

## WHAT DOES A SUBTITLER DO ALL DAY? HERE ARE SOME EXAMPLES:

### Planning and Scheduling

- Meeting deadlines
- Invoicing, liaising with clients and colleagues, marketing, professional development, dealing with technological issues, etc.
- Managing rush jobs and unexpected changes

### Communicating with Clients About Project Specifics

- Technical guidelines
- Working process
- Confidentiality
- Delivery of materials from client to subtitler and subtitler to client
- Software

### Managing Translation Resources

- Video files
- Dialogue lists/scripts
- Glossaries, dictionaries, lists of names and phrases specific to the programme
- Templates (files that contain the dialogue of a programme segmented and timed into the subtitle format)

### Continuing Professional Development

- Learning to use new tools/software
- Maintaining and developing language skills
- Negotiation, time management, teamwork
- Specialised vocabulary and understanding of the topic (e.g. medical, legal, technical etc.)
- Business skills
- Mindfulness, stress management

### Collaboration with

- Dubbing team
- Other subtitlers
- Project managers
- Reviewers and proofreaders
- Filmmakers/production companies

### Subtitling

- Translation
- Managing fast dialogue, on-screen text, slang, multiple languages etc.
- Conveying characterisation and plot
- Research (terminology, cultural references, idioms)
- Harmony between translation, sound and image
- Timing and dividing the text into subtitles
- Condensing the text enough that people can read it comfortably

THE BUSINESS OF SUBTITLING

CREATIVITY

A creative touch helps the subtitler piece together all the different parts of the job.

