

To : Applicant

## Welcome to Shuhari Agency

Dear applicant

Welcome to Shuhari Agency! As a video editor working with us, your role will be to provide high-quality editing services for various projects. We've outlined the key expectations and guidelines below to help ensure a smooth collaboration.

### 1. Role and Responsibilities

As a video editor at Shuhari Agency, your primary responsibility is to deliver polished, high-quality video content that aligns with the creative vision of each project. This includes, but is not limited to:

- Editing footage provided by the client or the agency to meet the desired outcome.
- Collaborating with the agency and the client to make necessary revisions as per feedback.
- Ensuring that all work is completed within the agreed-upon deadlines.

### 2. 20% Agency Fee

Shuhari Agency operates by securing clients for your services and will add a 20% fee on top of the price you charge for your editing services. This fee covers the agency's work in connecting you with clients, managing communications, and handling administrative duties.

### 3. Payment and Commission Structure

You will receive \*100% of the amount you charge for your work\*, with Shuhari Agency collecting the additional 20% from the client directly.

- Example: If you charge R5,000 for a project, the total client payment will be R6,000 (R5,000 for you and R1,000 for Shuhari).
- Payments will be processed within 14 business days after the completion of the project and once full payment is received from the client.



**SHUHARI  
AGENCY**

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#### **4. Software Requirements**

As a video editor with Shuhari Agency, you are required to have your \*own editing software\*. It is your responsibility to ensure that your software is up to date and capable of handling the editing requirements for the project.

- Commonly used software includes Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro, etc.
- Make sure you're comfortable using your software to deliver professional-grade videos.

#### **5. Deadlines and Timely Delivery**

All projects must be completed within the \*timeframe\* that has been agreed upon between the agency and the client.

- Any delays or inability to meet the deadlines should be communicated in advance. Failure to meet deadlines may result in the reassignment of the project to another editor.
- Your reliability in meeting deadlines plays a significant role in determining future assignments.

#### **6. Bio and Showreel Submission**

Your work as a video editor will be promoted through your \*bio and showreel\* listed on the Shuhari Agency website. These two elements are critical for securing projects, as clients will review your portfolio to decide if you're the right fit for their project.

- Bio: This should highlight your skills, experience, and any specific editing styles or genres you specialize in (e.g., music videos, commercials, short films).
- Showreel: Your showreel should be a curated selection of your best work. Aim to showcase a variety of styles, projects, and editing techniques to attract a wide range of clients.
- Your bio and showreel will be displayed on our \*website's dedicated section for video editors\*, making it easy for clients to review your profile and work.

#### 7. Quality Assurance

To ensure you continue to get regular work, the **\*quality of your video edits\*** must meet the standards expected by Shuhari Agency and our clients.

- We assess your work regularly to ensure consistency and quality. Keeping your skills sharp and your work portfolio updated is crucial to securing ongoing projects.
- Feedback from clients may also impact your future assignments. Make sure to maintain open communication and address revisions promptly.

#### 8. Confidentiality & Intellectual Property

Any video footage or project materials provided to you by the agency or the client must be treated as **\*confidential\*** and should not be used for any purposes other than the agreed-upon project.

- You must not share, distribute, or use the footage for personal or professional purposes without the agency's or client's explicit permission.
- Upon completing the project, all work files and materials must be handed over to the client or the agency as per the agreed terms.

#### 9. Non-Exclusive Relationship

This role is on a **\*freelance basis\***, and you are free to pursue work outside of Shuhari Agency. However, any projects secured through the agency must adhere to the terms outlined in this document.

Thanks and best wishes,

Odwa Nonyati

Shuhari Agency Team

*Shuhari Agency*