|  |
| --- |
| **1. Position Details** |
| **Position Title:**  | **Presentation Scheduler** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Channel Scheduling & Promotions Planning Department |
| **Section:**  |  |

|  |
| --- |
| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Manager of Channel Scheduling & Promotions Planning |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | All Relevant network programs sections and departments |
| **External contacts:** |  |

|  |
| --- |
| **3. Position Purpose Summary:** |
| The Presentation Scheduler is responsible to create Daily and weekly schedule by using Microsoft Excel or broadcast automation system. |

|  |
| --- |
| **4. Key Responsibilities and Accountabilities:** |
| • Compile accurate daily transmission schedules for network programs by using Microsoft Excel or broadcast automation system.• Create weekly schedule by using Microsoft Excel or broadcast automation system.• Add all Events, programs, Fillers and Commercials Information’s (Tape ID, Durations, Episodes number).• Send the daily programs schedule to beIN Sport Employees.• All Daily updates required (Live, programs, Fillers, Commercials).• Follow up and Communicate with MCR Team for any updates required.• Control Commercials and any updates required.• Examine the Daily Feed list in order to match the acquired information.• All Upcoming Weekly updates and changes required. (Live, Repeats, beIN Sport programs and imported magazines).• Schedule promotions in line with promotions strategy. |

|  |
| --- |
| **5. Other Responsibilities** |
| • Follow up with Weekly planning team.• Follow up with Weekly Schedule team.• Follow up with Daily Schedule team.• Complete and deliver to Rotations & Monitoring daily As Run report. |

|  |
| --- |
| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Post High School or Higher Diploma in any related discipline. |
| **Experience:**  | Minimum of 2 years of experience in television and or media environment is an advantage. |
| **Skills:**  | • Numerical skills• Computer skills• Team work• Organizing• Problem Solving• Good Work Attitude |
| **Knowledge** | • Scheduling system• Microsoft office • Broadcast automation system |
| **Abilities:**  | • Able to work under pressure• Able to work methodically and meet deadline• Able to communicate effectively |
| **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** |
| • Timeous delivery of Transmissin Schedule.• Level of accuracy of Transmissin Schedule.• Level of accuracy of data entry.• Time Management.• Keeping up with changes in schedules, and performing the required duties. |

|  |
| --- |
| **8. Tools and Equipment** |
| • Broadcast automation system• Computer and Internet• Microsoft Office |