

Job title	Studio Director		
Job family	Technical Production	Band	C

Job purpose
<ul style="list-style-type: none"> • A Studio Director (SD) combines the technical and operational skills of a Studio Manager (SM) with studio production skills to help realise an Editor’s programme ambition effectively and efficiently. • Operate studio equipment in accordance with production requirements for transmissions and recordings effectively and efficiently, maximising all of the technical resources available.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • To direct the studio operation to the requirements of the Editor and in the best interests of the smooth running of the programme according to its particular aims and values. • Operate all studio equipment effectively and safely, complying with BBC Safety Regulations. This will include the use of mixing desks, controlling the routing of outside sources. It will also include operating playout and production-based systems as well as recording, editing, mixing, and replaying material. • To provide effective communication and leadership, and act as a point of contact between SM, production team, presenter, guests and outside sources as appropriate. • To develop and maintain good relations with programmes on a daily basis, representing the department in operational areas, as well as at production and editorial meetings when appropriate. • To assist with technical surveys and plan the most complex productions in studios. • To provide technical advice for managers, colleagues and producers and contribute to the development of facilities and techniques. • To provide assistance with forward planning for the Production Operations (Audio) SM and SD team and its programme makers. Using a knowledge of developments within the industry to provide advice on production needs and to brief colleagues on developing technical procedures. • To provide assistance with technical arrangements including planning your own outside broadcasts when necessary. • To assist with the supervision and training of trainee and developing Studio Managers and Studio Directors when required, including mentoring. • To provide ongoing feedback on all SMs in order to help senior colleagues produce accurate and constructive appraisals.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • Qualified Studio Manager with experience of working across a range of output (as applicable) in a Studio Directing role. • Experience of dealing with challenging situations in a live transmission environment. • Experience of working well with journalistic staff to realise their programme ideas. • Experience of communicating clearly in a high-pressure environment. • Experience of dealing creatively and responsibly with scheduling issues. • Understanding of the BBC’s Editorial Policy and experience of applying this in the SD environment. • Awareness of the implications of using networked audio in an operational environment.

- Familiarity with audio file formats as used in the digital domain.

Appendix

- Experience of working in a live broadcasting environment with responsibility for balancing and controlling audio is required, with the potential to develop into the Studio Director role.
- A Studio Director is required to develop supervisory skills and take on the Shiftleader role. Shiftleaders are the point-of-contact for the Audio team on the day, with responsibility for maintaining output during breaking news, staff sickness and emergency situations. Shiftleaders provide advice and guidance to other colleagues and production staff.

Job impact

Decision making

Scope

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.