



Assistant BIP – Production

Based at the IBC, working with the Production BIP Team.

Duties

- Gathering updated information from the different production departments (Quality Control Unit: assisting in the publication of documentation such as ESF, MD-1, EBIF running orders, Music Cue sheets, filming schedules, shortlists and other documentation)
- Helping to write and publish/upload half-time and full-time running orders during live production
- Filling in appropriate templates to create Production updates

Skills

- Very good English
- Proficient in Microsoft Excel and computer-savvy
- An interest in event-time website management
- Organised, autonomous, good communication skills
- Team player