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| **1. Position Details** |
| **Position Title:**  | **Senior Post Production Editor** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Technical Operations Directorate |
| **Department:** | Media Operation Department |
| **Section:**  | Post Production Section |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Post Production |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | Production Dept., CAR, Transmission, Library & Archive, Foreign Disk , BIT, IT, Corresponded |
| **External contacts:** | Overseas Bureaus |

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| **3. Position Purpose Summary:** |
| The Senior Post Production Editor is responsible for the process of creating segments of motion video production footage, special effects and sound to manipulate these elements to create a video matching the original Camera Script and the Story Board or the director view. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Video editing all kinds of Analyst studios and programs Reports and Videos (Reports, OOVs, Floating PIX, …etc)• Edit Creative music clips, Stings and Filers• Doable purchased/ready-made Programs • Editing Factual Programs and Documentary• Deal with the MAM work flow (interplay) • Make sure material are sent/dubbed to the targeted path• Granted the technical approval on Video & Audio • Provide Detailed technical report of the completion• Dealing with FTP/UDP and file based media• Following daily monitoring Reports • Solve daily matter issues (updated booking and Machines problems)• Cover for the team leader while not in presents • Provide daily Reports |

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| **5. Other Responsibilities** |
| • Helping out News Editing Unit if required• Attend section and managerial meetings• Work Overtime when required • Train fresh Employee |

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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Bachelor Degree in Media Production, Journalism or any related discipline. |
| **Experience:**  | Minimum 4-5 years of professional experience in Media Television Journalism or any similar role |
| **Skills:**  | • Agility and reaction • Good communication skills• Language skills |
| **Knowledge** | • Sport knowledge• Aspect Ratio • Video Definitions • Video Quality• TV Broadcasting terminology and working concepts• Working with MAMs (Media Assist Managements)• Familiar with broadcast equipment |
| **Abilities:**  | • Able to work under pressure • Able to take the responsibility• Able to work in a shift method • High sense of attention for live coverage • Able to work in a team environment |
| **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 Segments• Number of Segments and packages• Producer & Director degree of satisfaction• Time Management |

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| **8. Tools and Equipment** |
| • AVID, FCP, PAM (interplay), MAM• VTRs• ROUTER• PC & FTP • Wave Form• Audio Mixer |