

## JOB DESCRIPTION

<b>Job Title</b>	<b>PRESENTER &amp; PRESENTATION CO-ORDINATOR</b>	<b>Grade</b>	<b>B3</b>	<b>Weekly Hours</b>	<b>37</b>
<b>Objective</b>	The role of Presenter & Presentation Co-ordinator is to support the Digital Hub Manager in production of BBC ALBA Interstitials and related content for both linear and digital platforms.				
<b>Accountable to</b>	Digital Hub Manager				
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Creation and delivery of interstitial material every week.</li> <li>• Presenting in-vision and v/o continuity links.</li> <li>• Overseeing the tailoring &amp; assembly of all elements of interstitials &amp; graphics; directing creation of promotional materials in-house.</li> <li>• Contributing to BBC ALBA digital output, all BBC ALBA promotion including digital and working alongside Digital Media Officer, Digital Hub Manager and other colleagues to develop a stronger digital presence for BBC ALBA.</li> </ul>				
<b>Working relationships</b>	The post holder works as a member of the Sgioba ALBA content team under the direction of the Digital Hub Manager and liaising daily with Scheduling Manager, Digital Media Officer, Communications Co-ordinator, Technology Team, Channel Editor, In-house Continuity and in-house / third party providers of interstitial material and other material for both linear and digital platforms.				
<b>Key result areas</b>	<ul style="list-style-type: none"> <li>• The post holder ensures that daily packages comprising links, trails etc are created and delivered for schedule junctions in line with the demands of the TV schedule.</li> <li>• The post holder ensures that the Digital Hub Manager is supported and that effective communication takes place between the editorial and technology teams.</li> <li>• The job ensures that the Digital Media Officer and colleagues are supported in content for BBC ALBA's digital presence, including channel promotion, and including holiday cover.</li> </ul>				
<b>Key tasks</b>	<p>Supporting the Digital Hub Manager in preparing detailed daily Interstitial schedules.</p> <p>Supporting the Digital Hub Manager in the creation and delivery of daily packages for schedule junctions, including:</p> <ul style="list-style-type: none"> <li>• Forward planning for TV schedule interstitials: with Schedule Manager, Communications Co-ordinator, in-house continuity, suppliers &amp; In-house editor.</li> <li>• Managing contributions to interstitial packages: Presenting continuity links; directing creation of promotional materials in-house; scripting &amp; voicing promos; creating text for all on-air graphics</li> <li>• Ensuring final package fits schedule requirement and passes editorial checks</li> <li>• Ensure delivery of final package in good time to playout</li> <li>• Archiving all interstitial material &amp; supporting paperwork</li> <li>• Forward planning of digital content, both stand-alone BBC ALBA digital content and channel promotion</li> <li>• Creating stand-alone digital content can channel promotion materials</li> <li>• Acting as cover to Digital Media Officer and other colleagues</li> <li>• Commits enthusiastically to professional development, objective setting and performance appraisals</li> </ul>				

<p><b>Core skills Experience of working in the media / creative industries sector</b></p>	<ul style="list-style-type: none"> <li>• Has a level of understanding of broadcast technology, studio environment, editing, preferably with entry level qualifications in broadcast media.</li> <li>• Has a genuine interest and demonstrable experience in use of social media</li> <li>• Shows initiative and creative drive</li> <li>• Is flexible and self-motivated</li> <li>• Excellent Gaelic language skills, both written &amp; spoken.</li> <li>• High level of IT skills and extensive knowledge of social media platforms</li> <li>• Self-starter and the ability to prioritise workload, capability of working under pressure and possess resilience with a calm approach.</li> <li>• Excellent presentation skills.</li> <li>• Demonstrates aptitude to learn quickly</li> <li>• Always acts with diligence and meticulous attention to detail</li> <li>• Possesses high level of organisational skills</li> <li>• Demonstrates excellent time management skills</li> <li>• Works well with other people and operates in productive partnerships with other team members and third parties</li> <li>• Availability to work flexibly and travel regularly to industry events.</li> </ul>
<p><b>Time horizon</b></p>	<p>Permanent</p>