

7<sup>th</sup> October 2009



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## 'Broadcast Technician' – Bow Tie TV London

This role reports to the Broadcast Manager, GLA and is based in London, working at our City Hall and Westminster sites, and on location as required.

The hours of work are unpredictable, since they depend on how GLA and Parliamentary business is scheduled. Your days of work will normally be Monday to Friday, but there may be some weekend working. Should you work more than five days in one week then you will receive a day off 'in lieu'.

### Overview of role:

This is a key role in delivering our Broadcast & AV Service to the GLA. Working as part of a small team, the main duties are: technical operations and vision control in the GLA and Parliamentary television control rooms; rigging & operating of AV systems at various locations in City Hall; simple, first-line maintenance of a range of broadcast & AV equipment; and basic systems management of PC-based video & audio systems.

### Responsibilities:

- Vision control operations in the control rooms
- Simple, first-line faultfinding and repair of a range of broadcast and AV audio and video equipment
- Minimising loss of service at times of equipment failure by rapidly identifying and implementing temporary work-rounds
- Assisting our Broadcast Engineers with small-scale project work, involving helping to build and install custom equipments
- Interpreting and implementing instructions and requests from clients, producers, directors and other colleagues
- Dealing with both hardware and software problems in office and broadcast IT systems
- Keeping abreast of constant changes in technology by investigating new systems, techniques and equipment
- When required, operation of multiple remote controlled broadcast cameras at our Westminster and City Hall bases
- Political knowledge – a basic understanding of political issues and how Parliament & the GLA work are very useful for this role
- Rigging and derigging of broadcast and audio-visual equipment at both sites – this can involve manual handling of heavy items
- Working on Outside Broadcasts as required by the company
- Communicating effectively – whether by spoken or written word, telephone or email, good communication skills are vital in this job
- Working effectively as part of a small team
- Maintaining punctuality and a smart appearance at all times, including wearing company or client uniforms if required to

**This is by no means a complete and exhaustive list.**



### Bow Tie Television

Units 5 | Belvedere Link Business Park | Viking Way | Belvedere | Kent | DA8 1EW  
t: 08454 900 900 | f: 01322 434 762 | w: bowtietv.com