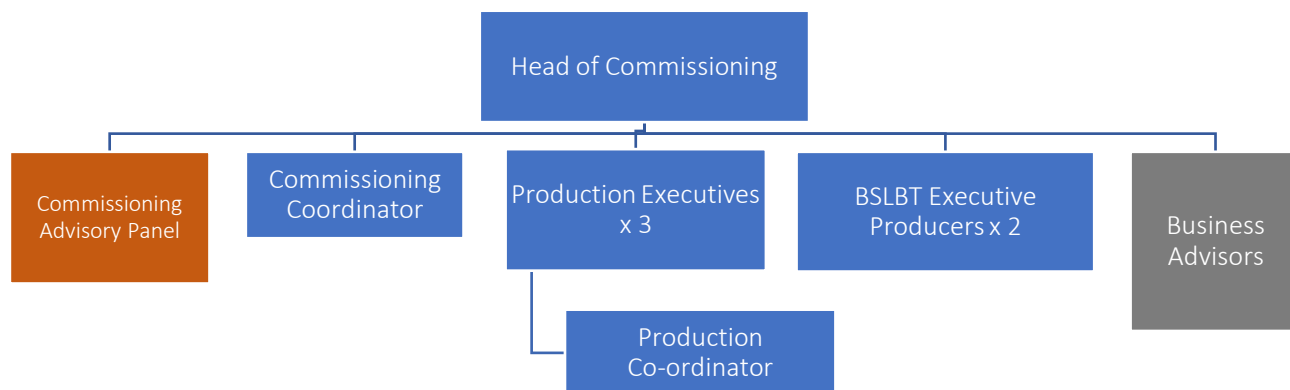


Reaching every BSL user with more BSL programmes that they love to watch

ROLE DESCRIPTION: BSLBT PRODUCTION COORDINATOR (MATERNITY COVER)

Based at the BSLBT office in London (once Covid-19 allows)

The structure for Commissioning is shown in the diagram below:



Role Description

To support the Production Executives, and in particular, to handle programme delivery. Areas of support include:

- Setting up start-up meetings with production companies and some internal meetings with other teams
- Maintaining, updating and issuing BSLBT production paperwork and guidelines
- Ensuring production companies are fully briefed on BSLBT production and delivery processes
- Ensuring paperwork (e.g. call sheets, insurance documentation) is received, checked and filed
- Maintaining and updating internal systems for tracking production progress and delivery
- Tracking post-production schedules and licence restrictions
- Renewing annual licences with suppliers and doing initial research to find new suppliers
- Managing programme delivery and filing of all deliverables/assets to BSLBT (including rushes)
- Managing uploads to various platforms and coordinating cloud-based programme archives
- Investigating queries related to archives, licences and relevant contracts
- Providing administrative support to our Business Advisors
- Any other duties within the broad scope of the role as may be reasonably required

Person specification:

Essential

- At least 5 years' varied experience as a Production Coordinator in broadcast television, including the areas listed above

- Ability to prioritise the Production Executives' immediate needs over ongoing work
- Patience and persistence to ensure BSLBT receives all the information and documentation it requires
- Very good attention to detail
- Highly proficient in Excel in a variety of applications
- Excellent written English and proficiency in Microsoft Office (Word, PowerPoint)
- Comfortable with using cloud-based filing platforms and different email systems
- Understanding of OTT platforms, i.e. Signiant Media Shuttle, and file requirements/broadcast file formats for programme delivery
- Knowledge of distribution to broadcasters
- Have an interest in what BSLBT does, and if not a BSL user, a willingness to learn conversational BSL
- Have an interest in BSL Zone content

Desirable

- Have an interest in Deaf culture and language
- Good understanding of, and comfortable with Apple products