JOB DESCRIPTION

BBC

Job title	Runner		
Job family	**Content Production**	**Grade**	**A**

Job purpose

To provide support to production/department teams in the office, on location, and in the studio by performing a number of production related supportive tasks and activities.

Key responsibilities and accountabilities

Within a Production office environment duties will typically include:

- Acting as a point of contact for a range of both internal and external stakeholders, ensuring that these are given a positive image of the BBC and the department.
- Duties may also involve filing/distributing paperwork, data entry, arranging meals, and transportation for artists/crew etc.

On-set / on-location duties will typically include:

- Acting as a courier, helping to ensure correct facilities are available and distributing call sheets, Health and Safety notices, and other paperwork.
- Assisting with members of the public, contributors and On-Screen Talent.

Knowledge, skills, training and experience

Essential

- A knowledge, or the ability to acquire it, of BBC Structures, Procedures and Policies.
- Passion for broadcasting and the media
- Ability to use IT proficiently, including a range of software packages.
- A demonstrable aptitude for detail and accuracy in all areas.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of internal and external contacts.
- Effective time management and organisational skills and the initiative to work both independently and as part of a team.
- Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.
- Resilience and stamina to sustain performance when under pressure from a high volume of work and conflicting priorities, with a flexible approach to deal with a changing environment.
- Ability to use own initiative with confidence, using judgement to escalate where necessary.
- Contribute to the creative vision of the team.
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to contribute to creative and engaging output.
- The ability to problem solve and suggest effective solutions.
- Awareness of financial responsibility, as may be required to keep track of petty cash and receipt recordkeeping.

B B C

Job impact
Decision making Work is prescribed and completed with close supervision and a small degree of autonomy. *Scope* Duties are clearly defined and methods and tasks are described in detail.

Other information	
For Reward team use only	
Job Code	
Definition:	Content

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.

JOB DESCRIPTION

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Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities

Production office

Shopping for props, basic prop making / computer design (eg signs for use on screen)

Edit support (eg music finding, rushes wrangling).

Editorial support for production team, especially researchers with basic research (eg location finding)

Manage the collection and checking of technical kit before a shoot and return of the kit after the shoot

On location

Runners on location also often required to give technical support –basic camera, sound recording, cable bashing, booming, general support of external camera crews. They are often responsible for tapeless workflow management on location (card labeling, card distribution etc), and making sure that rushes get back to base after the shoot and are unloaded. They will also support design teams on location

Manage kit on location, ensuring batteries are fully charged on overnight shoots and kit is complete and undamaged at all times

Desirable skills

Graphics packages such as Photoshop

Basic camera and editing skills or the desire to learn/develop these skills

Approval	
Manager	
HR Business Partner	
Date	