

<b>Job title</b>	<b>Assistant Producer</b>		
<b>Job family</b>	<b>Content Production</b>	<b>Proposed band</b>	<b>C</b>

**Job purpose**

The Assistant Producer will originate and produce excellent content.

These roles will contribute creative ideas, bringing highest quality content production skills which may involve research, technical operations, audio, online and interactive production activities.

- Key responsibilities and accountabilities**
- To support the development, management and creation content on a variety of platforms.
  - To work effectively with other departments, suppliers & partners (internal & external) ensuring the BBC maintains excellent relationships throughout.
  - To ensure all content is of a first class standard: thoroughly researched and accurate, in-keeping with audience needs and expectations.
  - To ensure that output complies with BBC editorial, technical, design and accessibility standards, and that BBC Health and Safety policy is observed.
  - To be technically proficient to the requirements of the role.
  - Direct and coordinate resources in a busy, production environment.
  - Nurture and develop junior members of the team
  - To ensure BBC output reflects the needs of our audiences.
  - Creative self-starter with initiative and tenacity and ability to see how their work fits in with the wider needs of department.
  - To use a variety of specialist production skills in a multi-skilled environment.

- Knowledge, skills, training and experience**
- Essential**
- A knowledge of BBC editorial guidelines and other compliance policies, or has the desire to glean this knowledge quickly.
  - Understanding of the importance of the BBC's values in accuracy and impartiality.
  - Experience in creating first class content.
  - Demonstrable experience of working in a broadcast or content production environment
  - Familiarity with research techniques and sources for the verification of the accuracy of material.
  - Experience of writing clear and concise material which may be used for briefs, scripts, or digital platforms.
  - Ability to use IT proficiently, including a range of software packages.
  - Experience of influencing, negotiating and communicating effectively both internally and with external agencies/partners.
  - A strong communicator and ability to simplify complex problems. Proven ability to influence decision-making at all levels and experience managing commercial and contractual relationships with third party suppliers and partners.
  - Effective planning and organising skills. Ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities.
  - Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines or changing priorities.

- Able to use firm judgment and understanding of when to seek guidance from experts / escalate issues where appropriate
- Ability to develop creative ideas, which engage diverse audiences in a demanding creative environment.
- Demonstrable high level of creativity - able to bring fresh new approach and bring out creative ideas in others.
- Oversee and where necessary, direct the work of other resources and manage positive working relationships with staff, contributors and talent
- 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.
- The ability to problem solve and suggest effective solutions.
- Awareness of financial responsibility and budgets.

<b>Job impact</b>
<p>Decision making</p> <p>The Assistant Producer may report to various roles, depending on the area of which they are working in, but can range from a Producer to an Executive Producer.</p> <p>The job holder will receive an appropriate level of editorial guidance and direction.</p> <p>Scope</p> <p>The role of the Assistant Producer is to assist the Producer/Executive Producer or similar to create content for a specific area of interest, and to supervise different stages of the production process using broad production skills gained with experience in a production environment.</p>

<b>Other information</b>	
<b>For Reward team use only</b>	
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.*

**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.

<b>Division</b>	Radio & Education
<b>Reports to (title)</b>	Petra Abbam
<b>Location base</b>	Broadcasting House, W1

<b>Organisation structure</b>	BBC Proms, Publications
<p>As a key member of the Publications team, the Sub-Editor works alongside the Editorial Manager with designers, events, marketing, learning and press teams, freelancers and a variety of external contacts (including authors, agents and artists) on all Proms publications (including the BBC Proms Guide, BBC Proms programmes, BBC Proms website, programmes for BBC Orchestras and Choirs and other material for the BBC Proms and Radio 3 teams) to ensure the timely delivery of all editorial material to the highest possible editorial standards.</p> <p>The Sub-Editor plays a major role in the BBC Proms website, working closely with Radio 3 Multiplatform to ensure Proms listings and the Proms archive are kept up to date and accurate.</p> <p>Background:</p> <p>The BBC Proms is the largest classical music festival in the world offering eight weeks of world-class music-making from a vast array of leading orchestras, conductors and soloists from the UK and around the world. The festival comprises more than 150 concerts, talks, workshops and events at the Royal Albert Hall, Cadogan Hall and other venues. Every concert is broadcast live on BBC Radio 3, many are televised and there is a strong online offering. In 2017, more than 300,000 people attended the Proms.</p> <p>The BBC took over the running of the Proms in 1927 and the festival lies at the heart of the BBC’s commitment to live music and cultural programming. The driving factor of the Proms is to offer exceptional music-making at the lowest possible prices, continuing founder-conductor Henry Wood’s original ambition of bringing the best classical music to the widest possible audience.</p> <p>The 2018 BBC Proms runs from Friday 13 July to Saturday 8 September.</p> <p>The BBC’s Orchestras and Choirs each play a unique role in British cultural life, giving around 400 concerts a year in around 60 locations across the UK as well as touring worldwide. They are the backbone of the BBC Proms. The Orchestras and Choirs organise around 200 learning and outreach projects across the country, bringing music to tens of thousands of people of all ages across the UK. They are an integral part of the BBC’s Ten Pieces, an initiative designed to encourage children to get creative with classical music and which has reached over 4 million school children across the UK.</p>	

