

## Junior Dailies Operator – 6-month contract

Digital Orchard – Chalfont St Giles

### About the role:

Digital Orchard has an excellent opportunity for a Junior Dailies Operator to join their expanding post and dailies department, supporting them with technical, hands-on tasks. This role is perfect for those who are technically minded, enjoy problem-solving and unperturbed by fast-evolving situations in our busy post and dailies department and is ideal for someone of an entry level with minimal or no industry experience.

### What the job will look like:

- Supporting post and dailies department with both technical and admin tasks
- Working with operators to perform ingest, transcodes, metadata, applying grades, QC and archive of digital dailies
- Logging and handling incoming / outgoing data and physical media
- Creating LTOs and archiving
- Creating archive catalogues
- Learning how to set up projects for all relevant software
- Learning the basics of colour pipelines
- Provide a top rate customer service for all Digital Orchard customers and clients
- Possible location work
- Other dailies duties as required

### About you:

- An aptitude for technical problem-solving and ability to troubleshoot
- A very basic knowledge of software such as Resolve, Premiere and other NLE software, checksum software and office applications
- Self-motivated, loaded with common sense and resourceful
- Confident working independently as well as working within a team and under team leaders
- Ability to report and solve any issues/requirements
- Shows initiative and capable of working without supervision
- Highly organised with a great attention to detail
- Good IT skills and knowledge of Macs
- A friendly, motivated manner with a flexible and dedicated approach to work
- Able to commute reliably and flexibility on hours and working days, 40 hours working week within a 7 day period
- Must be confident and professional when dealing with customers, face-to-face and via telephone/email

### What will you get from us?

- An opportunity to be part of a company that works on some of the biggest film and high-end television titles.
- A friendly 'non corporate' style of working where each employee is highly valued for their unique contribution and skillset

- A happy, relaxed working environment in the countryside with fresh air, animals and plenty of opportunities to take a break in nature

### **Digital Orchard Values**

- *Teamwork* - our best work is delivered when we share our skills and experience with each other
- *Caring* - we care about every project and treat it with the respect and time that it deserves
- *Quality* – we deliver the highest quality service to each and every customer
- *Net Zero* – we are committed in our pledge to become carbon neutral by 2023
- *Action not words* – we run the Digital Orchard Foundation which supports underrepresented groups in the film and television industry

### **Details of the role:**

- Average 6-month fixed term contract – exact length dependent on production
- Salary: £18k - £21k PA depending on experience
- The Digital Orchard office is in the countryside near Chorleywood (HP8 4AX) – please ensure that you could easily travel to and work from the office.

### **How to apply:**

To apply, please send us your CV and a cover note, please include relevant examples that demonstrate how you meet the personal specification and ability to deliver the main duties and responsibilities. Please be specific in your cover note about your interest in Digital Orchard, expectations of this role, and your salary expectations.

Send your email to: [jobs@digitalorchardgroup.com](mailto:jobs@digitalorchardgroup.com)

### **Equal Opportunities:**

Digital Orchard is an equal opportunities employer and our recruitment opportunities are open to everyone. However, we are particularly interested in hearing from candidates who are from groups that are underrepresented in the film and television industry. Please feel free to contact us if you have any questions about this, including requesting the data we have available on the make-up of the industry and our company. Please also feel free to contact us if you require an alternative application method, such as video or audio recording.

**All applicants are asked to complete this [equal opportunities monitoring form](#)** at the same time as submitting their application; if you choose to, via this form you can request a guaranteed interview if you have the essential skills we require and identify as being underrepresented in this industry or facing significant barriers in your career progression.

This is an open recruitment process and we will keep the job advert live until we find the right person for the role!

### **About Digital Orchard:**

Digital Orchard is an industry-leading film and digital service provider, working on high end TV drama and major motion pictures. From our expert technicians on-set, through to film scanning (with service partners, Kodak), and full picture post, we

pride ourselves on having the right knowledge and attitude to ensure every production gets exactly the attention to detail it deserves. Our boutique, full-service operation allows us to go above and beyond, giving cinematographers, producers and editorial uninterrupted support, creative freedom and consistent quality. We are friendly, agile and committed film-fans who work hard for and with the industry.