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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 |