

## ROLE PROFILE

### PLAYOUT & MEDIA SERVICES KAIMAHI

<b>DEPARTMENT</b>	Rauemi Pāpāho – Media Operations
<b>ROLE REPORTS TO</b>	<i>Ao Pāpāho Rārangi Kaiārahi Rōpū</i> – Playout & Media Services Kaiārahi
<b>REPORTING TO THIS ROLE</b>	Nil
<b>WORKING WITH THIS ROLE</b>	Schedulers, Contractors, Promotions, Sales, Studio Production, OB Production, Engineering, IT, Audio Post, Reporters, NCA, Online Producers, Field Camera
<b>LIAISES WITH INTERNAL</b>	Other staff including Content, Programming, Promotions, Productions, Sales, Operations, Digital, NCA
<b>LIAISES WITH EXTERNAL</b>	Clients, vendors, third parties interests, stakeholders, Outside Broadcasts, other broadcasters, training providers, Outside Productions, Content Creators, Content Distributors, Contractors

#### **BACKGROUND: MĀORI TELEVISION**

Māori Television is New Zealand’s indigenous broadcaster providing a wide range of local and international programmes for audiences across the country and online.

#### **Our Vision**

Māori language is a taonga at the heart of Māori culture and New Zealand’s unique cultural identity. Our vision is for Māori Television to be "Te Kūaha ki te Ao Māori". Launched in 2004, Māori Television has two key long-term objectives:

- To significantly contribute to the revitalisation of the Māori language; and
- To be an independent Māori television service that is relevant, effective and widely accessible.

#### **Outcomes Framework**

We are working towards four outcomes:

1. More people value te reo me ngā tikanga Māori as part of our national identity. We will create, obtain and deliver content that enables people to value the Māori language and culture as a unique identity of Aotearoa. We will deliver content that supports people to use and learn the language, and celebrates the Māori culture. We want to reach out to as many people as possible, and we will have relationships with more people and partners so te reo Māori is heard and spoken throughout our communities.
2. More young people are excited about te reo Māori me ngā tikanga Māori. We will create, obtain and deliver content that excites young people about te ao Māori and inspires them to value and use te reo Māori me ngā tikanga Māori.

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3. More people are engaged with high quality reo Māori and Māori content. We will create, obtain and deliver content that is well made and has a unique point of difference that will engage audiences and be available on various platforms. Our reo Māori content will be of high quality and will target audiences of different reo Māori abilities. We will produce content that provides Māori with an opportunity to learn more about their past to prepare them for their future.
4. Our organisation inspires the revitalisation of te reo Māori me ngā tikanga Māori. We will provide an organisational culture that supports our people and partners to use te reo Māori me ngā tikanga Māori in an innovative and creative way.

#### PURPOSE AND PRIMARY GOALS OF ROLE:

- Undertake all key tasks in the specialist area of (a) Presentation Director; or (b) Media Central Operator. (NB; all Critical Tasks and KPIs relate directly to those separate areas).
- Kaimahi (workers) in association with their Kaiārahi (team leader) work toward developing more multidisciplinary skills. With training and support over time each kaimahi will build the skills required to understand both areas. Once training is completed to a reasonable level and kaimahi show competence, they will be able to support their Playout & Media Services colleagues where appropriate.
- A function of the role is to assist in professional development and training of Playout & Media Services team members.
- A primary purpose of the role is to ensure MTS technical standards are always met.
- The Presentation Director fulfils associated rostered shifts and takes responsibility for preparing, managing and operating the Presentation Control room and associated systems to provide fault free playout to air of programmed schedule.
- The Media Central Operator fulfils associated rostered shifts and operates and provides support in Media Central including QC, traffic, media capture, segmenting, data entry, transcoding, backup, storage, distribution, server management, edit including mastering as well as servicing MTS Studios and Outside Broadcasts.
- All kaimahi are expected to;
  - a) Provide support and fulfill other administration tasks as required including initial investigation of all faults.
  - b) Support the Team Leader and 2IC leaders in Presentation and Media Central.
  - c) Provide other media services as required in a dynamic broadcast and digital media environment.
  - d) Maintain a desire to learn, participate and promote te reo me ona tikanga Māori.
  - e) To comply with all MTS Policies and Health and Safety requirements including prompt reporting of accidents and hazards.
  - f) Become a problem solver in Playout & Media Services and strive to understand the fundamentals of each hub. Have a desire to collaborate and maintain high standards by driving efficiencies and working to best practice within the organisation.
  - g) Must be a team player and able to work unsupervised.
  - h) Develops a knowledge of all relevant broadcast environment terminology.

