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| **1. Position Details** | | | | | |
| **Position Title:** | **Assistant Director** | | | ***Position Code:*** |  |
| **Position Type:** | *Editorial*  *Support*  *Executive Management* | | | ***Position Grade:*** |  |
| **Base Location:** |  | **Group:** |  | | |
| **Division:** | MENA Division | | | | |
| **Channel / Directorate:** | Programs Directorate | | | | |
| **Department:** | Programs Production Services Department | | | | |
| **Section:** | Direction Section | | | | |

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| **2. Relationships** | |
| **Report to :** (Supervisor’s Position) | Head of Direction |
| **Supervise :** (Subordinates’ Positions) | N/A |
| **Internal contacts:** | Technical Operations, News & Programs |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Director is a member of the Studio Operations production team. They will work closley with the Sr. Director and Producer. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Assist on a daily basis the technical output of the newsroom/studio to meet the requirements of the editorial team  • Assisting with newsroom and Creative team to determine and technically achieve the visual style of the channel’s news output  • Assisting with coordination for Senior producers in the News room to bring output in the highest standfards |

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| **5. Other Responsibilities** |
| • Perform other duties relevant to the job as requested |

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| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum Post-High School Diploma. | |
| **Experience:** | Minimum 1 year professional experience in related work | |
| **Skills:** | • Fluent English speaker  • Interpersonal skills  • Creative skills  • Technical skills  • Teamwork  • Communication skills | |
| **Knowledge** | • TV gallery work flows  • Broadcast equipment including cameras, lighting, audio, graphics, teleprompt, vision switchers, newsroom computer systems  • Editorial workflows  • Broadcast production including MCR, Transmission, editing, media management, archive | |
| **Abilities:** | • To remain calm under pressure and deal with competing demands  • To lead the gallery team confidently  • To provide creative solutions to editorial requirements  • To recognize early signs of difficulty in news bulletins and fast provide solutions  • Ability to use technical resources to best effect  • Good editorial judgment | |
| **Core**  **Competencies:** | 1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity. | |
| **Work Environment:** |  | |
| **Job Demands:** | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Quality of final output  • Creativity  • Adaptability/Flexibility  • Accurate on air operation from gallery team  • Calmness under pressure |

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| **8. Tools and Equipment** |
| • NRCS  • Comms panels  • PCs  • Cameras and lighting  • Audio equipment  • Graphics |