

JOB DESCRIPTION

Job Title	OPERATIONS TECHNICIAN	Grade	B2	Weekly Hours	37
Objective	To provide support in a range of technical operations within the Operations Team delivering broadcast facilities at MG ALBA.				
Accountable to	Operations Manager (Resources)				
Responsible for	MG ALBA studio equipment and material for BBC ALBA. Training and development opportunities are provided to ensure that post holders can demonstrate competency across the range of duties within the department.				
Working relationships	The post holder is part of the Operations Team and will work with the Operations Manager (Resources), Operations Manager (Technology). The post holder must also work closely with the Content and Presentation team, the wider workforce at MG ALBA, suppliers, partners and clients.				
Key result areas	<ul style="list-style-type: none"> • Ensure that MG ALBA's studios are fully operational at all times • Working as part of a team ensuring that all equipment is functioning properly, and any faults are reported to the Operations Manager (Resources) and Operations Manager (Technology) • Committing enthusiastically to professional development, use of Gaelic in the workplace, objective setting and performance appraisals. Working in a learning environment opportunity will be provided to expand knowledge and experience of the role through formal and informal training, coaching and other work experiences. 				
Key tasks	<p>Audio Operations</p> <ul style="list-style-type: none"> • Use of Pro Tools software • Voice Over recording • Configuration of communications equipment <p>Vision Operations</p> <ul style="list-style-type: none"> • Operation of analogue and digital video routing equipment • Configuration and operation of video recorders and servers • Configuration and operation of vision mixers • Camera and monitor line up <p>QC</p> <ul style="list-style-type: none"> • Carry out manual and automated quality control processes and photo sensitive epilepsy checks on programme and interstitial material prior to transmission <p>Edit Suites</p> <ul style="list-style-type: none"> • Basic Editing of various media • Editing junction promotions • Media transcoding • Assist the Content Team with file deliveries, file conversions and promotional material for BBC Online • Edit support for projects and events e.g. FilmG, showreels, charitable work <p>Departmental Projects</p> <ul style="list-style-type: none"> • Camera kit assembly/assistant work for outside broadcast work and company productions, ensure production and director needs are met • Audio kit assembly/assistant work for outside broadcast work and company productions, ensure production and director needs are met 				

	<p>Quality & Standards</p> <ul style="list-style-type: none"> • Ensure compliance with Health & Safety legislation and best practice • Ensure MG ALBA equipment is in good working order at all times • Liaison with Content Team to ensure junctions are completed correctly and on time • Liaison with Clients to ensure continuity output is completed to BBC broadcast standards • Ensure that reasonable needs of clients are met at all times • Ensure all music used in promotions has been logged and accurate records kept • Ensure recording of studio programming is carried out in a professional manner • Training summer placement students in studio operations
<p>Core skills</p>	<p>The post holder should possess the following skill sets and competencies:</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Keen interest in television production. • The ability to work to and achieve targets. • Methodical approach to work and strong attention to detail. • Excellent organisational and planning skills. • Excellent interpersonal and communication skills (verbal and written). • Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners. • Ability to prioritise workload, capability of working to tight deadlines and under pressure and possess resilience with a calm approach. • Ability to use own initiative and work unsupervised. • Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations and escalation as appropriate. • Ability to work flexible shifts, including some weekend work when required. • Good IT and administrative skills • Scottish Gaelic speaker (learning or fluent) <p><u>Desired</u></p> <ul style="list-style-type: none"> • Previous experience in a creative industry environment • Basic understanding of production technology • Experience with Pro Tools and Final Cut Pro software, or similar • Broadcast / Production experience • A Media or Production qualification or relevant experience
<p>Time horizon</p>	<p>Permanent</p>