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| **1. Position Details** |
| **Position Title:**  | **Senior Teleprompter Operator** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Technical Operations Directorate |
| **Department:** | Studio Operations Department |
| **Section:**  | Studio Control Section |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Studio Control |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** | Programs, Studio, Operations |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Senior Teleprompter (also known as an autocue or tele script) is an operator works on display device that prompts the person speaking with an electronic visual text of a speech or script. Using a teleprompter is similar to the practice of using cue cards. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Use the correct PC Software to launch the correct bulletin, in order to operate• Make sure the working condition of teleprompter system before on air the program• Inform to computer specialists if any problems found , arrange another system as reserve• Assist to Set up the script to display the teleprompter• Help strengthen the studio• Prepare staff weekly rota and leaves in coordination with head of section• Arrange training programs for staff in the unit |

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| **5. Other Responsibilities** |
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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Bachelor Degree in any related discipline. |
| **Experience:**  | Minimum 4 years’ experience in Media Industry or any similar role. |
| **Skills:**  | • Agility and reaction • Familiar with the broadcast equipment• Good communication skills• Language skills |
| **Knowledge** | • TV Broadcasting |
| **Abilities:**  | • Sports knowledge (specially football) • Able to work under pressure • Able to take the responsibility• Able to monitor many signals simultaneously • Able to work in a shift method • High sense of attention for live coverage • Able to work in a team environment • Able to deal with the live events and take the proper action when needed |
| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  | Studio , OB, |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

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| **7. Performance Measures** |
| • Technical Reports• Accuracy of notes • Time Management |

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| **8. Tools and Equipment** |
| • Computer |