|  |
| --- |
| **1. Position Details** |
| **Position Title:**  | **Coordinator** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Programs Supports Department |
| **Section:**  | Analyst Section |

|  |
| --- |
| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Analyst |
| **Supervise :** (Subordinates’ Positions) | N/A |
| **Internal contacts:** | News, Operations, Programs & related department |
| **External contacts:** | Independent Production Companies and Individual Freelancers, Production Services Providers, Vendors, Insurance DealersSecurity Companies, News agencies, Archive Suppliers |

|  |
| --- |
| **3. Position Purpose Summary:** |
| The Coordinator is responsible for Assisting the Head in ensuring the smooth running of all areas of in-house and independent production from start to finish, including the booking of facilities, completing production paperwork and helping in cost management and budget adherence. |

|  |
| --- |
| **4. Key Responsibilities and Accountabilities:** |
| • Manage all staffing/resource matters for a specific production / assignment in line with beIN Sports objectives.• Liaise with the Unit Manager as appropriate and communicate effectively with all members of the Analyst team and independent Producers.• Construct and manage detailed schedules for shoots/Studio’s/OB’s as necessary.• Monitor all programme costs to ensure that budgets are met, advising the Unit Manager in situations where targets are not being met and to ensure successful delivery of the production to editorial specifications and deadlines, responding to changing circumstances and re-planning as necessary.• Ensure production adheres to production, compliance and H&S guidelines as appropriate and ensure that all programmes meet copyright and legal delivery requirements, liaising with the Legal department, as necessary.• Work on one or more productions, depending on the scale, as directed by the Unit Manager.• Balance creative aspirations with financial and resource constraints, in conjunction with the Unit Manager and production team.• Provide timely, accurate financial forecasts and progress reports, identifying problems/risks in time to deliver workable solutions and managing these as soon as they are identified.• Identify and set up location requirements for production and liaise with all the relevant bodies regarding permissions and other logistical factors.• Contribute to the production review process, analyzing effectiveness of schedules and negotiated deals.• Produce production paperwork accurately and in line with requirements as requested.• Ensure that all team cash advances are reconciled quickly and accurately by team members. |

|  |
| --- |
| **5. Other Responsibilities** |
| • Manage tape movement throughout the production, from rushes through to transmission.• Facilitate requests from beIN Sports and other department and assist to compile accurate reports. • Ensure beIN Sports policy implementation.• Organize and coordinate the beIN Sports Programmes annual meetings, events and conferences.• Assist the Section Head with the issuance of the Production and HR reports.• Perform other duties relevant to the job as requested. |

|  |
| --- |
| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum High School Diploma |
| **Experience:**  | Minimum 2 years of professional experience in in-house production independent commission, co-production and acquisitions process or related field. |
| **Skills:**  | • Computer skills• Multitasking skills • Communication skills • Interpersonal skills• Follow up skills• Organizational skills • Languages• Filming and editing skills |
| **Knowledge** | • Knowledge in local and international business affairs• Knowledge in basic finance and legal knowledge• Knowledge in time zones, scheduling , currency exchange, international travel requirements |
| **Abilities:**  | • Able to lead• Able to work under pressure• Able to work long hours and be accessible during off office hours • Able to work on more projects simultaneously and meet deadlines |
| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  | Office work |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

|  |
| --- |
| **7. Performance Measures** |
| • Accuracy and availability into the sheared folder of all required production forms• Meeting deadlines reports• Cost effective • Bookings and Arrangements efficiently done • Time management and efficiency of document progress |

|  |
| --- |
| **8. Tools and Equipment** |
| • Computer and Internet• Software Applications: Production Management, Rights Management System, ERP, archive database, Internet porter, HR and Finance systems |