



JOB DESCRIPTION

Post Title:	Executive Producer – Bonzour Sesel
Responsible to:	Manager - TV Productions

Job Purpose

A leading, coordinating, planning and supporting role for the Bonzour Sesel daily show.

Key Result Areas

FUNCTIONAL

The Executive Producer shall:

- Work closely with the Editorial Committee and the TV Productions leadership to ensure appropriate look-ahead in terms of staffing, resources, contents, set, ideas and the general look and feel of Bonzour Sesel.
- Lead a small team of Producer/Technical Directors responsible for the smooth daily broadcasts of Bonzour Sesel
- Ensure a seamless daily broadcast
- Innovate and recommend new ideas to improve the show and increase viewership.
- Undertake a general review of all contents and graphics templates in advance.
- Work closely with the Commissioning Committee to identify or recommend appropriate short form contents for the show.
- Work closely with Marketing to achieve sales target for Bonzour Sesel
- Contribute towards identifying potential interviewees for Topik Konversasyon.
- Identify and ensure that newsworthy segments of interviews are provided to the news team for consideration into the newscasts.
- Work closely with multimedia to ensure relevant postings, promos and uploads.
- Report any issues promptly to the Manager TV - Production
- Report on all matters associated with your area of functional responsibility, whenever necessary

Essential Skills and Experience

- Knowledge and experience of broadcasting and content production.
- Conversant with SBC's Editorial Guidelines
- Ability to use Adobe Premiere and other editing softwares
- Experience in leading a team to achieve results.
- Ability to innovate and implement new ideas.
- Excellent verbal and written communication
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy
- IT Competent, particularly in use of Email and Microsoft Word

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A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

Desirable Qualifications / Experience

- Suitable Qualification (E.g., Diploma or Degree) in Content Production, the Media, or related field
- Proven and extensive experience as a TV Producer/Director or similar role in the media
- Supervisory & Leadership experience
- Strong ethical standards and ability to exercise fair judgment, notably in administering the Corporation's Editorial Guidelines in our Television's outputs
- Good knowledge and experience in video production and editing technology, equipment and software.
- An innovative content-maker, proficient in research and scriptwriting.
- Practical Experience of a Television Station's systems and operations
- Excellent communications and interpersonal skills:
 - Ability to communicate very well, verbally and in writing, with both internal and external stakeholders in all three of our National Languages.
 - Good relationship building skills; able to build rapport at all levels
- Very good organisational, planning and time management skills
- Strong self-motivation and ability to work effectively under pressure and to use one's own initiative.
- IT Competent, particularly in use of Microsoft 365 Applications (Email, Word, Excel, Teams, etc...) at Intermediate Level
- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties • Justifies decisions taken, with confidence, openness and honesty • Takes responsibility for seeing efforts through • Makes sound and fair judgment • Makes informed and accountable conclusions and decisions • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent • Thinks of ways to make changes work, rather than resisting them • Makes suggestions for increasing the effectiveness of a changing environment • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances • Gets the job well-done every time and within deadlines • Shows up to work on time • Goes the extra mile to produce expected results even in tight deadlines • Persists through difficult tasks and brings out credible results
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done • Behaves in a manner that is accepting, respectful and inclusive of all people • Puts continuous effort into building and maintaining relationships • Accepts conflict as an opportunity to strengthen relationships • Responds willingly to requests for help and information, where possible • Is honest and open-minded • Has a 'can-do' and 'will-do' attitude