

Job title	Multi-skilled Technical Operator		
Job family	Technical Production	Band	C

Job purpose

Fully competent in at least one of the roles in Studio/Gallery Operations and will be able to undertake tasks across all technical areas after suitable training. The roles are Sound Mixer, Vision Mixer, Lighting Director, Technical Co-ordinator (lighting, communications and camera control), Co-Ord, Camera Operator and Floor Manager.

Key responsibilities and accountabilities

Vision Mixing

- Source switching, mixing, keying/effects with or without directors' instructions, creating timelines, macros and e-mems.
- Operate and set up the on-board Digital Video Effects (DVE) and operation of associated outboard equipment for example external DVEs such as Spyder.
- Undertake Studio Direction for less complex or recorded items.

Sound Mixing

- Balance live and recorded programmes, including setting up and playing in of material from a local sound-controlled source.
- Set up studio sound equipment including the positioning and testing of microphones for all programmes.
- Rig, de-rig, test, line up and operate studio equipment, including microphones communications equipment, PA, FB, sound mixing consoles and any associated outboard effects; as well as any associated cabling, to meet the artistic, technical and safety requirements to fulfil customer demands.
- Record, edit, and conduct reproduction and dubbing using audio and/or video formats as necessary, including their replay as required by the Director.
- Establish and maintain studio sound, vision and communication circuits for live or recorded replay / transmission, including the acceptance and use of remote source/s.

Lighting and Vision

- Operate the studio lighting desk and to be able to rig and set lamps in the studios to production requirements.
- Operate camera controls (Camera Control Unit (CCU) and Robotics) to ensure high quality matched camera outputs in terms of exposure, black level and colour.
- Line up of gallery monitors in terms of black level, brightness and colour balance.
- Rig, de-rig, test, line up and operate studio equipment, including cameras, their mountings (including remote/robotic cameras, lightweight cameras and motorised camera mountings); monitors; lighting consoles; as well as any associated cabling.
- Meet the artistic, technical and safety requirements to fulfil customer demands, this includes rigging and setting up of prompting devices and computer equipment.

Technical Coordination

- As above plus:
- Line up and assess quality of outside sources including Skype and associated communications, to establish and test incoming and outgoing sound and vision circuits to liaise with contributors and guests and to communicate with record replay areas where appropriate.

Camera Operations

- Rig and operate studio cameras with or without direction. This will include the use of a jib and ability to create moving pedestal shots.
- Operate hand held cameras in a creative manner on a live programme.
- Advise in the rehearsal and planning of programmes as to best use of studio cameras with regards to interpreting directorial ambition.
- Work closely with lighting directors and set designers to achieve the best-looking programmes within studio constraints.
- Rig and test studio floor monitors and prompting equipment where required.

Floor Managing

- Act as the Director's representative on the studio floor co-ordinating programme presenters, contributors and staff so that discipline is maintained, and all safety regulations are strictly observed during rehearsal, recordings and transmission.
- Ensure that contributors, artists and guests are made-up and ready on the set when required, including providing presenters with microphones and talkback boxes as required.
- Operate studio cameras when required, cueing and communication with presenters, contributors, guests, co-ordinating guests to the programme, managing the studio area to HSE standards. Set up the studio prior to production requirement.

Knowledge, skills, training and experience

Essential – All positions

- Experience working in a live broadcast environment.
- Excellent organisational and time management skills.
- Abilities in one technical role.
- Good IT skills and the ability to acquire technical skills and to operate technical equipment is essential.
- A good knowledge of English including complete comprehension of written and spoken English and the ability to communicate effectively.
- A good knowledge and commitment to providing output of technical high quality.
- 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.
- Editorial awareness and an understanding of BBC News priorities and objectives.
- The ability to work fast, accurately and under pressure to tight deadlines.
- A demonstrable appreciation of BBC Domestic and World Service output and a commitment to BBC values.
- A demonstrable commitment to the BBC Global News multimedia ambition.
- You must have a sufficient level of hearing and colour vision required for this post.
- An awareness of BBC policy on health , safety and security.

<ul style="list-style-type: none"> • Knowledge of newsroom production computer systems. <p>Essential - Sound Mixing</p> <ul style="list-style-type: none"> • A knowledge of mic suitability and placement for recording of musical performances, a knowledge of the use of direct input (DI) equipment for non-acoustic musical instruments. • A knowledge in the operation and use of radio microphones and their associated transmitters and receivers together with an awareness of licensing and frequency allocation. <p>Essential - Technical Co-ordination</p> <ul style="list-style-type: none"> • The ability to fine set luminaires and knowledge of plotting and implementation of a studio lighting rig. • Knowledge of current health and safety regulations regarding studio lighting and elevated access equipment. <p>Essential - Camera Operations</p> <ul style="list-style-type: none"> • A knowledge of current health and safety requirements with regards to studio and electrical safety. • Physical fitness and mobility are essential.

Job impact
<p>Decision making</p> <p>Scope</p>

Other information	
For Reward team use only	
Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.