

1) Job Details			
English Title:	Head of General Appearance	Arabic Title:	.
Group:		Division:	MENA Division
Directorate:	Programs Directorate	Department:	Programs Production Services Department
Section:	General Appearance Section	Position Code:	

2) Relationships:	
Report To: (Supervisor)	Manager of Programs Production Services
Supervise: (Subordinates)	Team Leader, Sr. Make-up Artist, Sr. Stylist, Make-up Artist, Stylist, Assistant Make-up Artist, Assistant Stylist,
Internal Contacts:	News, Programs, Studio
External Contacts:	Guest during outdoor events and project

3) Job Purpose Summary:
The Head of General Appearance is responsible to supervise the preparation for presenters or guests before going on screen and preparing the needed tools, equipments and products for the make up artist & Stylist.

4) Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Follow up and provide guidance and support to team members. • Manage the purchasing of missing stock. • Coordinating with other departments regarding guests and announcers. • Create the plans of creating images for announcers. • Set work priorities and manage work schedules among the team • Ensure consistency in maintaining the section's vision in delivering makeup and hairstyling services. • Create and ensure compliance with workflow processes and procedures. • Assemble and assign the team for daily work and special projects. • Manage the operation of the equipment in the make-up room • Manage and coordinate of wardrobe stock through acquisition and maintenance • Monitoring and checking the physical appearance of all presenters and contributors whether live or on location/OB and adjusting or changing where applicable

5) Other Responsibilities:
<ul style="list-style-type: none"> • Perform other duties relevant to the job as requested.

6) Job Requirements / Qualifications:	
Education:	Minimum of Bachelor Degree in Fashion Design, Cosmetology or any related discipline.
Minimum Required Academic Degree:	Bachelor Degree

Experience:	Minimum 8 years of professional experience in broadcast news environment or related fields, of which at least five years should have been in a senior directing role.	
Minimum Required Relevant Experience Years:	8 Year(s)	
Skills:	<ul style="list-style-type: none"> • View of art and to distinguish between colors and the ability to merge • Attention to personal hygiene and appearance of decent • handle the minor technical aspect in record time • effective communication skills • precise attention to detail • skills interpersonal • language skills • computer skills 	
Knowledge:	<ul style="list-style-type: none"> • Find out all kinds of materials used • Find out all skin types • Knowledge to deal with mistakes and avoid them • Know all the brands of products and deal with them and find out all new • Full graphic know-how its knowledge before they appear on the screen • Knowledge to deal with all the characters 	
Abilities:	<ul style="list-style-type: none"> • able to work under pressure • Ability to combine creativity, skills and team spirit • Ability to deal with problems way before • The ability to progress to work hard • Ability to maintain property section and lotions 	
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
Competencies:		
Work Environment:	Studio & Office	
Job Demands:	Physical Characteristics:	
	Other Characteristics:	

7) Performance Measures:
<ul style="list-style-type: none"> • General purity cleanser on the screen • Result of the remote form that suits my Style Channel • Satisfaction of the employee psychological satisfaction from work • Continued work properly • Employee psychological satisfaction from work

8) Tools and Equipments:
- Computer & Internet