

JOB OVERVIEW

JOB TITLE Broadcast Producer

JOB PURPOSE

To oversee all elements of a production from conception through to completion of the finished product or show. The main link between editorial team, presenters and studio crew. To ensure that all of the Production and Editorial details are linked properly.

DUTIES & RESPONSIBILITIES

- The direct link between the editorial team and Production team.
- Attends daily editorial meeting to understand the flow of the episode and content included.
- Responsible for presenter schedules and guiding the presenters through the daily editorial line of the show.
- Works with the Production and GFX team to deliver and ensure graphic materials are correct and sent to the gallery for shooting.
- Responsible for the VO recording and ensuring proper delivery of the VO to Production Team.
- Takes charge of the studio shooting and ensures that the entire show meets the format regulations.
- Monitors the timing related to all Production/ Studio Crew call time and ensures that shooting begin on time
- Works closely with the Production team to track delivery, air dates, and times of upcoming content.
- Read, research, and assess ideas and finished scripts
- Pull together all the strands of creative and practical talent involved in the project to create a team
- Organise shooting schedules - dependent on the type of producer role and availability of support staff
- Hold regular meetings with the director to discuss characters and scenes
- Act as a sounding board for the director
- Troubleshoot problems that arise during production
- Ensure compliance with relevant regulations, codes of practice and health and safety laws
- Views the completed episode including reports to ensure that all content and production details are linked properly.
- Supervise the progress of the project from production through to post-production
- Deliver the finished production on time and to budget.

QUALIFICATIONS

- Bachelor's or master's degree in Film, Communications, Advertising, or related field
- 10 years' Experience in TV production.

KNOWLEDGE & EXPERIENCE

- 1-3 years of television or film production experience
- 10 years' experience in related field
- Knowledge of Final Cut Pro or similar non-linear editing software
- Proficient in Microsoft Word and Excel
- Minim
- Fluent in Arabic

SKILLS & ABILITIES

- A strong television or film production background
- Editing abilities
- Project Management
- Ability to handle multiple projects under tight deadlines
- Coaching and ability to foster teamwork
- Good people skills as most of the tasks of the Broadcast Producer will involve working with different levels of team members.
- Proactive, with a high level of organization
- Ability to communicate and represent the company in front of the Broadcaster in a professional.
- Ability to work well under pressure
- Strong Leadership and problem-solving skills.