

**BBC WORLD SERVICE
JOB SPECIFICATION**

Job Title:	Media Manager
Location:	New Delhi, India
Grade:	Local terms & conditions
Reports to:	TV Editor, Indian Languages
Contract:	Continuing

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. As part of an historic and exciting expansion, the BBC World Service is introducing four new language services serving audiences in India – Gujarati, Marathi, Punjabi and Telugu – to work alongside two existing services, BBC Hindi and BBC Tamil.

All six Indian language services will be based predominantly in the BBC's Delhi bureau, working closely and collaboratively with all teams in that office and with teams in the BBC's headquarters in London to deliver the best service for BBC audiences.

All Language Services are multiplatform, with a multimedia website with a focus on digital video, text, interactivity for both desktop and mobile platforms, and daily TV news programmes for the Hindi, Gujarati, Marathi, Tamil and Telugu services. Each service aims to make international news relevant to an Indian audience, and bring international perspectives to bear on Indian and global developments.

As a Media Manager you'll be working on our media hub ingest position, assigning ingest ports for feeds, routing vision circuits onto the gallery for live contributors (DTLs) as well as booking, co-ordinating and monitoring incoming and outgoing feeds in conjunction with our Sat Ops desk. Other duties will include quality control, recording of programme output, metadata labelling, scheduled playout of pre-recorded programmes, and managing the system resources.

You'll need to have substantial recent and relevant experience of media management in television, working in a digital production environment. You will also have experience of handling live vision circuits and assessing their technical quality, often under pressure of time against tight broadcast news deadlines.

JOB PURPOSE

- To work in the Intake area on the Media Hub, working to News Organiser and helping put the best content to air, in the context of a busy newsroom working to tight deadlines.
- To organise and store media on the Media Asset Management (MAM) system and to manage the system resources.
- To source book and assign resources and circuits for contributions.
- To book, co-ordinate and monitor incoming and outgoing feeds.
- An understanding of the journalistic/production aims of the output is essential.

MAIN DUTIES

1. To organise and move media onto and between the MAM, Transmission and archive systems. This will involve booking, routing, ingest and setting up line feeds and file transfers as well as moving media between the television, radio and On-line systems
2. To book, monitor and co-ordinate incoming feeds and be responsible for basic quality checks on incoming audio and video. These feeds could be manual, automatic or scheduled.
3. To manage outside source and port usage in liaison with senior editorial personnel and technical staff. To advise the senior output figure on potential conflicts in the use of outside sources.
4. To check and enter metadata associated with the media and assist in operating and maintaining the archive system. This data will include rights information relating to possible restrictions on re-uses.
5. To liaise with BBC News over sharing facilities and feeds.
6. To be a focal point of contact for the newsroom team with respect to the operation of the media hub.
7. To provide training on the MAM operation to other team members.
8. To work closely with the production team to manage the server space through deleting and transferring media to Archive. This will be through both manual and rule based operation.
9. To allocate aspect ratio converters for the conversion to wide screen of any 4:3 picture material.
10. To be familiar with different technical systems, including news production systems, and to show a willingness to learn to operate new technology systems and to be able to adapt to different working methods.

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience of media management and/or satellite operations.
- A strong interest in new media and new technology, in particular the application of information management skills within these areas.
- Excellent organisational and time management skills
- Able to demonstrate editorial awareness and an understanding of news priorities.

- Excellent IT skills and the ability to acquire technical skills and to operate technical equipment is essential. Familiarity with the Internet and an awareness of the potential of new technology is also necessary.
- A good knowledge and commitment to providing output of technical high quality.
- Able to demonstrate editorial awareness and an understanding of BBC India's priorities and objectives.
- 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.
- Fluent in English.
- Knowledge of an Indian language is desirable.
- The ability to work fast, accurately and under pressure to tight deadlines.
- Knowledge of a news production system.
- Video editing experience desirable.
- Broad knowledge of national & international news & current affairs. A demonstrable appreciation of World Service output and a commitment to BBC values.
- You must have a sufficient degree of hearing and colour vision required for this post. An awareness of BBC policy on Health and Safety and Security.

COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these 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. 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.

Decision Making – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.