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| **1. Position Details** |
| **Position Title:**  | **Assistant Director** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Programs Production Services Department |
| **Section:**  | Direction Section |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of Direction |
| **Supervise :** (Subordinates’ Positions) | N/A |
| **Internal contacts:** | Technical Operations, News & Programs |
| **External contacts:** |  |

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| **3. Position Purpose Summary:** |
| The Assistant Director is a member of the Studio Operations production team. They will work closley with the Sr. Director and Producer. |

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| **4. Key Responsibilities and Accountabilities:** |
| • Assist on a daily basis the technical output of the newsroom/studio to meet the requirements of the editorial team • Assisting with newsroom and Creative team to determine and technically achieve the visual style of the channel’s news output• Assisting with coordination for Senior producers in the News room to bring output in the highest standfards |

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| **5. Other Responsibilities** |
| • Perform other duties relevant to the job as requested |

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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Post-High School Diploma. |
| **Experience:**  | Minimum 1 year professional experience in related work |
| **Skills:**  | • Fluent English speaker• Interpersonal skills• Creative skills• Technical skills• Teamwork• Communication skills |
| **Knowledge** | • TV gallery work flows• Broadcast equipment including cameras, lighting, audio, graphics, teleprompt, vision switchers, newsroom computer systems• Editorial workflows• Broadcast production including MCR, Transmission, editing, media management, archive |
| **Abilities:**  | • To remain calm under pressure and deal with competing demands• To lead the gallery team confidently• To provide creative solutions to editorial requirements• To recognize early signs of difficulty in news bulletins and fast provide solutions• Ability to use technical resources to best effect• Good editorial judgment |
| **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: |  |

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| **7. Performance Measures** |
| • Quality of final output • Creativity• Adaptability/Flexibility• Accurate on air operation from gallery team• Calmness under pressure |

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| **8. Tools and Equipment** |
| • NRCS• Comms panels • PCs• Cameras and lighting• Audio equipment• Graphics |