



Employment Opportunity

Windstar Studios, Inc., one of Colorado's largest production and post-production facilities, has an immediate opening for a **Digital Media Archivist 1**. This will be a full-time entry-level position.

Position Information:

DEPARTMENT: POST PRODUCTION
REPORTS TO: VICE PRESIDENT
FLSA CLASSIFICATION: NON-EXEMPT
SALARY: \$15 - \$17 per hour

The Digital Media Archivist position is responsible for the long-term security and accessibility of digital assets for both Windstar Studios and Outside Clients. This includes ingesting and managing past and new media, archiving digital assets to LTO archival tape, and maintaining a database of assets.

Asset Management – General

- Sub-clip and pull footage when requested by Client staff and their associates.
- Move, archive and log all new sub-clips.
- Travel to Client's tape warehouse in Pueblo to pick up/return tapes.
- Edit cutdowns.
- Log all digitized event information in Excel sheets (both current and past events).
- Re-name all old event footage from PLUTO-TV digitize.
- Recognize and convert files to correct/desired CODEC.
- Enter metadata for new pulls, digitization and sub-clips.
- Manage Client's ASSET drives

Covering Media Operation Duties

Digital Media Center, also referred to as the Tape Room, the hub through which all Windstar Studios Inc. media productions flow.

- Ingesting all new shoot media.
- Downloading all media produced or shot out-of-house.
- Verifying all new media CODECS, video quality, audio quality, compression, playback, frame rate, and file size.
- Converting all new footage to Apple ProRes for edit.
- Renaming all footage to WSI standard naming conventions.
- Transferring all new media for edit to the appropriate storage drives for editors to access.
- Cataloging and saving all new shoot media, both in-house and out-of-house, within DAM catalogs and folders.
- Organizing and renaming DAM catalogs by client, project, and shoot date.
- Periodically updating all DAM and Archive backup metadata.

- Manually archiving all shoot media, running footage, graphics, logos, source media, project media, metadata, and any other documents associated with all Windstar Studios and Graham edits and production to LTO backup tapes using Cache-A LTO5, Archive LTO6/LTO7/LTO8 units.
- Organizing and labeling all LTO archive tapes.
- Restoring archived media for edits from LTO5, LTO6, LTO7 and LTO8 backup tape, as requested by editors, scheduling, managers, and clients.
- Verifying restored media video quality, audio quality, file size, and playback.
- Transferring restored media to appropriate storage drives for editors or clients to access.
- Designing and Printing labels for new media, Video tapes, and LTO tapes.
- Watermarking and rendering timecode window burns of raw media, spots, and video sequences for delivery to clients.
- Rendering 8K, 6K, 4K, 2K, and 1080 HD ProRes time lapse videos from raw image sequence files.
- Synchronizing new shoot media video with audio tracks, using timecode synchronization or audio track/waveform synchronization within Adobe Premiere.
- Colorizing raw media and video for specific projects and edits.
- Proofing all spots produced for Windstar Studios Inc. for visual, graphical, spelling and audio errors after they have been marked as approved on DAM
- Compressing and dubbing all TV spots for delivery, based on station specifications.
- Trafficking new spots to local and national TV and Radio stations.
- Delivering viewable video files to clients both in and out of house.
- Sending final spots and raw media through email, FTP sites, ASPERA shares, Faspex delivery, Media Shuttle and browser-based web delivery systems to clients.
- Transferring media to external hard drives, internal hard drives, flash drives, DVDs, and CDs for all clients.
- Digitizing analog and digital media of various formats/sources to ProRes video, including: 1-inch, Hi8, MiniDV, DVCAM, DVCPRO25, HDV, XDCAM, XDCAM HD 35 and 50, Betamax, Betacam SP, VHS, S-VHS, VHS-C, MII, HDCAM, Digital Betacam, DVD, Bluray, D2, and D3.
- Up-converting SD (Standard Definition) video to HD (High Definition).
- Erasing and reformatting internal drives, external drives, and various shoot media cards to be put back into service.
- Managing storage space, ensuring they never drop below critical levels which jeopardize data.
- Entering all completed Radio and TV dubs and deliveries into Scheduling Software.
- Scan and deliver all completed deliverable requests for scheduling and accounting.
- Open and close building daily.
- Ability to be flexible and hit tight turn-around times.
- Use and knowledge of both Mac and Windows operating systems.
- Knowledge of Microsoft office suite.
- Multi-tasking is everything.
- Troubleshoot issues with new media types and corrupt/incompatible footage.

Key Competencies

- Ability to professionally interact and communicate with employees.

- Knowledge of video editing systems: FCP, FCP-X , Adobe Premiere, After Effects, Photoshop, Encoder, Davinci Resolve, as well as any plug-ins
- Video editing experience.
- Proficiency with Windows and Macintosh operating systems.
- Able to Multi-task many projects simultaneously.
- Ability to present facts and recommendations effectively in oral and written form.
- Knowledge of CODECS and video compressions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Attention to detail.
- Organizational proficiency.
- Able to work well within a team setting.

BENEFITS:

- 401(k)
- 401(k)matching
- Dental Insurance
- Long-Term Disability Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off

Application Instructions:

Please send resume and cover letter to:

Windstar Studios, Inc.
525 Communication Circle Colorado Springs, CO 80905

E-mail: jobs@windstarstudios.com

Phone inquires will not be accepted.

Equal Opportunity Employer