



National Institute of Agricultural Extension Management (MANAGE), Hyderabad

(An autonomous organisation of Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500030, Telangana, India

WALK-IN-INTERVIEW ON 19TH JUNE 2023

Name of the Position: **Program Executive (MOOCs Lab)**

Duration: One year

Remuneration: Rs. 36,000/- per month

Age: Less than 35 years.

Essential Qualifications and Experience:

- Any Graduation from recognized university. Two (2) years of experience directly related to the job specified in a reputed institute/university/private media houses.
- Certificate / diploma in video editing course from accredited institutions is preferable.
- Should have experience in operations in MOOCs Labs / Studios – online operation of cameras, online recording, lighting arrangement, and shooting of lesson videos and keep them ready for editing.
- Should have working experience with any of the professional video editing Software like, Adobe Premiere Pro CC, Final Cut Pro etc.
- Experience of using video editing software like Adobe Photoshop, Adobe After Effects CC and Final Cut Pro etc. Sound knowledge in concept visualization and motion graphics is preferred.
- Experience in embedding various formats including snippets, animations clips, maps, slides etc. with audio narration.
- Knowledge of professional audio and video editing and post-production procedures Techniques and standards. Experience in correcting faulty footage, keying in green mat, coloring correction and adding special effects.
- Good knowledge in creation of logos and signature tunes.
- Should have good knowledge in MS Office (Word and PowerPoint).

Job Description:

- Shooting / recording of videos in MOOCs Lab / Studio setting with remote / automatic camera systems, online recording, sound / voice recording, lighting arrangements, green matt and other equipment
- Editing the raw video footages and developing into a professional quality product as per the requirements of the institution, including documentary films, snippets, video lectures, interviews, case studies and interactive modules.
- Integration of voice-over and sub-titling in English and all Indian languages as required.
- Re-ordering and fine-tuning the content to ensure the logical sequencing and smooth running of the film/video. Combine visual footage with audio sound effects, dialogue, ambient sound and a musical soundtrack to create effective and engaging learning experience.
- Working with strict project timeline, as per the requirements of faculty/resource person.
- Any other duties assigned by the authorities.

Note: Candidates need to produce ORIGINAL certificates at the time of walk-in-interview supporting their education qualification, date of birth and experience. Candidates are requested to bring the sample work (edited videos) done by you for the interview. The short listed candidates will be asked to appear for a skill test.