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| **1. Position Details** | | | | | |
| **Position Title:** | **Assistant Playout Operator** | | | ***Position Code:*** |  |
| **Position Type:** | *Editorial*  *Support*  *Executive Management* | | | ***Position Grade:*** |  |
| **Base Location:** |  | **Group:** |  | | |
| **Division:** | MENA Division | | | | |
| **Channel / Directorate:** | Technical Operations Directorate | | | | |
| **Department:** | Studio Operations Department | | | | |
| **Section:** | Studio Control Section | | | | |

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| **2. Relationships** | |
| **Report to :** (Supervisor’s Position) | Head of Studio Control |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | CAR, Production, Foreign Disk, Overseas Bureaus , BIT, IT, English +3 Channel, PP Editing, Feed Recording |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Play-out Operator is responsible to edit and replay the Live scenes, slow-motion, High-motion, super motion, Rough cut and video playlist the ingested Material on Air, as well as to organize Existing clips for play out. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Open new workspace (EVS, IP Director), clean up old Data  • Select the correct input sources  • Digitize the ready/available materials received from the editing unit before the start of the studio  • Give the material Unique ID names and save them to clips  • Digitize the live events (football matches …etc)  • Instant Edit the main and the key moments of the live Events (Goals, reacts, slow motion, high motion …etc)  • Follow up the Producer’s request and handle additional scenes  • Assemble them in correct sequences for play out.  • Follow up other Live events highlights and edit them instantly for play out  • Record Studios on tape  • Dub (Put back to tape or archive)all the required material on Tape or HDD Archive  • Attending Section and management meetings |

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| **5. Other Responsibilities** |
| • Perform Other duties relevant to the job as requested  • Coaching new local contracts |

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| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum Post High School Degree in any related discipline. | |
| **Experience:** | Minimum 0 - 2 years professional experience in Media Industry or any similar role. | |
| **Skills:** | • Quick on Air reaction  • Good communication skills  • Language skills | |
| **Knowledge** | • Instant Highlight Editing (LSM MULTICAM and IP Director),  • Sports Knowledge  • Video Definitions  • On Air concepts and calmness  • TV Broadcasting terminology and working concepts  • Type of signal (16/9 or 4/3 ) & Video Quality | |
| **Abilities:** | • Able to work under pressure  • Able to take the responsibility  • Able to monitor many signals simultaneously  • Able to work in a shift method  • High sense of attention for live coverage  • Able to work in a team environment  • Able to deal with the live events and take the proper action when needed | |
| **Core**  **Competencies:** | 1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity. | |
| **Work Environment:** | Office & Field Work | |
| **Job Demands:** | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Quality of output  • Accuracy of the Segment (Edited STORY)  • Number of packages and segments  • Producer & Director degree of satisfaction |

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| **8. Tools and Equipment** |
| • EVS LSM MULTICAM – IP DIRECTOR  • VTRs  • Wave Form  • ROUTER  • PLAY OUT MACHINES |