



Red Bee Media Limited

JOB SPECIFICATION

Job Title: Media Assistant Pool
Base: Broadcast Centre, London
Salary: £17,563
Contract: Various Fixed Term

Job Purpose

Responsible for checking the presence and accuracy of broadcast material in the Media Management and Live transmission environments to the relevant broadcast standards. The required checks are being made to ensure a seamless service is offered to our high profile playout clients. This role involves working weekends on a rotational basis. This is an entry level position with scope for further opportunities within the company over time.

Reporting Lines and Key Relationships

This role reports to the Media Services manager overall, and to the Team Leader or Media Management Operator on a day to day basis.

Context

Red Bee Media is a world-leading media management company providing technology and creative solutions that helps channels, broadcasters, content rights holders and brand owners reach and engage with their audiences in traditional and new ways.

In the rapidly changing media landscape consumers are exerting greater control over the content they watch and how they choose to engage. Red Bee Media is finding innovative ways to enable companies to unlock new revenue streams and build audience share on multiple platforms including traditional TV channels and on demand services.

Red Bee Media's client list includes international broadcasters and advertisers across TV, web and mobile such as Discovery International, BBC, Channel 4, Virgin Media, UKTV, Nike, Canal+, Lonely Planet, and Action Aid.

With 1500 staff and offices in the UK, across Europe and Australia, Red Bee Media is the UK's largest "one stop" integrator of video content management services (workflow, enhancement and delivery) together with brand and creative services.

Key Accountabilities

Transmission Materia

To check the presence of broadcast material by different methods. The check will identify any missing material or other failure criteria as advised. Prioritising workloads by material that is imminent for transmission.

To report any failures, or suspected failures, to colleagues in the Media Management areas and appropriate Playout suites.

General

To maintain an informed awareness of developments in information technology and to ensure Red Bee Media derives maximum benefit from its existing and future library systems.

To maintain an informed awareness of developments within and affecting Red Bee

Media

The training of new Media Assistants as appropriate

Person Specification

Experience and Knowledge / Skills and Behaviour

1. Experience of working with computers is essential (database entry, word processing, email & spreadsheets).
2. An interest, enthusiasm and broad knowledge of broadcast media.
3. An unsurpassed attention to detail.
4. Experience within an automated, server based transmission environment or with broadcast technology is desirable but not necessary.

Competencies

Planning and organising - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.

Attention to detail - A meticulous attention to detail and the ability to anticipate problems and resolve them speedily is essential.

Communication - able to get ones message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Resilience - manages personal effectiveness by managing emotions in the face of pressure, set backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy

Flexibility - The ability to demonstrate initiative and work flexibly and adapt to changing circumstances.

(A 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).