



Terms of Reference (TOR)

Position: Multimedia Editor (Video)

Deadline: July 28, 2025

Link to Application Form: <https://olenepal.org/work-with-us/multimedia-editorvideo/>

About Open Learning Exchange (OLE) Nepal

O.L.E. Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

O.L.E. Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>.

Overview

O.L.E. Nepal is building multimedia and interactive visual content for both brand new learning materials being made in-house, as well as augmenting our existing content library. We are looking to implement Nepali Sign Language (NSL) into our children's animated stories (Hamro Ramailo Kathaharu) and our curriculum aligned interactive lessons (E-Paath). Alongside this, we are also building video and animated content to promote our resources to the general public online.

About the Position

The Multimedia Editor will be working closely under the Visual Team Lead and Project Managers to create compelling and educational multimedia content. This role encompasses the design and production of video editing, animations, and digital graphics, and aimed at enhancing accessibility and learning experience through video and animated media for our interactive lessons and HRK story collection. The position requires collaboration with content experts, developers and other team members.



Specific Responsibilities

- **Video Editing & Post-Production:**
Edit and enhance Nepali Sign Language videos in collaboration with partner organizations, ensuring clarity, accessibility, and optimal file size. Re-edit existing video content to improve engagement, visual quality, and educational effectiveness. Apply savvy editing techniques to maintain clean visual focus and seamless transitions that support learning.
- **Technical Video Adaptation:**
Prepare videos for multilingual delivery by incorporating swappable audio tracks and interchangeable subtitles. Ensure precision in timing and formatting to deliver flexible, inclusive learning experiences across languages and audiences.
- **Asset Management & Media Extraction:**
Extract and organize media assets from video files to support cross-functional team needs—such as isolating audio, capturing high-quality screenshots for print, or separating visual elements for reuse in other contexts. Maintain a clear and accessible archive of video resources to streamline production workflows.
- **Animation & Visual Support:**
Assist in the development of animations and motion graphics that enhance storytelling and comprehension, ensuring cultural relevance and alignment with learning goals. Provide production support for photography and videography, including coordination and on-set assistance as needed.
- **Collaborative Design:**
Work closely with the content design and development teams, under the supervision of the Visual Lead, to ensure that all multimedia elements align with educational objectives and enhance user engagement across platforms.

General Responsibilities

- **Project Support:** Assist in various stages of multimedia production, from concept development to final execution, ensuring timely delivery of high-quality materials.
- **Skill Enhancement:** Stay abreast of the latest trends and advancements in multimedia design, continuously upgrading skills in graphics, animation, and video production.
- **Feedback Integration:** Actively solicit and incorporate feedback from team members and stakeholders to refine multimedia content, ensuring it meets the project's educational goals.
- **Field Work Support:** Travel to project locations based on project needs, working as part of a team to conduct studies, user tests, learning assessments, and other field implementation related activities in project schools in various regions of the country.



Eligibility and Personal Traits

- **Relevant Experience:** Proven experience in editing photos/videos. Experience of videography/ photography is also welcomed. Experience in designing multimedia content for educational purposes and working with educational technology will be highly valued.
- **Educational Experience:** Experience in Multimedia Design/Production, Digital Media, Graphic Design, Animation, or a related field is preferred, though not mandatory.
- **Technical Proficiency:** Skilled in using multimedia design software such as Adobe Creative Suite (After Effects, Premiere Pro, Photoshop, Illustrator, others) and understanding basic audio editing tools. Familiarity with video production techniques is essential. Familiarity with animation and motion graphics is also preferred.
- **Communication and Collaboration:** Effective communication abilities to collaborate with designers, developers, content experts, and other team members, ensuring coherent and integrated multimedia outputs. Willingness to work under the guidance of senior team members and in tandem with content experts, contributing to a cohesive product development process.
- **Adaptability and Continuous Learning:** Eagerness to stay updated with the latest trends in multimedia design, continuously seeking opportunities to learn new skills and apply innovative techniques in educational content creation.

What We Offer

- Opportunity to directly impact the quality of education across multiple subjects in Nepal
- Creative freedom to innovate and experiment with new educational technologies
- Collaborative work environment with passionate educators and technologists
- Professional development opportunities in educational technology and interactive design
- Chance to work on diverse, meaningful projects that reach students across different communities and languages
- Experience working across various educational initiatives from curriculum-based lessons to skill-building courses

O.L.E. Nepal is committed to creating an inclusive work environment and encourages applications from candidates of all backgrounds.