

Broadcast & Content Production

A world of quality content

From web assistants, producers and production managers to broadcast engineers and studio managers, it takes all sorts of people to create the kind of programming we do for TV, radio and online. This is why we'll have opportunities at all levels. Some will require significant experience, others will require very little. What they'll all need, however, is people with creativity, ambition and a real passion for broadcasting.

Below we have videos and role descriptions which will give you a better idea of what skills and knowledge we're looking for regarding the jobs in this area. We would recommend you watch the films and read the information before you apply as it will give you the insight you need about we'll be looking for in your application.

For an insight into a day in the life of a Studio Manager at the BBC please click the following link: <http://www.youtube.com/watch?v=a7SSWeTu3fQ>.

Typical roles and job specs

This area can be split into two main sections – production management and content making roles. Children's, Sport and Learning are the departments where most of these opportunities will appear.

1) Production Management

The Production Management teams ensure the delivery of high quality and compliant content on time and on budget. The roles within Production Management that we will be recruiting for are: Production Executive, Production Manager, Production Co-ordinator and Production Management Assistant.

You should

- Be able to accurately prepare, manage and monitor production budgets, and proactively forecast - reporting progress in line with best practice.
- Have a wide-ranging knowledge and understanding of multimedia end-to-end production processes.
- Keep up-to-date with the ever changing tastes, trends and demands of the target audience
- Be aware of key objectives for the team and feed into future developments.
- Consistently develop and produce creative and original ideas, inspiring others to contribute and deliver the intended vision.

- Sound decision making and judgement

The level of experience required will vary depending on the role – so for example, more senior production management roles will require skills in people management and are responsible for delivering multiple projects and shows.

For Production Management Assistants and Production Co-ordinators, even if you have not worked in production, we're always keen to hear from people with relevant and transferable skills.

2) Content Making

The roles within Content Making that we will be recruiting for will include: Editor, Executive Producer, Senior Producer, Producer, Assistant Producer, Researcher, Production Team Assistant. This will be across TV, Radio and Online platforms.

You should

- Be able to create original ideas and tell stories that are accurate, engaging and accessible to a wide variety of audiences across a range of platforms.
- Have knowledge and awareness of multi-media production processes, to maximise cross platform content
- Possess good knowledge of different target audiences, their changing tastes and trends, with an understanding of how to shape and deliver content to meet their needs.
- Have the ability to develop and maintain collaborative working relationships with colleagues and a diverse range of contacts.
- Be resilient, flexible and adaptable in the face of rapidly changing circumstances and long shifts
- Have good editorial judgement and legal awareness.

The level of experience required will vary depending on the role - for example for Researcher positions we would expect the above skills to be evident, but not as developed as a Producer. More senior content making roles will have greater editorial accountability and responsibility for output delivered by their team, monitoring and reporting the reach, quality, impact and value for money.

There will also be specific knowledge and skills required depending on the role and department, some details are provided below:

3) Specific departments

Children's, Learning and Sport across all roles require strong focus on their particular audience and understanding and knowledge of editorial/compliance issues.

Children's across all roles:

- Ability to apply/demonstrate the Children's values: Enabling, Curious, Can Do, Inclusive and Hungry

Children's Drama:

- High quality scripting experience – be able to shape and adapt narrative structure, script and story.

Sport across all roles:

- Travel and flexible working is a key aspect of the role – working at weekends is normal

Sport – Producer:

- OB experience including live/fast turn round of events
- Capable of running VT operations for a large event (Olympics/World Cup)

Learning across all online roles:

- Interest in eLearning, and broad knowledge of the UK education system and current issues within it.
- Excellent writing skills, including the ability to adapt styles to different online audiences.
- Strong understanding of audiences and of how people learn as well as what makes them want to learn.
- An understanding of online user groups, and an awareness of the editorial and compliance issues around making online content.

Learning – Language Teams:

- An interest in languages and how people learn languages.
- Excellent language skills and, ideally, fluency in a second language.

4) Specific roles

TV Researcher

- Some knowledge/skills in FCP/Z1 and other TV production tools
- Logging

Assistant Producer

- Z1/FCP self op and working with other TV Production tools (directing craft editors and PSC shoots etc)
- Experience of making fast turn round highlights edit and long form edits
- Film making for TV
- Writing skills for TV, for example scripting for a presenter

Producer

- All Assistant Producer qualities
- Skills either as a director (studios/OBs) or an editor running smaller strands or in a programme gallery
- Long form or creative film making at the highest level

5) Multi-platform

All production roles for web will require a sound working knowledge of multi-media production processes, to maximise content, cross platform:

- Exceptional web literacy
- A well-developed understanding of web design principles and digital production technologies.

