

BBC WORLD SERVICE JOB SPECIFICATION

Job Title: Video Editor, BBC Bengali Service

Department: BBC World Service South Asia region

Base: Dhaka, Bangladesh

Grade: Local terms & conditions

Flexible working patterns where required

CONTEXT

BBC World Service is an international multimedia broadcaster, part of BBC News, delivering a wide range of language and regional services and working increasingly with other parts of BBC News to serve global audiences. It uses multiple platforms to reach its weekly audience of 320 million globally, including TV, digital platforms including social media, AM, FM, shortwave, digital satellite and cable channels.

The BBC Bengali Service is a well-known and highly respected news service in Bangladesh, providing up-to-date news and current affairs in Bengali and covering both domestic and international news stories. It is multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms, daily radio output, and a weekly TV news and current affairs programme in Bengali. The service aims to make international news relevant to Bengali audiences, and bring international perspectives to bear on Bangladesh and global developments.

Our service brings quality, impartial, original journalism with news and current affairs to the Bengali speaking region.

PURPOSE OF JOB

The Video Editor will support TV and digital video output for the Bengali service.

The Video Editors will work with the service, stakeholders in the region, the TVU in London and other teams as required, teams to assemble video and associated sound input from all sources to WS TV and video outlets.

Professional camera skills would be useful but not essential. A good understanding of English as well as Bengali is essential. S/he will be expected to maintain strong links with the Picture Editor community in BBC News and the Video Editor community in the TVU.

S/he will be expected to work flexibly as required.

Principal Duties

The Video Editor is required to:

1. Edit pictures and sound to support multilingual, multi-media and multi-platform reports in BBC Language TV and video output

1.1 Have a pro-active involvement in story ideas from conception to completion. Work in close cooperation with Producers and/or Reporters, or to a script, brief or outline of the requirements and the story's content. Select pictures and sound to compile a sequence or complete story which will enhance the spoken report, and fit the required running time. Help with the selection of sync and spot appropriate up-sounds to enhance the pace and feel of the story.

1.2 Keep the Producer informed of progress during the editing process. Discuss (as time allows) the completed sequence with the Reporter and Producer. The Video Editor may be asked to contribute comments on the script (such as its comprehensibility to the audience), and contribute to the co-ordination of the visual and spoken elements of the report. Re-edit the sequence if required, to meet last minute changes to requirements (particularly running time).

1.3 Research and source pictures via the Davina system and be aware of the copyright details attached to those images, whether they are moving video or still pictures from News, BBC, Agency, GC or archive or any other source. S/he is also required to be familiar with rights issues for Language TV/Video content syndicated to partners.

1.4 Prior to transmission or publication carry out any corrections as required to the pictures e.g. colour grade, aspect ratio, slo-mo, lip synch as well as to the sound e.g. balancing for live transmission on the playout systems used by Languages TV and News. Apply the Harding machine test to judge the use of flash photography.

2 Create and develop visual effects treatments to enhance the telling of a story

2.1 Create text and subtitles where necessary, within the BBC News Graphics brand. Liaise, record and edit Graphics for inclusion in Language TV/online video packages and programmes

2.2 Work in conjunction with Producers, other Video Editors and colleagues from Visual Journalism to create and design effects that may be used as a template for others to follow

2.3. Help develop the most efficient workflow for GFX sequences to be included in packages e.g. providing guide voice tracks or pre-edited sequences whatever the situation dictates. Video Editors are also expected to supplement graphics when they are under operational pressure whether that be the treatment of stills or keying on Astons etc.

3 Be technically competent in the ingesting, editing and publication of all TV and video content in base and on location

3.1 At the start of editing and filming sessions in base and on location, ensure that equipment is operating to the required technical and safety standards. Be aware of potential technical problems and pre-plan a work-around response.

3.2 Use any editing equipment (editing suites or mobile kit) as circumstances dictate, in accordance with current safety procedures. Plan the editing session and employ appropriate editing techniques to take account of the nature and technical quality of the material, programme deadlines, and the requirements of Producers and Reporters. Video Editors may be required to do an assessment of the area to determine an appropriate and safe place to work. Be responsible for the overall smooth running of the location operation by becoming a central hub for it.

3.3 Record incoming pictures and sound from all sources (including rushes, OBs, agency feeds, satellite, regions and studios). Liaise with remote sources to try and improve the technical quality of the material. Assess the input for its journalistic quality, and select what to record. Log the recorded shots and complete the editing process, or hand over for editing to others. Transmit sequences directly into live programmes, using J–Rep or other playout facilities.

3.3 Record edited stories from regions and remote locations. Make final edit to stories prepared where shooting and editing conditions are difficult, to refine them for transmission

3.4 Have an intimate working knowledge of the latest versions of editing software and FTP whether that be JEX, JFE or any other method deemed to be appropriate to getting material into the building for broadcast. Detect and identify early in the process, any problems or difficulties that are occurring and suggest and implement any remedial action that is necessary.

3.5 Copy material from archive and other sources for customer departments and be able to use site to site transfers and JEX material both internally and externally to those in the field

4 Have a full understanding of the BBC's Editorial Guidelines

4.1 Be aware of Editorial Guidelines regarding the blurring or disguising of faces or number plates and or discernible locations. Apply the Guidelines in editing in matters relating to taste and decency, legal issues surrounding court cases, fair reporting in elections, sensitivity around stories on race and gender and all other editorial questions.

4.2 Complete all production and legal training in classroom and online courses deemed necessary by the Editorial Guidelines so they are in compliance with all other journalistic areas of output.

4.3 Complete all necessary paperwork and administrative tasks to log the work done in the editing session e.g. music reporting and compliance.

Experience, Knowledge & Skills

A comprehensive and up to date knowledge of craft editing techniques, and the skill of adapting editing techniques to suit the varying demands of WS Language TV programmes, and the material and time available.

A thorough understanding of live television production techniques is necessary. An ability to work effectively with production teams and understand their requirements, operational and production.

A comprehensive knowledge of and interest in News and Current Affairs is essential, as is the ability to assimilate information rapidly, and identify the key elements of the story which must be illustrated.

An understanding of the requirements of TV and online video output and how it fits within the editorial proposition and strategy of BBC World Service and BBC News.

Good interpersonal skills and able to establish harmonious working relationships with a variety of personalities, and maintain these under pressure. You must be able to communicate effectively with producers and others to keep them informed on progress and to clarify production requirements.

A thorough awareness of the systems supporting the edit platforms e.g. ENPS, Jupiter, FCP and File Transfer.

A comprehensive knowledge of BBC safety procedures in base and on location.

A knowledge of transmission procedures and talkback techniques, experience in recording and transmitting pictures and sound in all broadcast formats. The ability to adapt quickly to technological change and acquire any relevant knowledge that ensues.

Camera skills including shot composition, filming of sequences, PTCs and live broadcast would be desirable though not essential for the role

Willingness to adapt and learn new editing platforms and to maintain the skills to a high level.

COMPETENCIES

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

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

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.

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.

Resilience – Can maintain personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. 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.

Communication – able to get ones 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.