



Video Editor & Acting School Admin Position

SUMMARY

- Film Editor for School Video Projects & Admin Support for Acting Classes. In-Person at 2 Locations.
- \$475 per week (23.75 hours x \$20/hour). May expand up to full time with school growth.

HOW TO APPLY

1. Step 1 is to submit via email.
 - a. Please send an email letter explaining your interest to: info@ColoradoSchoolofActing.com
 - b. Please use the subject line: EDITOR AND ADMIN POSITION.
 - c. Please attach your general resume and/or editing resume. Links to work are welcome.
 2. Step 2 would be an in-person interview at our Centennial studio location.
 3. Step 3 would be editing a Sample Scene. Short script as well as audio & video clips will be provided.
 4. Step 4 is a final interview and hiring session, with paid training to start right away.
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ABOUT US

Colorado School of Acting is a tight-knit community and we are happy to be growing! We are growing because our staff and students are so amazing! Our students and alums have appeared in major projects such as [Stranger Things](#), [Young Sheldon](#), [American Horror Stories](#), [Fuller House](#), [This is Us](#), [Sesame Street](#), [9-1-1](#), [All the Money in the World](#), [All Rise](#), [VICE](#), [Casting JonBenet](#), [Chicago Fire](#), [Amateur](#), [Despicable Me 3](#), and more? Many of our students also work locally in commercials and in great theatres like the Denver Center, Town Hall Arts Center, Arvada Center, Aurora Fox, etc. In this editing and administrative role, you will be able to connect with and prepare up-and-coming young actors from the Colorado area for the world of entertainment that we all love.

ABOUT THE POSITION: EDITOR/ADMIN SUPPORT

(Mon-Fri, 23.75 hours/week x \$20/hour = \$475/week to start)

- 3:30-8:15 Mondays: Centennial
- 3:30-8:15 Tuesdays: Centennial
- 3:30-8:15 Wednesdays: Lakewood
- 3:30-8:15 Thursdays: Lakewood
- 3:30-8:15 Fridays: Centennial
- Additional paid hours occasionally for productions.

ROLE SUMMARY

In this role, you will be a key creative team member in making shows featuring our up-and-coming young actors in the school. You will also provide invaluable support for the teachers in classes during your work time.

We are looking for employees who are mature, reliable, and positive. The ideal candidate has considerable experience in Adobe Premiere Pro and blue screen, and really enjoys being part of a youth arts educational community.

Our employees are compensated with an hourly rate, and paid on W2s. Growth opportunities are available as we intend for the position to expand in the near future.

KEY RESPONSIBILITIES

- Edit video projects featuring students for distribution on Amazon Prime, YouTube, and other platforms.
- Support production shoots for additional paid hours.
- Communicate with Artistic Director regularly.
- Lead 1-hour daily Zoom meeting to assist students with script memorization and material prep.
- Perform other related duties as needed including administrative, class, and reception support.

QUALIFICATIONS

- Proficient in Premiere Pro
- Proficient in Chroma-Key / Blue Screen Work
- Positive Attitude & Good Customer Service
- Dependable & Conscientious Team Member

POSITION PERKS

- Training paid at full rate
- Networking opportunities in entertainment industry
- Optional free headshots twice a year
- Build your IMDb credits working with fun people



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Chart of Work Hours and Locations

Centennial Office: [5730 E Otero Ave, Suite 600, Centennial CO 80112](#)

Lakewood Office: [7861 W Jewell Ave, Lakewood, CO 80232](#)

WORK HOURS & LOCATIONS	MON 3:30 - 8:15 Centennial	TUE 3:30 - 8:15 Centennial	WED 3:30 - 8:15 Lakewood	THUR 3:30 - 8:15 Lakewood	FRI 3:30 - 8:15 Centennial
12:00 - 2:30 <i>Hoping to Add in Near Future</i>	12:00 - 2:30 <i>Admin Work with Elizabeth</i>	12:00 - 2:30 <i>Film Editing or Admin Work w Elizabeth if nec.</i>	12:00 - 2:30 <i>Film Editing</i>	12:00 - 2:30 <i>Film Editing</i>	12:00 - 2:30 <i>Film Editing or Admin Work w Elizabeth if nec.</i>
2:30 - 3:30	2:30-3:30 Lunch	2:30-3:30 Lunch	2:30-3:30 Lunch	2:30-3:30 Lunch	2:30-3:30 Lunch
3:30 Clock In, Set Up 3:45 Coaching Club	3:30 Clock In 3:45 - 4:45 Coaching Club (Editing if no students)	3:30 Clock In 3:45 - 4:45 Coaching Club (Editing if no students)	3:30 Clock In 3:45 - 4:45 Coaching Club (Editing if no students)	3:30 Clock In 3:45 - 4:45 Coaching Club (Editing if no students)	3:30 Clock In 3:45 - 4:45 Coaching Club (Editing if no students)
4:45 - 5:00	4:45 Reception & Prep for Class	4:45 Reception & Prep for Class	4:45 Reception & Prep for Class	4:45 Reception & Prep for Class	4:45 Reception & Prep for Class
5:00 - 8:00 Editing / Support while classes are being held.	Editing Also sometimes supporting Zoom or In-Person classes.	Editing & Reception for 6:30 Workshops. Also sometimes supporting Zoom or In-Person classes.	Editing Also sometimes supporting Zoom or In-Person classes.	Editing & Reception for 6:30 Workshops. Also sometimes supporting Zoom or In-Person classes.	Editing & Possible Future Prod. Class. Also sometimes supporting Zoom or In-Person classes.
8:00 - 8:15	8:00 - 8:15 Clean up, Pack up, Lock up!	8:00 - 8:15 Clean up, Pack up, Lock up!	8:00 - 8:15 Clean up, Pack up, Lock up!	8:00 - 8:15 Clean up, Pack up, Lock up!	8:00 - 8:15 Clean up, Pack up, Lock up!

Work will be approximately 50% Film Editing, 50% Teaching & Admin Support, always subject to current needs.

COMPENSATION

Start:	4.75 hours/day 23.75 hours/wk \$475 per week
Future: Dependent on School Growth	7.25 hours/day 36.25 hours/wk \$725 per week