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Key Result Areas (KRAs)	Critical Tasks (CTs)	Key Performance Indicators (KPIs)	Competencies
<b>Media Central Studio, Digital, News &amp; General Production support</b>	<ul style="list-style-type: none"> <li>• Liaise with NCA and Online Producers, Reporters and the Media Coordinator to support timely and accurately documented media flows to the Media Hub</li> <li>• File based and timeline exported ingest for studio production &amp; field footage</li> <li>• Provide requested record services</li> <li>• Communicate clearly via comms &amp; email</li> <li>• Provide studio record and replay media services as required</li> <li>• Capture internal, off-air and other external media streams. Send files to server.</li> <li>• Transcode file based media for multiple platforms as required</li> <li>• Analyze file based media as required and backup all field footage and cover records where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Plans are known and developed</li> <li>• All outputs are of optimum quality and fit for purpose</li> <li>• Ingest, Record &amp; Studio replay requirements are met, tagged and labelled to relevant client</li> <li>• Backups are created as requested and held as required</li> <li>• Databases and Spreadsheet Logs are maintained and files named precisely then exported to correct location.</li> <li>• Directions from clients understood and passed on where relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Able to operate all Media Central systems; both hard &amp; software</li> <li>• Understand relevant file formats, decoders, routers, servers, edit software, transcoding, scheduling and downloading</li> <li>• Excellent communication via email, comms and any verbal comms</li> <li>• Can work under pressure &amp; meet deadlines</li> </ul>
<b>Media Central Quality Control, Segmenting &amp; Post Prod services</b>	<ul style="list-style-type: none"> <li>• Coordinate Programme Traffic flows, maintain log spreadsheet and liaise with Acquisitions and Commissioners to support timely content delivery and QC</li> <li>• Check both raw and finished program material</li> <li>• Report and/or repair defects/variations from MTS Tech Specs</li> <li>• Segment TX masters appropriately &amp; enter into database then copy for TX</li> <li>• Support producers, Edit, AP, NCA, Promos, Digital by providing appropriate media files</li> <li>• Create TX Masters</li> </ul>	<ul style="list-style-type: none"> <li>• Faults are clearly reported. Content meets MTS Technical Specifications</li> <li>• Programs prepped and segmented in accordance with Schedule, Subtitle, Digital &amp; Promo needs</li> <li>• All media fit for purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of all Media Central equipment and software systems and workflows</li> <li>• Knowledge of MTS Technical Standards and internal monitoring systems</li> <li>• Excellent vision, hearing, attention to detail, ability to focus</li> <li>• Clear and accurate reporting</li> <li>• Segments are considerate and reflect content genre using natural breaks where practicable</li> <li>• Data entry accurate</li> <li>• Understands Post Prod processes &amp; formats</li> <li>• Ability with on-line Editing (Edius)</li> </ul>

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<b>Presentation Automation Scheduling</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure reporting is updated at the end of each shift in the daily Presentation report and distributed appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• The playout of a fault free schedule</li> <li>• Reporting is up-to-date and an honest non-biased, clear and factual reflection of daily events including issues and times</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of complicated technical equipment</li> <li>• Systems analysis is thorough</li> <li>• Documentation accurate and up-to-date</li> <li>• Ability with word processing and spreadsheet software</li> </ul>
<b>Presentation Playout of the Automation Schedule</b>	<ul style="list-style-type: none"> <li>• Ensure automation schedule is on-time</li> <li>• Ensure all secondary events occur (ie, Bugs, Graphics, Subtitles, Popups, Crawls etc)</li> <li>• All on-air issues are responded to as per SOP's</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled programme junctions are met and where durations are over or under, appropriate decision and approvals are sought</li> <li>• Secondary events are delivered as scheduled without error</li> <li>• Missing elements are identified ahead of time and action is taken to resolve any on-air issue or changes</li> <li>• Up to date with current SOP's and have been through breakdown training and are competent</li> <li>• Report is completed with required detail to inform recipients of any errors / duration issues etc</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail. Process focussed and up to date with current SOP's</li> <li>• Excellent communication</li> <li>• Knowledge of transmission policies and equipment</li> <li>• Ability to apply rational process to operational situations</li> <li>• Comprehensive understanding of and competence in MTS policies, procedures and processes</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Establish and maintain productive and positive relationships with kaiwhakahaere, kaiārahi, kaimahi</li> <li>• Manage relationships with clients and stakeholders when required</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships well managed with escalation communication appropriately communicated as required</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Good understanding of te reo Māori me ngā tikanga Māori</li> <li>• Experience working in a kaupapa Māori based organisation</li> <li>• Able to analyse and solve problems</li> <li>• Asks for help when required</li> <li>• Team player</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Create and maintain appropriate documentation including spreadsheets, diagrams and process maps to document needs (includes Traffic Log Sreadsheet, Media Asset Management Database (ForeTV),</li> </ul>	<ul style="list-style-type: none"> <li>• All related documentation is clear and understandable by all parties. Updates are clearly presented, understandable and follow a logical path</li> </ul>	<ul style="list-style-type: none"> <li>• Strong working knowledge of Microsoft Office and other related data gathering software</li> </ul>

