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| **1. Position Details** | | | | | |
| **Position Title:** | **Assistant Producer** | | | ***Position Code:*** |  |
| **Position Type:** | *Editorial*  *Support*  *Executive Management* | | | ***Position Grade:*** |  |
| **Base Location:** |  | **Group:** |  | | |
| **Division:** | MENA | | | | |
| **Channel / Directorate:** | Programs | | | | |
| **Department:** | English Programs | | | | |
| **Section:** | English Live Programs | | | | |

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| **2. Relationships** | |
| **Report to :** (Supervisor’s Position) | Executive Producer of English Live Programs |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** |  |
| **External contacts:** |  |

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| **3. Position Purpose Summary** |
| The Assistant Producer is responsible for assisting in pre-production, production and post-production stages by providing full support to the Output team. Must have solid writing skills. |

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| **4. Key Responsibilities and Accountabilities** |
| • Research, write and edit stories under the supervision of Executive Producer/Programme Editor  • Search for archives from different sources, suggest guests and contribute editorially to overall Output.  • Suggest new ideas for coverage. |

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| **5. Other Responsibilities** |
| * Attend annual or bi-annual meetings. * Work on special projects across the network. * Perform other duties relevant to the job as requested. |

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| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum Bachelor Degree in Media, Politics, Journalism or in any related discipline | |
| **Experience:** | Minimum 1 year professional experience in a major news Organization. Must be a proven talent with solid Journalistic, Editorial and broadcast credentials. | |
| **Skills:** | • Filming and editing skills  • Language, Communications and interpersonal skills  • Computer skills  • Research skills | |
| **Knowledge** | • Knowledge in filming principles  • Knowledge in Media and Broadcasting industry  • Knowledge in international news and current affairs  • Knowledge in human sciences | |
| **Abilities:** | • Able to work under pressure  • Able to meet deadlines  • Able to work for long hours | |
| **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 tasks  • Prompt response  • High contribution |

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| **8. Tools and Equipment** |
| * Computer and Internet * Editing tools |