



Multimedia Content Producer

- **Vacancy for:** 1
- **Posted on:** Nov. 16, 2018
- **Deadline:** Nov. 25, 2018, 11:55 p.m.

Department: BBC Media Action

Grade: 7

Reports To: Senior Project Manager

Based: Kathmandu, Nepal

Duration: 6 months (possibility of extension subject to funding)

Job purpose

Reporting to the Senior Project Manager, the Multimedia Content Producer will be responsible for producing, designing and developing digital output as per the project requirement. S/he will work closely with the project and research teams to create content on multiple platforms. S/he will be responsible for working with a team of programme makers, supporting content generation and the long-term planning of future outputs.

Main Duties and Responsibilities:

- Conceptualise, execute and process professional level audio visual contents including, but not limited to technical direction, editing, programme production and script writing as and when required.
- Work together with the London and Nepal teams in the development of the iLearn online training modules
- Lead and supervise the production of animated videos with a team of motion graphic designers
- Offer creative and innovative ideas on how media outputs can build on its audiences
- Ensure all content meets the BBC technical standards, BBC editorial policy and BBC values
- Be part of all aspects of production and post-production processes of any multimedia output
- Direct single or multi-camera filming of drama and operate cameras or other filming equipment when required
- Liaise with production team about all technical requirements, e.g. lighting and camera movements, sound recording requirements, set designing, graphics and transitions
- Be able to decide about the appropriate graphic style and music for the production if necessary

Essential skills and experience:

- Demonstrable creative ability
- Minimum university degree in media, communication and/or related field
- Must have broad knowledge of photographic/videography processes, methods and new technologies
- Significant years of experience of using different format TV programmes, visuals and editing styles
- Significant years of professional experience in directing, producing and writing media related programmes
- Knowledge of methods, practices and procedures used in developing and editing media outputs
- Thorough knowledge of visual editing software, MS-Office Suite, such as Word, Excel, PowerPoint and email applications
- Flexibility, creativity and effectiveness in working collaboratively in an inclusive and multicultural team
- Understanding of BBC editorial values and their application in programme making
- Commitment to BBC Media Action's vision, mission and objectives

Desirable skills and experience:

- Experience using media for developmental goals.

Key competencies:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Imagination/Creative Thinking:** Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions
- **Managing Relationships:** Able to build and maintain effective working relationships with a range of people. Team working
- **Communication:** The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information
- **Analytical Thinking:** Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks, for problem solving and/or development
- **Influencing and Persuading:** Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change
- **Planning and Organising:** Is able to think ahead in order to establish an effective 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 requirements
- **Self-Development:** Able to identify and apply opportunities for learning and development

Applying Procedure

If you are interested in applying for this position, please send a CV and Covering Letter outlining your interest in the role, and demonstrating how you fulfil the essential skills and experience, by **25th November 2018** to application@np.bbcmmediaaction.org (with job title in the subject line)

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