

Role Profile:

Junior-Intermediate Media Operator, Media Central Kaiwhakahaere Pāpāho Mātāwaenga

Role Purpose

There are three key areas of speciality within the department called Media Xchange & Playout (MXP).

1. Media Central
2. Presentation
3. Scheduling

These roles are intrinsically connected and provide essential services to the wider organisation to ensure that published content is available to be viewed by our audiences.

Kaimahi in association with their Kaiārahi work toward developing multidisciplinary skills in the Media Xchange & Playout area of Operations.

With training and support over time each kaimahi, starting as a Junior in their chosen key area (with no or limited knowledge and experience) will eventually build the skill and move to an Intermediate level. The ideal outcome is that kaimahi understand the Media Central, Presentation and Scheduling areas to a high intermediate level. However, choosing who and when to undertake training across areas is driven from the Team Leader and Leads in each area. They are able to ascertain the requirements for skills and support and the willingness, keenness and ability that is required to take on the extended knowledge. Very often kaimahi specialise in their own key area only.

In order to be considered an intermediate Media Operator, you would show a track record of consistency, communication with clarity internally, externally and across departments, understand the skill sets required to fulfil the mahi, think critically when challenged during and about a task, and work entirely independently if required.

The minimum full-time rostered period to develop to an intermediate Media Operator level would be 8 to 12 months minimum. However this development requires the Team Leader and Lead endorsement before being considered an Intermediate Media Operator.

Ranga

- Ranga Pāho – Media Delivery

Role Reports To

- Lead Media Operator – Kaiārahi Whakahaere Mahi Pāho
- Team Leader – Pou Whakapāho
- Head of Media Delivery – Pou Pāho

Key Accountabilities

- Media Xchange & Playout Operations
- Media Central
- Presentation

- Scheduling
- Professional and Language Development
- Health and Safety

Key responsibilities and expected outcomes

Key accountability	Key responsibilities	Expected outcomes
Media Central Operator	<ul style="list-style-type: none"> • Operates and provides support in Media Central including quality control, traffic, media capture, segmenting, data entry, transcoding, backup, storage, distribution, server management, edit including mastering as well as servicing MTS Studios, Outside Broadcasts and all Digital content processing. Tasks may include some of the below: • Liaise with NCA and Online Producers, Reporters and the Media Coordinator to support timely and accurately documented media flows to the Media Hub • File based and timeline exported ingest for studio production & field footage • Provide requested record services • Provide studio record and replay media services as required • Capture internal, off-air and other external media streams. Send files to server. • Transcode file-based media for multiple platforms as required • Analyze file based media as required and backup all field footage and cover records where applicable 	<ul style="list-style-type: none"> • Plans are known and developed • All outputs are of optimum quality and fit for purpose • Ingest, Record & Studio replay requirements are met, tagged and labelled to relevant client • Backups are created as requested and held as required • Databases and Spreadsheet Logs are maintained and files named precisely then exported to correct location. • Directions from clients understood and passed on where relevant • Faults are clearly reported. Content meets MTS Technical Specifications • Programs prepped and segmented in accordance with Schedule, Subtitle, Digital & Promo needs • All media fit for purpose and made available on appropriate platform/s based on the schedule
Presentation Director	<ul style="list-style-type: none"> • Takes responsibility for preparing, managing and operating the Presentation Control room and associated systems to provide fault free playout to air of programmed schedule. Tasks may include some of the below: • Ensure entire schedule is checked ahead of time for missing elements (subtitle, programs including live events, interstitials, promo, commercials) and communicate any missing elements to relevant departments • Ensure reporting is updated at the end of each shift in the daily 	<ul style="list-style-type: none"> • Fault free playout to air of programmed schedule • Reporting is up-to-date and an honest non-biased, clear and factual reflection of daily events including issues and times • Scheduled programme junctions are met and where durations are over or under, appropriate decision and approvals are sought • Secondary events are delivered as scheduled without error • Missing elements are identified ahead of time and action is taken to resolve any on-air issue or changes

	<p>Presentation report and distributed appropriately</p> <ul style="list-style-type: none"> • Ensure automation schedule is on-time • Ensure all secondary events occur (ie, Bugs, Graphics, Subtitles, Popups, Crawls etc) • All on-air issues are responded to as per SOP's 	<ul style="list-style-type: none"> • Up to date with current SOP's and have been through breakdown training and are competent • Report is completed with required detail to inform recipients of any errors / duration issues etc
<p>Media Xchange & Playout Kaimahi - general accountabilities</p>	<ul style="list-style-type: none"> • Supports all Digital processing and management of multiplatform content. • Provide support and fulfill other administration tasks as required including initial investigation of all faults. • Support the Team Leader and 2IC leaders in Presentation and Media Central. • Provide other media services as required in a dynamic broadcast and digital media environment. • Develops a knowledge of all relevant broadcast environment terminology. • Assist in creation and maintenance of appropriate documentation including spreadsheets, diagrams and process maps to document needs (includes Traffic Log Spreadsheet, Media Asset Management Database, Programme clip and segment Database, Clip Touch Archive send, Stratus clip and file database, Digital media management through Brightcove, Field Media Backup management) 	<ul style="list-style-type: none"> • All related documentation is clear and understandable by all parties. Updates are clearly presented, understandable and follow a logical path • Content is available according to schedule on chosen platform
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Promote a safe and healthy workplace as described in the Whakaata Māori health and safety policy and procedures • Be a visible advocate supporting and promoting safety awareness • Take all steps to ensure own and others safety at work; ensuring that you do not put yourself or others at risk of harm • Ensure all incidents and injuries are investigated and the necessary reporting processes are carried through in a timely manner. 	<ul style="list-style-type: none"> • All Health and Safety requirements upheld
<p>Contribution to Whakaata Māori</p>	<ul style="list-style-type: none"> • Enhance the productivity or systems of the company are brought to the attention of your manager • Communicate care and passion for the Māori Television Brand • Strive to be positive and constructive at all times 	<ul style="list-style-type: none"> • Performance is regularly reviewed with your Manager • You understand how your role contributes to Māori Television's strategic goals

	<ul style="list-style-type: none"> • Straight talking about the facts of the situation – open discussions are the best way to find solutions • Deliver on commitments • Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company • Adhere to all company policies and operate according to Māori Television policy and guidelines • Carry out other tasks that arise to meet the operational needs of Māori Television 	
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Person specification

Qualifications

- Preferred: A tertiary qualification in Broadcasting or a related field such as communications or media.

Experience

- Preferred: Experience in broadcasting, television, film or media production or a related field such as communications.

Personal Attributes

- **Time management:** Ability to meet scheduled deadlines, make critical decisions on content and ensure ethical standards are always met.
- **Communication and interpersonal talents:** Ability to work well with others. Excellent written and verbal communication skills in English and encouraged in Te Reo.
- **Critical-thinking and problem-solving capabilities:** Ability to handle pressure calmly, such as turning around programs, responding to breaking news, changes in schedule, dealing with clients and suppliers.

Te Reo Māori Fluency

- Essential: Acknowledgement that learning te reo Māori and exposure to te ao Māori is a priority and requirement of this role
- Fluent in te reo Māori (written / verbal) or commitment to active learning

Other role requirements

- Full Driver's Licence
- Clear Ministry of Justice check
- Right to legally work in New Zealand