



Dear Mychal Herron,

We are pleased to offer you the full-time position of Audio Editor at Lil Horse Inc, Your official start date is November 7<sup>th</sup> 2022. We believe and trust your experience and professionalism is an excellent addition for Lil Horse Inc.

In this role, you will be working as a remotely based employee of Lil Horse Inc, the company will have a remote office set up for you to carry out your daily job duties. You will be reporting directly to your supervisor.

#### **JOB DESCRIPTION**

- Understanding client briefs and selecting the appropriate sound and mixing equipment for the project.
- Synchronizing music to video content.
- Create and maintain sound libraries
- Creation of final deliverable assets (Quicktime wraps, multi-channel BWAV files, etc.) and ingest into internal platforms.
- Collaborating with music professionals.
- Editing sound effects and music according to the director's vision.
- Ensuring the quality of the audio does not compromise the content.
- Diagnosing technical issues from time to time.
- Updating delivery and quality trackers within apps such as Microsoft Excel and Google Sheets
- Editing, mixing, and manipulating recorded and live sound.
- Creating a seamless stream of audio by mixing audio from other files or directly from archival footage with the main content.

#### **BASE SALARY**

Your basic salary of \$42 per hour will be paid weekly, working for 30'hours minimum and 40'hours maximum per week, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

## **BONUS**

Effective upon satisfactory completion of the first 90' days of employment and based upon the goals and objectives agreed to in the performance development planning process with your supervisor, you may be eligible for a bonus.

## **BENEFITS**

Health insurance programs are available and will become effective on the first of month employment. Eligibility for other benefits, including the 401(k) and tuition reimbursement, will generally take place per company policy. The employee contribution to the payment for benefit plans is determined annually. You will accrue vacation for three weeks per year pursuant to our time off policy. Your team supervisor will provide further details on these and other programs will be explained to you by your team supervisor.

## **EQUIPMENT POLICY**

We provide our remote employees with equipment that is essential to their job duties. Equipment that we provide is company property and must kept safe and avoid any misuse.

- Keep equipment password protected.
- Store equipment in a safe zone and always make sure to keep in clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Restrain from downloading suspicious or any unauthorized software.

## **IMPORTANT NOTE**

Your first 30' days with Lil Horse Inc are considered an introductory period. In addition, your employment with Lil Horse Inc is on an "at will" basis meaning that both you and the Company can choose to end the work relationship at any time (including during or after the introductory period) either with or without cause or prior notice.

The relationship that exists between you and the company is for an unspecified term and considered employment at will. The relationship can be terminated by you or the company "at will" at any time either with or without cause or advance notice.

This "at will" agreement constitutes the entire agreement between the employee and the company about termination and supersedes all prior agreements and cannot be changed by future events, even though other policies and procedures may change from time to time. No one has the authority to modify this relationship except for the Chief Executive Officer or Vice President of Human Resources in writing and signed by you and the Chief Executive Officer or Vice President of Human Resources. You acknowledge that this offer letter, represents the entire agreement between you and Lil Horse Inc and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Lil Horse Inc.

We are excited to have you join our team and look forward to the contributions you will make to the company. If you have any questions, please feel free to reach out to the recruitment director at any time.

You may indicate your agreement with these terms and accept offer by signing and date this agreement, you are required to send back a signed copy of this letter before (2) business days.



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Human Resources Director

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Employee