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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 |