



ALBA

RECRUITMENT PACK

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A word from our Chief Executive...

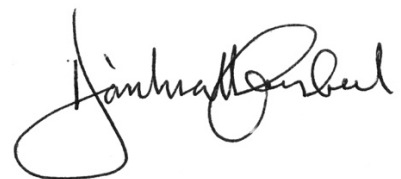
We have a vacancy for a new Media Asset Technician to join our team based in our Stornoway office. As our Media Asset Technician you will be supporting a wide range of technical operations within our Publishing and Digital Teams.

This is an opportunity for the right person to join us as our organisation transforms to meet the fast-changing needs of our audiences and users.

It is an exciting time to be part of something worthwhile, truly transformational and create a legacy for our future stakeholders.

Within this pack you will find the advert, the job description, personal specification and instructions for application.

We look forward to receiving your application.



Dòmhnall Caimbeul
28/6/24

OUR WORLD



GAELIC FOR EVERYONE



WHEREVER YOU ARE

BBC ALBA ✨

Learn
Gaelic

Speak
Gaelic

FILMG ▶

OUR VALUES

CREATIVITY

We enable the creation of high-quality Gaelic content

AUDIENCE

We are informed and inspired by our audience

AMBITION

We strive for and deliver excellence

PARTNERSHIP

We achieve through collaboration

RESPECT

We listen; we encourage; we are fair



Media Asset Technician

Job Title	Media Asset Technician	Grade	B2	Weekly Hours	37
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Location Stornoway

Purpose To provide support in a range of technical operations within the Publishing and Digital Teams

Salary £26,317

Accountable to Digital Asset Manager

Working with Internally – Publishing Team, Digital Team and Head of Technology

Externally –BBC Scotland, Creative Scotland, external clients

Objectives

- Ensure timely delivery of content to meet deadlines across all platforms
- Ensure delivery of broadcast content meets required technical standards.
- Oversee the digitisation and preservation of the tape library

Key Results

- Ensure that documentation and meta data input is completed in good time for programmes and interstitials scheduled for broadcast on BBC ALBA and other publishing platforms.
- Working as part of a team ensuring all equipment is functioning properly and any faults are reported and actioned.
- Working with the Digital Assets Manager on training and development.
- Ensure accurately digital archiving of all MG ALBA media assets.
- Committing enthusiastically to professional development, use of Gaelic in the workplace, objective setting and key results.

Key Tasks

- Assist with media management of files and other DPP related processes within BBC and MG ALBA systems, ensuring all file-based content conforms to pre-agreed standards.
- Within the publishing team, assist the Interstitials Producer with assembly and delivery of weekly junction materials, ingest of media, repair video file issues for technical compliance, carry out manual and automated quality control processes and photo sensitive epilepsy checks on programme and interstitial material prior to transmission,
- Archiving and logging of all media assets.
- Assist with production and preparation of content for digital platforms
- Ensure compliance with Health and Safety legislation and best practice
- Ensure MG ALBA equipment is in good working order at all times.
- Liaison with external clients to ensure continuity output is completed to BBC broadcast standards
- Ensure that reasonable needs of external clients are met at all times
- Ensure recording of studio programming is carried out in a professional manner

Duration: Permanent with 6 month's successful probationary period

Skills and Experience

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> Keen interest in television production 	<ul style="list-style-type: none"> Previous experience in creative industry Broadcast/production experience
Language Requirement	<ul style="list-style-type: none"> Fluent Gaelic speaker or Gaelic learner committed to reach proficiency 	<ul style="list-style-type: none"> Fluent Gaelic speaker
Skills	<ul style="list-style-type: none"> Ability to work to and achieve targets Methodical approach to work Strong attention to detail Excellent organisational and planning skills Excellent interpersonal and communication skills (verbal and written) Microsoft Teams 	
Knowledge	<ul style="list-style-type: none"> Understanding of MG ALBA's purpose 	<ul style="list-style-type: none"> Basic understanding of production technology
Behavioural	<ul style="list-style-type: none"> Build relationships easily Ability to prioritise workload, capability of working to tight deadlines and under pressure Use of own initiative and work unsupervised Problem solver Flexibility to shift and weekend working 	<ul style="list-style-type: none"> Socially aware

Advert

As our Media Asset Technician you will report to the Digital Assets Manager and work alongside the wider Publishing team and the Digital Team. You would be responsible for the MG ALBA media assets across all platforms. Training and development opportunities are provided to ensure that the postholder can demonstrate competency across the range of duties within the team.

To be successful in this role, you must have a keenness to learn and be interested in television production. You don't need to be the final version of a fully competent Media Asset Technician as we will develop you to become the best version.

You will be proactive and happy to work at times unsupervised meeting agreed targets and deadlines.

Alongside a competitive salary, you'll also have access to a range of benefits, which include:

- Contributory pension scheme – 10% Employer contributions, additional 5% if matched
- 31 days annual leave exclusive of 6 days public holidays
- Gym membership opportunities
- Family-friendly & flexible working practices
- Cycle to Work Scheme
- Working for an employer who has been awarded Investors in People (Platinum), We Invest in Wellbeing (Gold) and Investors in Young People (Gold)
- Relocation assistance available, where criteria is met

Closing date for applicants – Friday 12th July 2024, late applicants will not be accepted.

Instructions for Application:

Please send your CV and covering letter to laura.rennie@mgalba.com explaining why you should be considered and your understanding of how you can successfully fulfil the position.

MÒRAN TAING!

