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| **1. Position Details** |
| **Position Title:**  | **Assistant Sound Specialist** | ***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:**  | Sound Mixer Section |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Sound Mixer |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | Directors, Floor Managers, Foreign Disk, Presenters, translators, Outside Broadcast (OB), Foreign Bureaus. |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Sound Specialist is responsible for the sound setting within the gallery and studio, ensuring that the sound settings comply with beIN Sports standards by operating and managing the sound production unit during live/recorded news and programs whether inside or outside the studio |

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| **4. Key Responsibilities and Accountabilities:** |
| • Test the functionality of the microphone, mixer and all communication equipment before live and recorded news and programs • Prepare the microphone for the presenter and guests (when needed), talk back system and all communication equipment for all the staff within the gallery and studio • Operate the sound mixer and the ancillary sound equipment in the audio control room, to provide the required sounds to accompany screen action during the broadcast • Operate the communication equipment to ensure outside calls are transferred to the studio according to the required time schedule• Provide solutions in case of technical errors while on live broadcasting• Troubleshoot the sound equipment in coordination with the engineering standards, to ensure it runs smoothly during live news and programs • Operate the sound equipment in the field (OB VAN) using external microphones, sound mixer, recorder, and headphones • Ensure the highest quality of sound in live events and outside broadcasts |

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| **5. Other Responsibilities** |
| • Prepare reports regarding equipment, troubleshooting issues and failures and other related issues • Perform other duties relevant to the job as requested by superiors |

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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Post - High School Diploma |
| **Experience:**  | Minimum 0-2 years of professional for the Sound Specialist |
| **Skills:**  | • Operate the sound mixing desk and other ancillary equipment • Operate different communication equipment and tools • Sound balancing skill • Languages • Computer skills • Multitasking skills• Interpersonal skills |
| **Knowledge** | • Audio mixing• Communication and broadcasting • Audio equipment and sound technology• Sports Knowledge |
| **Abilities:**  | • Able to learn and improve mixing sound techniques • Able to work under pressure |
| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  | Office work plus field work when needed |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Quality of sound output • Quick response during troubleshooting |

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| **8. Tools and Equipment** |
| • Sound mixer unit • Microphones• Cables • Ear sets • Communication equipment • TP Hypred• Booth Room• ISDN Codec• Computer and Internet |