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

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| **2. Relationships** | |
| **Report to :** (Supervisor’s Position) | Head of Daily Promotions |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | News Room , Program Department , Marketing Department |
| **External contacts:** | Freelancers, Providers, Suppliers |

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| **3. Position Purpose Summary** |
| The Daily Promotions Producer is responsible to creatively combine all the elements into the final image, ensuring that the established style of the promo is respected and continuity is maintained. Daily Promotions Producer a person who performs the online work, who create ideas , completes the final editing , visual effect ,Video & Audio Compositing according to Senior promotion producer |

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| **4. Key Responsibilities and Accountabilities** |
| * Brainstorm and concept with senior promotion producer /Promotion team. * Ensure that assigned projects meet their assigned budget, possibility and are delivered on time. * Producing accurate and high quality work * Contributing ideas and design artwork to the overall brief. * Work closely with senior promotion producer to concept and produce taking into account production including, design, live action shoots, edit, voice over, sound design. * Route edits and receives creative feedback from Promotion Producer /Head of promotion. * Stay current in production trends and new technology. * Seek out the best and most appropriate external production resources (i.e. graphic design houses, post-production facilities, audio mix houses, voice-over/on-camera talent, etc.). * Work with Promotion producer to meet all project deadlines including delivery of, graphics, rough cuts |

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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 Bachelor Degree in Fine Art, Media, Cinema, Theatre, Art Design or any related discipline. | |
| **Experience:** | Minimum 4-5 years professional experience as writer/produce, including Cable/Network On Air promotion experience. | |
| **Skills:** | • Creative thinker and problem solver.  • Strong management and organizational skills.  • Significant experience with shooting live action. | |
| **Knowledge** | • Computer knowledge in major production applications,  • Knowledge of material costs and time limits, all of which can impact on the design. | |
| **Abilities:** | • Strong ability to identify what is not known and learn from it.  • Ability to work in a fast-paced, deadline driven,  • Ability to provide creative image.  • Ability to deadlines and work well under pressure | |
| **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** |
| • Monitoring beIN Sports screen.  • Feedback from other Departments, and beIN Sports Staff.  • Feedback from different categories peoples outside beIN Sports.  • Feedback from Promotion Producers and Head of Promotion.  • Monitoring the Competitors Screens and make comparison between beIN Sports output and Competitors |

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| **8. Tools and Equipment** |
| * Microsoft Programs, office word, office Excel. * None liner editing software , Avid , Adobe Final cut , etc. / Compositing software /2D & 3D Software |