

Job title	Media Operator		
Job family	Technical Production	Grade	B

Job purpose

As part of the team, Media Operators provide ingest, outgest, transcription, preparation of edit suites, operational support to Craft Editors, media preparation and other media manipulation services as required to ensure the smooth running of Post Production.

- Key responsibilities and accountabilities**
- Work within a team of Media Operators providing the management and operation of all defined Media workflows across the hours of broadcasting
 - Prepare facilities and media for use in production and post production using a range of systems appropriate to the task in hand
 - Move media between the various production / post production systems ensuring that data integrity is maintained
 - Prepare deliverables such as files for dubbing, tape playouts, tape clones, DVD's and compressed files for local or remote viewings. Duties may include sending material to FTP servers and performing playouts to other broadcast centres
 - Provide operational training and support as required to production staff of defined media workflows and equipment. This may include helping Production Teams deliver media in a suitable format for the workflow
 - Assist in the continued development and implementation of media workflows and help to identify areas for workflow improvement
 - Participate in and assist with technical and craft training programmes
 - Provide all near line and deep archive functions on developing systems as required

- Knowledge, skills, training and experience**
- Essential**
- Knowledge of Broadcast Operations / technology
 - Understanding of media management techniques, IT and the Post Production Process
 - Knowledge of codec's, wrappers and metadata systems
- Desirable**
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Job impact

Decision making

Scope

Other information

For Reward team use only

JOB DESCRIPTION



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.

