

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	World Service Languages
Reports to (title)	Editor
Location base	Lagos

Additional job specific responsibilities and accountabilities

Role Responsibilities

- The Digital Technical Producer will provide a full range of quality technical services for audio, video and text to help put the best content on air in a busy newsroom working to tight deadlines. You must be familiar with the latest digital production equipment.
- Accountable to the Editor, you will be proactive and be required to perform duties in video and radio studios, workshops, edit suites, and on computers, as well as on digital news platforms and outside broadcasts.
- You will have an excellent knowledge of local, regional and international news and current affairs. You will have recent experience of living in Lagos, Nigeria including understanding its complexities. Ability to work under pressure and to react to breaking news is essential.
- You must have work authorisation in Nigeria.

Main Duties

- To work with editorial teams to provide technical direction for daily output.
- To provide technical support to the team daily and including duty trips as required.
- To help ingest material from the field and convert it into the correct format for editing.
- To maintain a log of equipment schedule of servicing and maintenance
- To provide solutions to technical challenges, to resolve simple technical problems and to report to London any major maintenance problems
- To participate actively in daily editorial output and to technically translate editorial vision into reality
- To take photos as required
- To help train production teams to conduct simple technical tasks
- To help with editing, mixing and adding special effects to content as required
- To operate all studio equipment effectively and in a safe manner, complying with BBC Safety Regulations.
- To be able to identify when problems arise in broadcast-critical systems and be able to work around them where necessary.

- To understand the pros and cons of electronic audio distribution via the internet/email. To be familiar with audio file formats as used in the digital domain.
- To identify the best material and alert programmes proactively to the editorial significance of pictures, audio and accompanying copy.
- To alert news desks and programmes of editorially important incoming audio and video material, using various communications systems.
- To capture and enter data (known as metadata) relating to the audio and video material and ensuring its accuracy. This data will include copyright information and possible restrictions on usage or re-use.

Required Skills & Required

- The ability to operate technical equipment to meet the artistic, technical and safety requirements for delivering audio, video and text publishing. This includes operating studios, computer equipment, recording and editing systems.
- Fluency and up to date knowledge of Igbo and the ability to type quickly and accurately.
- To support editorial teams in resolving technical problems when they arise.
- Recording, ingesting, editing, reproducing and dubbing material, including replay as required by the production staff both in the studio and on the field.
- To ensure all output publishes correctly, in a timely manner across all platforms for all languages.
- To operate and programme all types of audio and video equipment.
- Install, upgrade and maintain software packages, hardware and production equipment, under instruction from IT staff.
- To take responsibility for the safety of equipment, maintenance schedules, and restocking of hardware or consumables.
- To undertake all duties and activities in accordance with current BBC Safety and Editorial Policy.
- To build a strong relationship with technical departments in London, and the region.
- To keep up to date with the newest developments and practices.
- To maintain excellent communication with colleagues in London and in the region, and ensure the free flow of information and material. To promote an atmosphere of collaboration and respect at all times with colleagues.

Job title	Technical Producer		
Job family	Technical Production	Band	C

Job purpose
Provides technical production expertise for a wide range of productions, and assumes the overall responsibility for the planning and realisation of sound operations for a production to realise editorial ambitions.

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Key responsibilities and accountabilities

- Provide creative operational skills, including balancing and controlling high profile and demanding productions, sessions and recordings.
- Assume responsibility for the entire operation of specialism for a production; leading teams and deploying resources in the most effective manner.
- Use craft expertise to assemble audio objects utilising current production tools.
- Plan and organise the technical, staffing and logistical requirements for programmes and schedules where necessary, including ordering and hiring appropriate equipment.
- Work with production teams to determine and interpret technical requirements and advise on creative and technical solutions and limitations; interpret and manage changing production requirements within financial constraints.
- Use interpersonal skills to advise producers, contributors, presenters, actors and musicians, on aspects of performance relating to the sound balance.
- Responsible for safety to current BBC and industry standards.
- Communicate complex information in an appropriate way for stakeholders at all levels.
- When delegated or when appropriate, taking responsibility for some aspects of production.
- Take part in planning meetings as needed; assist with departmental and production forward planning, liaising on all matters relating to technical production.
- Developing and maintaining good professional relations with programme departments.
- Contribute to the development of pitches for new work.
- Responsibility for safety, including the creation of risk assessments; ensuring the safety of self and others; maintain industry-standard safety qualifications.
- Use skills to create innovative solutions to resolve immediate technical problems and act as first line support where necessary.
- Develop specialist skills whilst retaining the capability of balancing and controlling the whole range of radio productions, working on own or in teams.
- Assist in the development of new effective ways of working.
- Brief colleagues and production staff on developing technical procedures and where appropriate, to assist in the training and mentoring of colleagues.
- As appropriate, drive BBC or hire vehicles, ensuring compliance with regulation and BBC policies.
- Where appropriate to take on or contribute to project work and to contribute to the appraisal of junior staff.
- Act as a fire warden where needed.

Knowledge, skills, training and experience

Essential

- Fully qualified in accordance with the prevailing operational training and safety guidelines, with extensive operational experience since the completion of training.

- Operational knowledge of sophisticated sound equipment and recent developments in programme making methods.
- Knowledge and expertise of specialisms appropriate to the role.
- Experience of close working and recent contacts with production departments and the ability to influence and to gain the confidence of production teams, managers, on-air talent and external stakeholders.
- Ability to self-manage work and to allocate resources to provide the most effective and efficient technical service.
- Ability to manage resources within financial and technical constraints.
- Good knowledge of current and likely programme-making issues.
- Knowledge of safety regulations and an ability to operate to and communicate safe working practices in the workplace.
- Excellent aural judgement.

Job impact

Decision making

Scope

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.