Production Operations

Production Operations
Job description

Studio Technical Operator- Job Specification & Key Competencies

Job title: Multi skilled Technical Operator, Production Operations

Grade: 7L/H

Reports To: Operations Manager.

Hours: Variable shift pattern including weekend and night working.

ORGANISATION:

Production Operations provides BBC News with TV and Radio studio staff across the entire W1 site and services the BBC 1 One Oclock, Six Oclock and Ten Oclock bulletins, BBC World, BBC News Channel, BBC Arabic, BBC Persian, BBC New Languages, BBC London, Newsnight, The Andrew Marr Show, Sunday Politics and a variety of other news and current affair programmes. The services are multi-media in operation and are run by teams working in a live studio environment 24 hours a day, 7 days a week.

Working in the multi-media newsrooms and studios across the NBH site, Technical Operators will be line managed by the Operations Managers and will report to Craft Leaders and Studio Directors in their working day.

Technical Operators will be required to work across the entire range of BBC News output, according to skills and experience.

JOB PURPOSE:

To work in all of the technical areas of BBC News output. This will include Gallery operations - lighting, vision and camera control, communications & circuit co-ordination, sound mixing, vision mixing including some simple direction. Studio floor operations – Camera operations, Sound floor operations and Floor Managing.

The Studio Technical Operator will be fully competent in at least one of the roles in Studio/Gallery Operations and will be able to undertake tasks across all technical areas after suitable training. The roles are Sound Mixer, Vision Mixer, Lighting Director, Technical Co-ordinator (lighting, communications and camera control), Mosart Co-Ord, Camera Operator and Floor Manager.

An understanding of the journalistic and production aims of the output is essential as is the ability to facilitate editorial and policy decisions based upon a clear understanding of the BBC’s news agenda, and an appreciation of requirements of news and current affairs coverage as well as those of other news programme departments.
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DUTIES

1. **Vision Mixing** including source switching, mixing, keying/effects with or without directors instructions, creating timelines, macros and e-mems. Operation and setting up of the on-board DVE and operation of associated outboard equipment for example external DVE’s such as Spyder. Studio Direction for less complex or recorded items.

2. **Sound Mixing**: balancing of live and recorded programmes, including setting up and playing in of material from a local sound controlled source. The setting up of studio sound equipment including the positioning and testing of microphones for all programmes.

Rigging, de-rigging, testing, lining up and operation of studio equipment, including microphones communications equipment, PA, FB, sound mixing consoles and any associated outboard effects; as well as any associated cabling, to meet the artistic, technical and safety requirements to fulfil customer demands. A knowledge of mic suitability and placement for recording of musical performances, a knowledge of the use of DI equipment for non-acoustic musical instruments. A knowledge in the operation and use of radio microphones and their associated transmitters and receivers together with an awareness of licensing and frequency allocation.

Recording, editing, reproduction and dubbing using audio and/or video formats as necessary, including their replay as required by the Director.

Establishing and maintaining studio sound, vision and communication circuits for live or recorded replay / transmission, including the acceptance and use of remote source/s.

3. **Lighting and Vision** to operate the studio lighting desk and to be able to rig and set lamps in the studios to production requirements. To operate camera controls (CCU and Robotics) to ensure high quality matched camera outputs in terms of exposure, black level and colour. Line up of gallery monitors in terms of black level, brightness and colour balance.

Rigging, de-rigging, testing, lining up and operation of studio equipment, including cameras, their mountings (inc remote/robotic cameras, lightweight cameras and motorised camera mountings); monitors; lighting consoles; as well as any associated cabling. To meet the artistic, technical and safety requirements to fulfil customer demands, this includes rigging and setting up of prompting devices and computer equipment.

3a **Technical Co-Ordination (Peel)** as above plus to line up and assess quality of outside sources including Skype and associated communications, to establish and test incoming and outgoing sound and vision circuits to liaise with contributors and guests and to communicate with record replay areas where appropriate.
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The ability to fine set luminaires and knowledge of plotting and implementation of a studio lighting rig.

Knowledge of current Health and Safety regulations regarding studio lighting and elevated access equipment.

4. **Camera Operations** to rig and operate studio cameras with or without direction. This will include the use of a jib and ability to create moving pedestal shots. To operate hand held cameras in a creative manner on a live programme. To advise in the rehearsal and planning of programmes as to best use of studio cameras with regards to interpreting directorial ambition. To work closely with lighting directors and set designers to achieve the best looking programmes within studio constraints.

To rig and test studio floor monitors and prompting equipment where required.

A knowledge of current H and S requirements with regards to studio and electrical safety.

5. **Floor Managing**.
To act as the Director’s representative on the studio floor co-ordinating programme presenters, contributors and staff so that discipline is maintained and all safety regulations are strictly observed during rehearsal, recordings and transmission.

To ensure that contributors, artists and guests are made-up and ready on the set when required, including providing presenters with microphones and talkback boxes as required.

To operate studio cameras when required (ATV), cueing and communication with presenters, contributors, guests, co-ordinating guests to the programme, managing the studio area to HSE standards. Set up the studio prior to production requirement.

**Required knowledge, skills and experience**

- Demonstrable experience working in a live broadcast environment
- Excellent organisational and time management skills
- Demonstrable abilities in one technical role
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- Excellent IT skills and the ability to acquire technical skills and to operate technical equipment is essential.

- A good knowledge of English including complete comprehension of written and spoken English and the ability to communicate effectively.

- A good knowledge and commitment to providing output of technical high quality.

- Able to understand operational, journalistic and production requirements.

- Good interpersonal skills to establish harmonious working relationships with a variety of personalities, able to communicate effectively with others and keep them informed on progress and to clarify production requirements.

- Able to demonstrate editorial awareness and an understanding of BBC News priorities and objectives.

- The ability to work fast, accurately and under pressure to tight deadlines.

- A demonstrable appreciation of BBC Domestic and World Service output and a commitment to BBC values.

- A demonstrable commitment to the BBC Global News multimedia ambition.

- You must have a sufficient level of hearing and colour vision required for this post

- Physical fitness and mobility are essential (Camera Operator only)

- An awareness of BBC policy on Health and Safety and Security.

- Knowledge of newsroom production computer systems.

COMPETENCIES

Imagination/Creative Thinking - Is able to problem solve and be proactive in achieving editorial objectives with limited resources.

Planning and Organising - Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.

Resilience - Can maintain personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations.
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Can demonstrate an approach to work that is characterised by commitment, motivation and energy. Can work unsupervised and make decisions in a busy newsroom environment.

**Influence & Persuading** - Ability to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

**Managing Relationships & Team Working** - Able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

**Editorial Judgement** - Demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives.

**Communication** - able to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

**Flexibility** - adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one’s own organisation or job requirements.

*DATE OF ISSUE: November 2014  (A job specification 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.)*