>	
<b>Date</b>	September 2021
<b>Post holder</b>	TBC
<b>Role Title</b>	<b>Photographic Editor</b>
<b>Reporting to</b>	<b>Editing Supervisor (Graduation)</b>
<b>Role purpose</b>	To ensure the smooth progress of orders on a day to day basis for the editing suite. Liaise with Lab production teams on workflow, in conjunction with editing duties for mainstream orders. Lead a team of editors during annual peaks

<b>Key accountabilities or main areas of responsibility</b>	
<ul style="list-style-type: none"> <li>• Co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>• To co-ordinate daily workload for staff working on mainstream during peak season when heading up a team of editors</li> <li>• Regular reporting to management on relevant issues/ progress/ status</li> <li>• Training staff to ensure the relevant technical &amp; procedural knowledge is shared in order for all staff to operate effectively and efficiently within agreed guidelines (editors)</li> </ul>
<ul style="list-style-type: none"> <li>• Editing</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake day to day editing activities when necessary</li> <li>• Import images to the servers</li> <li>• Colour correct images and import to the in house editing software</li> <li>• Ensure all editing is completed to specific deadline</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Report any computer malfunctions to the IT department</li> <li>• Report any equipment/ material problems to the Production Supervisor. Ensure the editing suite is kept clean and tidy</li> </ul>
<ul style="list-style-type: none"> <li>• General</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake any other duties or projects as could be reasonably required.</li> <li>• Actively promote the professional image of the company at all times</li> <li>• To be flexible on working hours to meet peak requirements</li> </ul>

<b>Contacts</b>	
External	Internal
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent and temporary editors</li> <li>• Other departments as required for the smooth running of the business</li> <li>• Editing/ Production Supervisor</li> <li>• Production Manager</li> </ul>

<b>Role Related Expertise at selection – Qualifications, skills, knowledge and competencies</b>
<ul style="list-style-type: none"> <li>• Excellent knowledge of Photoshop</li> </ul>
<ul style="list-style-type: none"> <li>• Well established knowledge of colour corrections and how to use Lightroom</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent level knowledge of Halse systems</li> </ul>

<ul style="list-style-type: none"> <li>• Computer efficiency and have the ability to learn new skills and approaches, including good working knowledge of windows applications (excel and powerpoint)</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrates consistent approach to teamwork and mutual respect of all staff and customers – communicating with other at all levels in a professional and helpful manner</li> </ul>
<ul style="list-style-type: none"> <li>• Shows common sense and enthuses about trying new ways of working, listening to new idea/ others' views to ensure business practices are as effective and efficient as possible</li> </ul>

<b>Definitions of Expected Company Standards:-</b>	
<b>Customer Service (internal &amp; external)</b>	<ul style="list-style-type: none"> <li>• Be energetic &amp; positive, with a 'can do' attitude towards customers at all times</li> <li>• Anticipate customer needs, taking steps to avoid potential problems</li> <li>• Actively contribute ideas to improve customers' experiences within your area</li> </ul>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>• Work with others to achieve the best practical outcome for the business</li> <li>• Promote team work and knowledge sharing</li> <li>• Contribute to the delivery of department plans, service levels and team results</li> <li>• Help to create an environment of trust amongst each other</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Listen to and consider ideas and views from others</li> <li>• Treat all team members fairly and with respect</li> <li>• Take on board constructive criticism/feedback</li> <li>• Demonstrate sound judgement when dealing with confidential information</li> </ul>
<b>Reliability &amp; Flexibility</b>	<ul style="list-style-type: none"> <li>• Approach your work in a professional, level headed &amp; consistent manner</li> <li>• Complete high quality work within expected time scales</li> <li>• Show willingness and enthusiasm to try new methods of working</li> <li>• Avoid issues happening again by learning from mistakes</li> </ul>

I acknowledge receipt of this role profile

Signed ..... Date .....