<b>Additional job specific responsibilities and accountabilities</b>

**Editing and project management**

To assist the Editorial Manager with the smooth and timely running of the editorial processes of all publications and other editorial work produced by the Proms Publications Unit.

To edit and otherwise help produce the annual BBC Proms Guide, BBC Proms programmes and BBC Orchestras and Choirs programmes with due attention to their content and accuracy.

To project manage the editorial process for a portfolio of BBC Orchestras and Choirs programmes (BBC Philharmonic, BBC Singers and studio concerts), while maintaining an overview of work schedules and any budget and freelance considerations.

To assist the Editorial Manager with the planning and commissioning of content.

To write copy and sub-edit material for other members of the BBC Proms department when appropriate and necessary (including Marketing, Learning and Press teams).

To project manage the editorial process for the BBC Proms in the Park programme, including scheduling.

To project manage the production of vocal texts for concert programmes.

To lead the amendments process for the Proms, ensuring that all published content is up to date.

To build and maintain effective working relationships with colleagues across the BBC Proms team, Radio 3 and the wider BBC, authors, freelancers, artists and agents.

To contribute to an agreed approach to style and content for individual publications, ensuring that each is suited to the needs of the audience and maintains a consistent house style across print and digital channels.

To contribute to and help maintain documentation for all Publications processes.

**Digital**

To be a main point of contact for digital publishing queries.

To ensure that print copy is repurposed effectively for other channels.

In association with the Radio 3 Multiplatform team, to be responsible for populating the event pages on the BBC Proms website and to ensure the accuracy of event billing information and editorial copy on the BBC Proms website throughout the season. To advise the Digital Content Editor at the Royal Albert Hall of any required amendments to its online listings.

In consultation with the Marketing Manager, to contribute to social media sites on

behalf of the BBC Proms.

Finance and compliance

Be aware of budgets and manage expenditure within agreed financial limits.

Record all financial expenditure.

To be responsible for ensuring all necessary rights are acquired and recorded for any literary texts before publication.

Essential

Extensive experience of sub-editing, editing and proofreading, with the ability to spot errors in written material and to provide/research appropriate corrections.

Good knowledge of Western classical music.

Excellent attention to detail.

Experience of working on published materials.

Ability to quickly grasp and follow complex systems and processes.

Ability to work consistently to a high standard and sustain performance under pressure of a very high-volume workload, tight deadlines and quickly changing priorities.

Experience of understanding and adhering to house style(s).

Ability to undertake research using a variety of sources.

Excellent written and verbal communication skills, including a strong grasp of English grammar and a creative flair for writing copy.

Proven project management experience.

Desirable

Good working knowledge of artists and events in the current classical music scene.

Working knowledge of content management systems.

Experience commissioning content.

Experience of print production.

Working knowledge of the Mac operating system.

Working knowledge of Adobe InDesign, with familiarity in paragraph and character styling.

Working knowledge of Microsoft Word and Excel.

Good knowledge of non-classical music.

Good knowledge of contemporary music.

Experience of producing multi-channel content (including websites, social media).

Familiarity with copyright restrictions.

<b>Approval</b>	
<b>Manager</b>	Petra Abbam
<b>HR Business Partner</b>	Clive Ahmed
<b>Date</b>	08/11/17