

Job title	Picture Editor		
Job family	Technical Production	Band	C

Job purpose

Create highly crafted television output by assessing material against productions' editorial and presentation requirements. Edit the very best video and audio available to meet these requirements and transmission, publishing or production deadlines and the professional standards required by the BBC.

Key responsibilities and accountabilities

- Work with producers and/or reporters, or to a script, brief or outline of the requirements and the story's content. Liaise with reporters on script ideas, story structuring, ordering and subsequent use of library material alongside sync selection and picture treatments
- Select pictures and sound and help with the selection of sync and spot appropriate up-sounds
- Ensure a successful editing process by keeping producers informed and advise senior editorial figures of any issues
- Re-edit as required, log recorded shots and complete editing process
- Plan editing sessions and employ appropriate editing techniques
- Record incoming pictures and sound from all sources (including rushes, OBs, agency feeds, satellite, regions and studios)
- Make final technical checks and edits to stories edited and fed from the field before delivering them for transmission
- Transmit finished packages into live News programmes when necessary
- Ensure any completed programmes are delivered for transmission in good time using the relevant systems.
- Provide relevant material necessary for GFX creation and help develop the most efficient work flow for GFX sequences to be included in packages
- Supplement graphics when they are under operational pressure through the use of MLT FX or FCP FX programmes. This may include the creation of simple text or keying on of Astons generated in programs such as Webcap or other caption generators as well as text templates..
- Create and develop visual effects treatments to enhance the telling of a story
- Be aware of editorial guidelines regarding blurring or disguising of faces or number plates
- Work closely with production colleagues to appreciate the producer's intentions and provide edited material
- Complete all necessary paperwork and administrative tasks
- Work at any location and use any editing equipment (suites or mobile kit) as circumstances dictate.
- Help, manage and create items for digital services.

Knowledge, skills, training and experience

Essential

- Comprehensive knowledge of craft editing and television production techniques
- Be fully conversant with FCP X and/or Q Edit, and have a good knowledge of Q Edit effects and/or an understanding of FCP effects
- Knowledge of transmission procedures and talkback techniques

- Experience in recording and transmitting pictures and sound in all broadcast formats
 - Understanding of the systems that support edit platforms e.g. OpenMedia, ENPS, Jupiter and JFE
 - Support the production teams with the research and sourcing of pictures on Jupiter. Picture Editors should be aware of the published copyright details attached to the images
 - In depth knowledge of BBC Editorial Guidelines
 - Good interpersonal and the ability to work harmoniously with a variety of personalities
 - Comprehensive knowledge of BBC Health and Safety procedures in base and on location
 - Complete all online courses deemed necessary by Production Guidelines
 - Understanding of how to media manage memory on internal and external hard drives , prepare the suite and adjust the user settings in advance of the editing session
 - A comprehensive knowledge of and interest in News and Current Affairs is essential, as is the ability to assimilate information rapidly, and identify the key elements of the story which must be illustrated.
 - Willingness to adapt and learn new editing platforms and maintain the acquired skills to a very high level
 - Editors will be able to specify facilities and equipment hire to meet current and future operational requirements
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- Desirable**
- Picture Editors are likely to work with a different production team or Reporter for each assignment. They must have a very flexible approach to their working circumstances and working practices, and may be required to carry out other associated duties to provide a News service. They are liable to be allocated to any BBC News programme, and are required to work irregular hours, including nights and weekends, and at any UK or overseas location. They must be prepared to carry out their work in difficult circumstances.

Job impact	
<p><i>Decision making</i> High level of responsibility and decision making. often of a very reactive nature within own team; able to operate and edit alone without supervision. No direct managerial responsibility, but it is necessary to support the aims of the department and to work well with our stakeholders.</p> <p><i>Scope</i> Covers a wide range of editing activity, producing content and supporting the production and presentation of all kinds of programming. There is no line management required at this level There is no financial responsibility required at this level</p>	

Other information	
For Reward team use only	
Job Code	

Definition:	Content / Content Support / Support
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This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.