

JOB DESCRIPTION

Job title	Assistant Script Editor		
Job family	Content Production	Proposed band	B

Job purpose

As part of a highly creative production team, the Assistant Script Editor will provide editorial and research support in all stages of development and production, where necessary.

Key responsibilities and accountabilities

- Responsible for assessing pitches, outlines, treatments, scripts and novels – both fiction and non-fiction – in terms of the research requirement indicated by the story. This will involve in-depth and specific research.
- Identify, and where necessary establish and maintain relationships with experts in specific fields.
- Read and report on outlines, treatments, scripts and books submitted, acting as a creative filter.
- When in production, assess all scripts in order to ensure the continuity of research in story lines and the accuracy of any factually based dialogue
- Alert Script Editors and Writers to any difficulties or inconsistencies which may arise from such research and to suggest ideas for possible alternatives where research suggests that the original idea is no longer viable.
- Undertake all necessary administrative tasks including where required, the compilation and distribution of an accurate transmission précis of each episode, maintaining a script submission system.
- Assist the Script Editors in ensuring that all negative checks (e.g. brand names) are completed and that all reasonable action has been taken to avoid copyright infringement, libel and defamation.
- Liaise with creative talent and their agents, establishing contacts and building relationships across the writing industry.
- To source and suggest writers for projects in development.

Knowledge, skills, training and experience

Essential

- An awareness of BBC editorial guidelines and other compliance policies.

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- Passion for drama, literature, digital storytelling and the audience.
- Experience of working in development, including script reading, writing script reports and working with writers.
- A broadly based knowledge and a familiarity with conventional and specialised sources of information and research techniques. An understanding of script writers and the script writing process.
- Ability to use IT proficiently, including a range of software packages such as Final Draft.
- Experience of handling confidential and/or controversial information with tact and sensitivity.
- Excellent interpersonal skills and the ability to communicate effectively and appropriately with a wide variety of internal and external colleagues and contributors.
- Able to work as member of a team and work in a confident and collaborative way.
- Proven recent experience of exercising editorial judgement on drama scripts
- Able to transform creative ideas into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions
- Demonstrable interest in writers, with an established editorial taste.
- Manage positive working relationships with writers and colleagues.
- An up to date knowledge of the BBC's diverse audiences and their needs and expectations and use this to shape creative and engagement output.
- Analysing scripts and using editorial judgment to solve problems and issues.
- An awareness of financial responsibility and budgets.

Job impact*Decision making*

Typically directed by the Script Editor.

Scope

Generally works to short term deadlines and liaises with a number of Production stakeholders to help develop and strengthen scripts.

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.

JOB DESCRIPTION**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	
<ul style="list-style-type: none"> • Proven experience of working in an editorial context on a television drama series • An established knowledge of and enthusiasm for drama, particularly Casualty • Experience of working directly with writers • Strong communication skills and attention to detail • A passion for generating storylines and the ability to find creative solutions • Experience of working to tight deadlines and in pressurised situations • • • • • • • • • 	

Approval	
Manager	Name and job title

JOB DESCRIPTION



HR Business Partner	Name
Date	