|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Position Details** | | | | | |
| **Position Title:** | **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 | | | | |

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

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

|  |
| --- |
| **4. Key Responsibilities and Accountabilities** |
| • Research, film and edit stories/episodes under the supervision of Sr. Producer.  • Search for archives from different sources, suggest guests and contribute editorially to different episodes.  • Study program ideas and evaluate in writing.  • Suggest new ideas for new stories to be covered.  • Review treatments and comment in writing.  • Follow up on details of production process with in-field teams during all stages and contribute to solving problems.  • Watch 1st, 2nd and 3rd rough cuts and suggest alterations in structure, editorially and artistically.  • Follow up on logistics of delivery of rough cuts, final tapes and work closely with internal beIN Sport editing, creative and web site sections.  • Write/Review PasCs (copy right documentations and guests post-production) stages.  • Update supervisor of different stages of work including the final acceptance of the program. |

|  |
| --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum Bachelor Degree in Media, Politics, Journalism or in any related discipline | |
| **Experience:** | Minimum 5-6 years professional experience in a major Media 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: |  |

|  |
| --- |
| **7. Performance Measures** |
| • Quality of tasks  • Solid relationship with internal and external contacts  • Positive feedback from internet and external contacts  • Prompt response  • High contribution |

|  |
| --- |
| **8. Tools and Equipment** |
| * Computer and Internet * Editing tools * Cameras * Lighting equipment |