

JOB DESCRIPTION:

Job Title	Studio Engineer
Grade	C
Department	BBC Studioworks
Reports to	Group Co-ordinating Engineer
Number of Indirect Reports	Freelancers, number varies dependant on production
Locations and Usual Base	Television Centre and Borehamwood/Elstree

About BBC Studioworks

BBC Studioworks is a commercial subsidiary of the BBC providing studios and post production services to all the major TV broadcasters and production companies including the BBC, ITV, Sky, Channel 4, Channel 5 and the Endemol Shine Group. Located across sites in Elstree and Television Centre in White City, our London facilities are home to some of the nation’s most watched and loved television shows. We offer world-class studio and post production spaces, equip them with the right technology and engage the most dedicated and talented people in the industry. By doing this, we bring shows to life.

Purpose of the role

Studio Engineers supervise duties in our studios and technical areas moving between the areas as necessary to cover programme and maintenance needs.

The role is responsible for the maintenance, alignment, modification and operation of a wide range of broadcast equipment and systems deployed in our Studios, ensuring that all technical facilities necessary to meet programme requirements are in place. They are required to work at the highest level of technical complexity under programme and/or operational pressures.

Other responsibilities include devising and developing systems, hardware and software to improve operational capability and to meet new programme requirements. Operational flexibility in accordance with the Scheduling Guidelines is essential.

Supervisory duties include, allocation of work, training and overall direction of engineering activities for freelancers.

- Key Accountabilities**
1. Lead, supervise and motivate a small team of engineering staff in studios and/or associated technical areas.
 2. Undertake work as necessary to ensure compliance with requirements of Statutory and BBC Health & Safety regulations and that appropriate records are kept.
 3. Work closely with production teams and other resource departments to ensure operational and other production needs are effectively met.
 4. Devise ways of achieving the needs of productions by means of technical innovation and development.
 5. Advise operational and production staff on the technical capabilities of studio systems and equipment to assist them in achieving specific results. This may involve attending planning meetings prior to the production day.

6. Ensure that technical faults are cleared, or alternative ways of meeting production or other requirements are identified and implemented with the minimum loss of studio time.
7. Assume responsibility for the technical standards and parameters of sound, vision and data signal paths from or passing through the area.
8. Ensure that electronic equipment is maintained and aligned to defined standards and is modified and updated as required.
9. Ensure accurate line-up of vision monitoring facilities.
10. Assume responsibility for devising modifications to equipment or systems as required and then to supervise appropriate field trails.
11. Rig and operate VTRs, servers, DVDs and other related equipment as required. Carry out associated tape/disc handling activities (eg striping & labelling of video tapes/DVDs).
12. Operate camera colour balance and other engineering set up controls.
13. Plan and deliver minor refurbishment projects.
14. Liaise with staff, contractors and commercial manufacturers before, during and after major area refurbishments. Supervise and direct acceptance testing of new and refurbished equipment. Ensure that work needed to make equipment meet specifications is carried out.
15. Work with BBC specialist departments, contractors and manufacturers to identify and resolve complex fault conditions or design problems and supervise the implementation of appropriate solutions.
16. Provide structured training and guidance for junior staff, offering regular and constructive feedback. Plan and supervise the activities of trainees and work experience placements.
17. Write up reports on technical or operational matters.
18. Report and progress housekeeping and area fabric problems either directly with the appropriate manager.
19. Drive any vehicle within the limitations of the potholder’s licence, with the consent of the individual wherever possible.

Key Relationships

<p>External:</p> <ul style="list-style-type: none"> • Customers • Suppliers • Third Party Agencies 	<p>Internal:</p> <ul style="list-style-type: none"> • Group Co-ordinating Engineer • Operations Manager • Allocations • Studio Resource Managers • Television Centre Facilities Manager • Building, Mechanical & Electrical Supervisor
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Knowledge, Skills and Experience required:

1. Training and qualifications relevant to broadcast engineering

2. Knowledge and experience of vision, sound, communication and computer systems relative to a television studio environment
3. The ability to make critical assessment of television pictures and waveforms as necessary
4. A positive, enthusiastic manner with an ability to deal tactfully and sympathetically to requests from operational and production staff is essential
5. Customer awareness and an appreciation of productions requirements.
6. Ability to prioritise workload
7. Good communication skills
8. Proven problem solving skills with a broad outlook on the scope of solutions
9. Ability to know when to refer, and when to delegate
10. Ability to work as part of a team
11. Sufficient colour vision and hearing
12. Self -motivated

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