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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 |