Online Assistant Producers

- Experience of producing a range of content for digital platforms.

For Producers and senior Producer roles:

- A track record of producing compelling content for digital platforms.

Business & Support

The people behind the people

Project and People Management, Administration, Events and Marketing – these roles may not be directly involved in creating programmes, but they'll provide essential support and expertise to the people who do. They're also a crucial part of our valuable education and outreach work.

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Typical roles and job specs

All departments have roles that fit within Business and Support.

We'll be recruiting for a number of different roles within: Talent Management, Scheduling and Planning, Project Management, Business Management and Events and Outreach. There will be a greater number of opportunities for Administration and Marketing and Communications roles.

1) Administration

The roles we will be recruiting for will include:

- Administration Assistant
- Personal Assistant
- Team Assistant/Co-ordinator

You should

- Be able to plan and organise and successfully.
- Be flexible and respond accordingly to changing priorities and competing demands.
- Have a working knowledge of all Microsoft office applications to assist in producing documentation as well as an ability to learn new IT and paper-based systems
- Possess effective communication skills and be able to deal with people at all levels
- Have the ability to organise and manage diaries and meetings

2) Marketing, Communications and Audience Research

The roles we will be recruiting for will include:

- Audience Planning and Research (specific roles to be confirmed)
- Brand Executive
- Communications Manager
- Marketing and Communications Co-ordinator
- Marketing Manager
- Publicist

To work within Marketing and Communications, you will be expected to be someone who actively explores and identifies new and interesting ways for communicating effectively and imaginatively with audiences.

You should

- Be able to develop marketing/communications activity in line with the strategy and analyse and interpret information.
- Take an interest in developments in social and cultural trends, developments in broadcasting and related industries.
- Have the skills to ensure consistency of visual look, brand image, identity and communications messages.
- Know how to implement marketing and communications plans and be able to adhere to briefs, budgets and deadlines.
- Be able to develop effective partnerships with key internal and external stakeholders e.g. the media, national and regional newspapers and magazines, websites, TV and radio outlets.

To work within Audience Research roles, you will be expected to be someone who understands how to source and interpret information about audiences and explores innovative ways of helping programme makers use audience insight to develop content.

You should

- Understand the broad UK audience base.
- Be able to define criteria for segmentation based on socio-demographic and usage parameters.
- Be able to design, collate and synthesise primary and secondary market research.

Digital Technology & Systems

From innovation to creation

Media Managers, Project Managers, Research Engineers, Software Engineers, Client-Side Developers, Interactive Designers, Technologists – we'll have a diverse range of roles across our Future Media and Technology teams. Some will enhance our red button features, others will focus on coming up with pioneering new ideas, some will be working with other departments - including Sports and Children's - on high profile and exciting BBC content, and we'll have a number of people responsible for managing data and our archives. Crucially, they'll all help keep us at the forefront of digital media.

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Typical roles and job specs

1) Client side (Web) Developers

Client side (Web) Developers are responsible for developing the core applications, frameworks and services that power the BBC's award-winning sites. They will be involved in the development of Sport, Children's and Learning websites

You should:

- Be capable of inspiring a cutting edge front-end build team. To be successful in this role you will have an excellent knowledge of HTML, CSS, object-oriented JavaScript, PHP, accessibility issues, web standards, and proven experience of working in a mixed discipline team on large scale web application projects.
- Be experienced in project management and/or project-based working, including an understanding of Agile development techniques

- Have knowledge about and commercial experience in accessibility, usability and cross-browser issues

2) User Experience Designers

User Experience Designers work in collaboration with stakeholders to propose solutions that balance user need with business goals and technological capabilities. They also seek to exploit the opportunities for innovative visual design offered by new and emerging technology platforms.

You should:

- Be experienced in interaction design, complemented by knowledge of visual design, usability, accessibility, and information architecture
- Have a portfolio of successfully delivered projects that demonstrate design expertise
- Have a high level of proficiency in Adobe Photoshop and Illustrator. An understanding of Adobe, After Effects, Flash, Premiere and Final Cut Pro is also an advantage

3) Product Managers

Product Managers lead the development of the BBC's interactive services, including driving and informing the product development process for Sport, Children's, Learning and TV Platforms.

