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| **1. Position Details** |
| **Position Title:**  | **Producer** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  | M5 |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA |
| **Channel / Directorate:**  | Programs |
| **Department:** | Arabic Programs |
| **Section:**  | Arabic Original Programs |

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| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Executive Producer of Arabic Original Programs |
| **Supervise :** (Subordinates’ Positions) |  |
| **Internal contacts:** |  |
| **External contacts:** | Production Houses in the Arab World & around the world & Festivals |

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| **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. |

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| **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. |

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| **5. Other Responsibilities** |
| * Perform other duties relevant to the job as requested
* Attend editorial meetings.
* Work on special projects across the network.
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| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum Bachelor Degree in Journalism, Media, Communication or other related fields |
| **Experience:**  | Minimum 5-6 years of professional experience in a major news 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: |  |

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

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