

JOB DESCRIPTION

Job Title	PRESENTER & DIGITAL PRODUCER	Grade	C2	Weekly Hours	37
Objective	The role of Presenter & Digital Producer is to support the Presentation Producer and Assistant Commissioner in the production of BBC ALBA Interstitials and related content for both linear and digital platforms.				
Accountable to	Assistant Commissioner				
Responsible for	<ul style="list-style-type: none"> • Creation and delivery of interstitial material meeting weekly deadlines. • Scripting and presenting continuity voice over links. • Overseeing the tailoring & assembly of all elements of interstitials & graphics; directing creation of promotional materials in-house. • Contributing to BBC ALBA digital output, all BBC ALBA promotion including digital and working alongside Digital Media Officer, Assistant Commissioner and other colleagues to develop and maintain a stronger digital presence for BBC ALBA. 				
Working relationships	The post holder works as a member of the Sgioba ALBA content team under the direction of the Assistant Commissioner and liaising daily with the Presentation Producer, Scheduling Manager, Digital Media Officer, Brands Communication Manager, Technology Team, Channel Editor and in-house / third party providers of interstitial material and other material for both linear and digital platforms.				
Key result areas	<ul style="list-style-type: none"> • The post holder ensures that daily packages comprising links, trails etc are created and delivered for schedule junctions in line with the demands of the TV schedule and in keeping with the channel's identity. • The post holder ensures that the Assistant Commissioner is supported and that effective communication takes place between the editorial and technology teams. • The job ensures that the Digital Producers and Digital Media Officer and colleagues are supported in content for BBC ALBA's digital presence, including channel promotion, and including holiday cover. 				
Key tasks	<p>Supporting the Presentation Producer in preparing detailed daily Interstitial schedules.</p> <p>Supporting the Presentation Producer in the creation and delivery of daily packages for schedule junctions, including:</p> <ul style="list-style-type: none"> • Forward planning for TV schedule interstitials: with Presentation Producer, Schedule Manager, Brands Communications Manager, in-house continuity, suppliers & In-house editor. • Managing contributions to interstitial packages: Presenting continuity voice over links; directing creation of promotional materials in-house; scripting & voicing promos that are in keeping with the channel's identity and 'personality'; creating text for all on-air graphics • Ensuring final package fits schedule requirement and passes editorial checks • Ensure delivery of final package in good time to playout • Archiving all interstitial material & supporting paperwork • Forward planning of digital content, both stand-alone BBC ALBA digital content and channel promotion • Creating stand-alone digital content and channel promotion materials • Acting as cover to Digital Media Officer and other colleagues • Commits enthusiastically to professional development, objective setting and performance 				

	appraisals
Core skills Experience of working in the media / creative industries sector	<ul style="list-style-type: none"> • Has a level of understanding of broadcast technology, studio environment, editing, preferably with entry level qualifications in broadcast media. • Has a genuine interest and demonstrable experience in use of social media • Shows initiative and creative drive • Is flexible and self-motivated • Excellent Gaelic language skills, both written & spoken. • Some script writing and voice over experience would be beneficial • High level of IT skills and extensive knowledge and understanding of social media platforms • Self-starter and the ability to prioritise workload, capability of working under pressure and possess resilience with a calm approach. • Excellent presentation skills. • Demonstrates aptitude to learn quickly • Always acts with diligence and meticulous attention to detail • Possesses high level of organisational skills • Demonstrates excellent time management skills • Works well with other people and operates in productive partnerships with other team members and third parties • Availability to work flexibly and travel regularly to industry events.
Time horizon	12 Months Maternity Cover Contract