Job
Subtitler

Description

Position Title

Subtitler

Position Summary

The Subtitling team is focused on creating subtitle templates for translation of subtitles and creating subtitles and closed captions for the hard of hearing. As a Subtitler, you will be responsible for transcribing English dialogue, translating subtitles, proofreading and doing quality control of subtitles based on technical specs of multiple clients. The position ensures all deliverables adhere to company and client specifications, industry best practices. This role is inhouse and will require you to work in the company premises in Metamorfosi, Athens.

Main Duties

- Transcribe dialogue for English templates, English closed captions and subtitles for the hard of hearing in a one-step process to create a final deliverable
- Fact-check and verify key names and phrases, ensuring consistency and accuracy
- Perform full linguistic QCs of transcribed English subtitles and closed captions.
- Perform full linguistic QCs of subtitles
- Ensure client expectations for quality and on-time delivery are met
- Provide constructive feedback to the freelance team
- Support root cause analysis for quality issues
- Testing and debugging of subtitling and closed captioning software

What You Bring

- Bachelor of Arts degree in Translation, Creative Writing or relevant equivalent experience
- 1-2 years of experience working as a subtitler either inhouse or freelance
- Native or Professional knowledge of English language

- The ability to exercise critical thinking and analysis while working with creative content
- Detail-oriented, ability to prioritize tasks and make sound judgment calls while working under deadline
- The ability to identify risks and effectively communicate them
- The ability to engage with a culturally diverse, distributed team
- Sound knowledge of Microsoft Office. Training on the subtitling tools used by the company provided but knowledge of widely spread subtitling applications such as EZTitles, Subtitle Edit or others are considered a plus.