



## **JOB DESCRIPTION**

### **VIDEO EDITOR**

The **Video Editor** is responsible for creating, editing, and delivering high-quality video content that showcases the brand, trainings, services and experiences. The ideal candidate has a passion for storytelling through video, an eye for detail, and the ability to produce professional video content that aligns with the hotel's luxury standards. Knowledge of Adobe Premiere Pro is essential, or a willingness to learn quickly. **Filming can be done on phone or camera.**

### **DUTIES AND RESPONSIBILITIES**

- Capture and edit high-quality video content that highlights the hotel's rooms, dining experiences, events, amenities, and overall guest experience.
- Develop creative video concepts for various platforms, including YouTube, Instagram, Facebook, and the hotel's website.
- Shoot and edit promotional videos, behind-the-scenes clips, interviews with staff, guest testimonials, and event coverage.
- Ensure all video content is on-brand, maintains the hotel's image and quality, and is suitable for the intended platforms and audience.
- Work with various editing software (Adobe Premiere, Final Cut Pro, etc.) to ensure seamless, professional final products.
- Coordinate shoots, plan schedules, and manage logistics for video production, ensuring the availability of staff, equipment, and locations.
- Maintain and manage video production equipment, ensuring all gear is functional and up to date.
- Optimize videos for digital platforms, ensuring that they meet the technical requirements for each channel (e.g., aspect ratios, video lengths).
- Ensure visual consistency across all video content, staying true to the hotel's branding guidelines and style.
- Tell compelling stories through video that showcase the hotel's values, services, and luxurious guest experience.
- Stay updated with current video trends, tools, and technologies to keep the content fresh and engaging.

### **WHAT ARE WE LOOKING FOR**

- Proficiency in video editing software (Adobe Premiere, Final Cut Pro, After Effects) and knowledge of color grading, sound editing, and motion graphics.
- Experience in operating DSLR cameras, video cameras, lighting setups, and other professional video equipment.
- Strong storytelling skills with the ability to capture the essence of the hotel brand through visual media.
- Ability to manage multiple projects simultaneously, meet tight deadlines, and adjust to changing priorities.

### **PERSON SPECIFICATION**



- A creative mindset with a keen eye for detail and the ability to turn ideas into engaging visual content.
- Strong interpersonal and communication skills to collaborate with the marketing team and other hotel departments.
- Understanding of video requirements for social media platforms (aspect ratios, length, engagement strategies).
- Fluency in English (additional languages are a plus)
- Your phone must have a minimum of iOS 12 or Android 8.0 to use the latest software applications

## **QUALIFICATIONS**

- Minimum of 3 years of experience in video production and editing, preferably within the hospitality or luxury industry.
- Bachelor's degree in Film, Video Production, Digital Media, or a related field (or equivalent work experience).

**This job description is not all inclusive and is intended as an outline of the responsibilities and requirements of the role. The role and duties will evolve as the development expands and other duties may be required to meet the on-going needs of the company.**

---

**Employee Full Name**

---

**Employee Signature**

---

**Date**

For employment opportunities or any enquiries, please contact us at:  
[hr@the-sungroup.com](mailto:hr@the-sungroup.com)