

**DIGITAL VIDEO EDITOR
(Time-Based)**

APPENDIX A

O*NET CODE 27-4032.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

Digital Video Editors edit moving images on film, video, or other media; they collaborate with producers and directors concerning layout or editing approaches, and to organize images for final production.

WORK PROCESSES

Approximate Hours

A. General Workplace Practices

150

1. Understand the workplace structure, personnel rules, policies, and responsibilities, including workplace missions, goals, and vision.
2. Adhere to appropriate workplace ethics, interpersonal communications, and related policies.
3. Adhere to best practices for client interactions and social media interactions.
4. Demonstrate knowledge of the administrative, production, and postproduction communications and workflow.
5. Adhere to all applicable Local, State, and Federal rules and regulations.
6. Follow all applicable workplace safety procedures and rules, in accordance with Occupational Safety and Health Administration (OSHA) standards.

B. Digital Editing Fundamentals

300

1. Recognize the various types of digital editing mediums, such as editing moving images on film, video, and other media, and editing and synchronizing soundtracks with images.
2. Demonstrate understanding of editing techniques and processes:
 - a. Edit films and videotapes to insert music, dialogue, and sound effects, and to account for insertion of soundtracks, audio/visual effects, and music.

- b. Edit computer-generated graphics or animation.
- 3. Understand the proper operation of audio recording equipment, communications, transmissions, or broadcasting equipment, and their role in digital video editing.
- 4. Collaborate with others to determine technical details of editing processes:
 - a. Confer with producers and directors concerning layout or editing approaches needed to increase value of productions.
 - b. Study scripts to determine project requirements and become familiar with production concepts.

C. Editorial Pre-Production

375

- 1. Demonstrate working knowledge of required editing hardware, such as a multi-core processor, graphics card, solid-state drive (SSD), high-resolution displays, operating systems, etc.
- 2. Set up computer editing system, electronic titling system, video switching equipment, and digital video effects units.
- 3. Exhibit proficiency with required editing software (e.g. - creating models and prototypes in Adobe Premiere Pro and related tools).
- 4. Learn and perform industry-standard practices in production planning for editors, such as: organizing media; setting up the editing project; structuring the workflow; creating a rough cut; refining the edit; adding sound and color; incorporating graphics and effects; and finalizing for delivery.
- 5. Identify the key aspects of digital video editing, including a logical folder structure, consistent naming conventions, detailed project settings, and creating a plan for feedback and revisions to ensure a polished final product.
- 6. Interact effectively with special teams (audio/visual, music, special effects, etc.), and the production team (directors, producers, crew, etc.) to map out story arcs, special effects, and planning project archive.

D. Editing Process

450

- 1. Digitally edit video footage and sequences to develop seamless and coherent story arcs, utilizing scripts, montage sequences, and scene rhythms and styles.

2. Demonstrate understanding of analog edit processes, specifically reviewing the film, cutting the film, and splicing scenes together.
3. Use editing equipment to organize and string together raw footage, and manipulate plot, score, sound, and graphics to make the parts into a continuous whole.
4. Exhibit proficiency with digital audio edit workflow, such as: script analysis; pre-production; and recording, editing, and mixing.
5. Download and log footage effectively from multiple camera sources.
6. Create selects, sequences, and assemblies from rough footage according to specifications; create seamless video sequences in diverse styles and genres.
7. Demonstrate ability to combine the most effective shots of each scene to build a powerful, creative story, and develop high-quality and emotionally impactful digital video and audio sequences.
8. Display knowledge of the animation production process and a working knowledge of video graphics including, but not limited to, Adobe After Effects.

E. Editorial Post-Production

375

1. Coordinate digital workflow during the post-production process.
2. Finish and output content in multiple formats, including but not limited to: DCP; MP4; .mov; QuickTime; AVI; WAV; Windows Media; MP3; AIFF; Pro-res; SCC; and others as needed.
3. Effectively collaborate with the director, producers, special teams, and technical staff, to create and package final program, and organize images for final production.
4. Review and trim film segments to specified lengths, and edit and reassemble segments, in sequence.
5. Demonstrate ability to version and deliver final client-side content on multiple platforms, including but not limited to broadcast, theatrical screening, web streaming, and social media.

F. Multiplatform Digital Post-Production

350

1. Participate in the development and editing of rich media content for specific issues and social media campaigns.

2. Demonstrate proficiency designing and editing multiple strategic content streams for independent projects.
3. Create editing toolkits for training and professional development.
4. Obtain skill and proficiency in industry standard technologies, such as Adobe, Avid, or DaVinci (including but not limited to Adobe Premiere, After Effects, Visual Effects (VFX), or Resolve).

Approximate Total Hours

2000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

DIGITAL VIDEO EDITOR

APPENDIX B

RELATED INSTRUCTION

Workplace Knowledge and Safety

1. General Workplace Safety and Policies
2. Overview of Workplace and Industry
3. Workplace Organization and Structure
4. All Applicable Local, State, and Federal Standards and Regulations
5. Occupational Safety and Health Administration (OSHA) training (as applicable to trade)
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law
7. First Aid/CPR
8. Ergonomics
9. Right-to-Know/Safety Data Sheets
10. Other safety topics and trainings, as required

Trade Skills and Theory

1. Introduction to Visual Storytelling
2. Digital Video Production Basics
3. Introduction to Digital Cinematography
4. Digital Video Post-Production Workflow
5. Digital Editing Basics with Adobe Premiere
6. Intermediate Editing with Adobe Premiere
7. Introduction to AVID Editing Software
8. Audio Postproduction for Video Editors
9. Digital Project Management for Video Editors
10. Project Management
11. Advanced Digital Editing
12. Projects in Digital Editing
13. Introduction to Editing Emerging Media
14. Projects in Editing Emerging Media
15. Introduction to Color Grading

16. Color Grading with DaVinci Resolve
17. Introduction to Pro-Tools
18. Introduction to Unreal Engine
19. Graphic Design and Animation for Video Post
20. AI for Video Editors: Advanced Premiere Pro
21. Working with Clients and Teams
22. Incorporating Accessibility in Digital Video Editing Projects
(in accordance with Americans with Disabilities Act (ADA)
standards)
23. Other trade-related courses, topics, and software trainings,
as needed

Job Skills

1. Labor and Industry Laws and Regulations
2. Copyright, Credits, and Permissions
3. Contracts and Agreements
4. Verbal and Written Communication Skills
5. Presentation Skills
6. Time Management Skills
7. Critical Thinking and Problem Solving
8. Interpersonal Relationships
9. Public Speaking Skills
10. Project Management
11. Independent and Collaborative Working
12. Employer Specific Skills

Additional Topics as Required

A minimum of 144 hours of Related Instruction is required for each Apprentice, each year.

Appendix B topics are approved by New York State Education Department.