

Manager – Digital Production

Background:

Sterlite EdIndia Foundation (EdIndia) is a non-profit organisation with the aim to enhance the quality of education in India. We empower teachers, administrators, and communities to enhance the classroom learning experience by leveraging technology and data analytics. Our strong understanding of grassroots challenges helps us in designing innovative tools, solutions, and frameworks to improve the educational landscape in the country. It has been provided incubation support by Sterlite Power Transmission Limited and its group companies.

Our Vision: Every child in the country has access to quality education.

Our Mission: To empower educators by enhancing teacher capabilities and fostering a culture of data-driven decision-making within the public education system

We realise our vision and mission through the following key initiatives:

- Institutional Strengthening Programme: Enabling SCERTs and DIETs to build expertise and develop implementation strategies aligned with NEP 2020.
- Teacher Education Programme: Preparing teachers of the future by building the capacity of pre-service and in-service teachers.
- Data Analytics Support Programme: Driving a culture of data-driven decision-making in the public education system.

EdIndia currently operates in six states—Maharashtra, Rajasthan, Chhattisgarh, Tripura, Uttarakhand, and Arunachal Pradesh.

About the Role :

The Manager – Digital Content Production & Video Editing will lead the end-to-end production and digitisation of digital learning content across EdIndia's programmes. The role involves managing video editing, animation, multimedia production, webinars, podcasts, digital learning resources, and content deployment while ensuring high quality, timely delivery, and alignment with instructional objectives.

The incumbent will work closely with Academic, Programme, Operations, Communications, and Technology teams and coordinate with external vendors to ensure effective execution of digital initiatives.

Key Responsibilities :

Digital Content Production & Digitisation

- Lead the end-to-end digitisation and production of digital learning content, including long courses and short-term bites, teacher training resources, and add social media bytes on digital content.
- Plan, manage, and monitor content production timelines and deliverables.
- Review storyboards, scripts, and digitised content to ensure instructional accuracy and quality.
- Coordinate with academic teams to translate learning objectives into engaging digital content.
- Support deployment and publishing of digital content on learning platforms and applications.

Video Editing & Multimedia Production

- Oversee editing and enhancement of digital learning videos and multimedia resources.
- Ensure high-quality visual storytelling, seamless transitions, graphics integration, and audio enhancement.
- Create and review short-form and long-form video content, promotional videos, social media cuts, and learning assets.
- Develop and maintain templates, presets, and asset libraries to improve production efficiency.
- Ensure consistency in branding, design standards, and learner experience across all content.

Animation & Motion Graphics

- Design and review motion graphics and animation elements for digital learning content.
- Guide the development of engaging visual assets, explainer videos, and animated learning modules.
- Support creation of text animations, visual effects, and interactive multimedia elements.
- Provide technical guidance to internal team members and vendors on animation requirements.

Webinar, Virtual Learning & Podcast Production

- Lead planning and execution of webinars, virtual learning sessions, and digital events.
- Manage recording, live streaming, OBS-based projects, and post-production activities.
- Coordinate podcast production including planning, recording, editing, publishing, and quality assurance.
- Ensure smooth technical execution of virtual learning initiatives.

Team & Vendor Management

- Manage and mentor video editors, animators, freelancers, and external production vendors.
- Allocate work, monitor productivity, and ensure adherence to timelines.
- Review outputs and provide constructive feedback to maintain quality standards.
- Build team capabilities through coaching and knowledge sharing.

Quality Assurance & Process Improvement

- Conduct final quality checks of digital content before publication.
- Establish and maintain quality standards, workflows, SOPs, and review processes.
- Maintain organised repositories of storyboards, multimedia assets, source files, and final approved content.
- Identify opportunities to improve production efficiency, turnaround time, and content quality.

Stakeholder & Project Management

- Coordinate with Academic, Operations, Programme, Communications, and Technology teams.
- Track project status, milestones, risks, and dependencies.
- Ensure timely completion of projects and effective stakeholder communication.
- Prepare periodic updates and reports on production progress and content delivery.

Skills & Expertise

Mandatory

- Advanced proficiency in Adobe Premiere Pro
- Adobe After Effects
- Adobe Audition
- Adobe Photoshop
- OBS Studio
- Motion Graphics & Animation
- Video Storytelling and Visual Communication
- Digital Learning Content Production
- Stakeholder and Project Management
- Vendor Management
- Quality Assurance and Review Processes

Preferred

- Experience with e-learning authoring and digitisation tools
- Experience in webinar and podcast production
- Knowledge of instructional design principles
- Familiarity with AI-assisted video production tools
- Experience working in the education or development sector

Who Can Apply

- 5–8 years of experience in video editing, animation, multimedia production, and digital content development.
- Minimum 2 years of experience managing projects, teams, freelancers, or vendors.
- Experience in digital learning, e-learning, education technology, or development sector preferred.
- Demonstrated experience in managing end-to-end content production and digitisation projects.
- Strong communication, planning, and stakeholder management skills.

No of Positions : 1

Location: Mumbai, Maharashtra

Click here to fill the form and apply:

https://docs.google.com/forms/d/e/1FAIpQLSe89Y9IYuDqZropet7meaD2IAE_VUXuSp6nDb-9hjuRMdHPXA/viewform?usp=publish-editor