You should:

- Be able to interpret business needs and audience insights into product strategies and requirements - while ensuring smooth client relationships with other areas of the BBC and external suppliers
- Have Solid experience of building interactive services and software for the web, including experience of tools or publishing systems.
- Possess a high degree of internet and computer literacy and good understanding of various other Future Media platforms including online and emerging platforms.
- Have proven experience of managing multi-disciplinary project environments.
- Be able to simplify complex problems or projects into component parts and evaluate them systematically.

4) Software Engineers

Software Engineers design, develop and support the products and services which form the foundation of the BBC's interactive TV output.

You should:

- Have real work experience in 2 or more of: Java, C++, Perl, JavaScript, Flash, MHEG
- Possess knowledge and experience in Internet protocols and technologies, Agile/Scrum/XP methodologies
- Have an appreciation of good user experience and prepared to be the users' advocate
- Hold a track record of producing maintainable code within collaborative environments

5) Testing and Quality Assurance

Testing and Quality Assurance teams help ensure the quality of BBC products using manual and automated testing techniques

You should:

- Have knowledge of the full software development and testing lifecycle
- Possess knowledge of Agile testing and the TDD cycle from card to conversation to code to confirmation

- Have experience of using bug tracking tools
- Be able to use of one or more of the following automated test tools: Fitnesse, Selenium, QTP
- Have experience in scripting in one or more of the following programming languages: C, C++, Java, PERL, XML, HTML, JavaScript, Flash

6) Media Manager/Librarians

Media Manager/Librarians work side-by-side with production making sure that all content can be identified from the moment a programme is created right through to selecting what will be retained in the BBC Archives.

You should

- Have the ability to ensure professional information management processes and standards are met and implemented
- Be able to play a leading role in the transition from traditional information management in the analogue environment to digital multi-media asset management which fully support the archiving and production processes.
- Possess knowledge of the relevant external information sources and the application of information management systems
- Management of media management/ Archive Operations activities and workloads and to ensure that they remain in line with strategic aims, ensuring maximum utilisation of the operational resource is achieved in line with the key priorities

Journalism

Accurate, fair and impartial

We'll have roles within journalism at all levels, from entry-level Broadcast Assistant all the way up to Editor. Our opportunities will be based mainly in 5 live and Sport, with some in Current Affairs, Regional and Local Programmes and Children's. They will be across TV, radio and online. We cover a huge range of topics, from sport to current affairs to entertainment, but one thing all our journalists need is a desire to provide the best impartial news and information to the public.

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Typical roles and job specs

The roles in journalism that we will be recruiting for are: Editor, Assistant Editor, Senior Broadcast Journalist, Broadcast Journalist, Broadcast Assistant. There will also be a small number of Reporter, Correspondent and Broadcaster/Presenter roles. These opportunities are mainly within Sport and 5 live although Children's will have a small number of journalism roles.

1) For all journalism roles

You should:

- Tell stories fairly, accurately, simply and engagingly in a way that is accessible to a wide variety of audiences across a range of platforms.
- Be well informed about current events and able to research topics quickly and effectively.

- Have the ability to develop and nurture a diverse range of contacts and a keen desire to produce original journalism, driven by a strong sense of curiosity.
- Be able to stay calm while working under pressure and to remain resilient, flexible and adaptable in the face of rapidly changing circumstances, long shifts and setbacks.
- Have sound editorial judgement and legal awareness.
- Be able to draw on creative writing and story telling skills
- Ideally have knowledge and awareness of producing cross platform content and developing ideas

Of course the level of experience required would reflect the role – so for senior positions, we would expect the above skills to be more evident and developed than in a Broadcast Assistant. The more senior the role, the more we require you to have people and budget management skills.

For all departments, it's important that you have an interest, passion and good knowledge of the content they create, as well as a good understanding of their audience.

2) For journalism roles in Children's

Across all roles:

- Understanding and knowledge of editorial/compliance issues in respect to making content (TV, radio, web) for Children
- Ability to apply/demonstrate the Children's values: Enabling, Curious, Can Do, Inclusive and Hungry

3) For journalism roles in Sport

Across all roles:

- Sports Journalists working on 5 live will be required to have very good knowledge of 5 live - its schedule, presenters and programmes.

4) For journalism roles in 5 Live

Across all roles:

- Social media expertise – use of interactivity on programmes
- Highly developed IT skills: Audio editing
- Unsociable shifts, out of hours working on 24/7 network