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| **1. Position Details** | | | | | |
| **Position Title:** | **Producer’s Assistant** | | | ***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 Producer’s Assistant is responsible for ensuring the creative, technical and editorial quality of the content they are responsible for creating.  ·         To also ensure content compliance to brand and company expectations and regulation and that the content is completed on time.  ·         Will be responsible for overseeing creative and pressurized edit suits  ·         The Senior Producer’s Assistant will coordinate video insert requirement, analysis and playlists from EVS within the Control room during busy live and recorded studios.  ·         The Senior Producer’s Assistant led the team of Assistant Producers and work to the Program Producer for different sporting event studios.  ·         The Senior Producer’s Assistant will also adopt the responsibilities of the Producer when required. |

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| **4. Key Responsibilities and Accountabilities:** |
| * To assist in the pre-production stage through to post production. * Must be experienced to high level in an edit suite * To ensure implementation of all editorial requirements as instructed by senior members of production. * To screen games and selects shots for highlights/analysis. * To log events correctly * To produce analysis within live productions to high editorial standard * To coordinate correct feeds into playback machines in Control room. * To research, write and disseminate ideas for future content packages. * To screen videotapes and/or servers and conduct research in the media asset management system to obtain material for the preparation of production elements. * To write and script stories, as needed. * To assist Producers or Senior Producers in gallery. * To make correct editorial decisions under pressure in a live environment. * To ensure all implementation of process is as approved budget and timelines. * Must be well organized, flexible, and have a good overview of the production process. * To be responsible for specific aspects delegated to him/her by the producer. |

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| **5. Other Responsibilities** |
| * To interview for content when required. * Must be prepared to work unsocial and long and irregular hours. * To travel and carry out sports coverage abroad. * May be asked to perform additional duties and take on other responsibilities as dictated by events. |

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| **6. Job Requirements and Qualifications** | | |
| **Education:** | Minimum Bachelor Degree in Journalism, Media, Communication or other related discipline. | |
| **Experience:** | Minimum 2 years’ experience as Assistant Producer or Similar within Television Company. | |
| **Skills:** | * Editing Skills * Experience with EVS in live sporting control rooms * Experience in shoots * Computer Skills * Research Skills * Communication and Interpersonal skills | |
| **Knowledge** | • Knowledge in Sports  • Knowledge in International News and Current Affairs | |
| **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:** | Edit Suite, live Control room, Programming department | |
| **Job Demands:** | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| * Quality of Content Produced for beIN broadcasts * Ability to take instruction and work as a team * Ability to meet deadlines |

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| **8. Tools and Equipment** |
| * Edit Suits * EVS * I - News |