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	Programme clip and segment Database (Pebble Beach), Clip Touch Archive send, Stratus clip and file database, Field Media Backup management)		
<b>Organizational skills</b>	<ul style="list-style-type: none"> <li>All tasks are performed as and when required</li> </ul>	<ul style="list-style-type: none"> <li>Is organized and demonstrates appropriate ownership</li> <li>Successful management of tasks using allocated resources</li> </ul>	<ul style="list-style-type: none"> <li>Strong organisational skills including attention to detail and multi-tasking skills</li> <li>Demonstrated ability to function in deadline oriented environment</li> </ul>
<b>Related duties</b>	<ul style="list-style-type: none"> <li>Perform other related duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Other duties are executed as required</li> </ul>	<ul style="list-style-type: none"> <li>Flexible approach</li> <li>Willingness to learn from others</li> <li>Team player</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>Participate in relevant MTS assigned training and coaching courses</li> </ul>	<ul style="list-style-type: none"> <li>100% attendance</li> <li>Use knowledge in practical circumstances to enhance development</li> </ul>	<ul style="list-style-type: none"> <li>Application of knowledge</li> <li>Understanding of technical jargon</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Work within occupational health and safety guidelines</li> <li>Be alert, identify location dangers and prevent accidents before they happen</li> </ul>	<ul style="list-style-type: none"> <li>Accidents are minimised</li> <li>Accidents are prevented</li> <li>Near misses are recorded</li> <li>Hazards are notified</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with policies and procedures</li> <li>Experience in the field, knowledge of the dangers that exist</li> <li>Conscientious</li> <li>First aid knowledge and attend training when required.</li> </ul>

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#### RESOURCE REQUIREMENTS

Playout & Media Services hardware and software	Access to desktop PC and associated Printer for word processing, email, intranet, internet	Access to all relevant network drives
Desk	Building access and security swipe/ID card	Phone access

#### EXPERIENCE AND QUALIFICATIONS

Qualifications	Minimum (Ideal) - Tertiary Qualification in Communications or Broadcasting or experience in other broadcast environments	
Experience	Minimum – Experience in broadcasting, television or film production or a related field	
Circumstance	Able to work flexible shift hours Able to travel to work to work reliably and punctually	

#### CONTRIBUTION TO MĀORI TELEVISION

- To ensure that any ideas that may 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;
- Straight talking about the facts of the situation – open discussions are the best way to find solutions;
- Help others through communicating clearly;
- Deliver on commitments;
- Support all of the team that you are working with to ensure the achievement of goals;
- Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company;

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- Adhere to all company policies;
- Carry out any other tasks that arise to meet the operational needs of Māori Television

#### LIVING OUR VALUES

Māori Television is a leader in media content and technology. We succeed because of the talents and commitment of our people. We can all contribute to making Māori Television a great place to be, to have fun and to succeed. We are here to best support being *Te Kūaha ki te Ao Māori* or 'the doorway to the Māori world'. Our four values show how we get along. They sum up how we work here at MTS. By applying these values in our work, we can make our work more constructive and rewarding.

The principles that guide how we operate and work together are:

- Kia Tika Be professional and maintain high standards;
- Kia Pono Be truthful, honest and act with integrity;
- Kia Aroha Be respectful and demonstrate empathy;
- Kia Māori Maintain core Māori values.

	<b>The Employee</b>	<b>On behalf of Māori Television</b>
Name		
Signature		Position:
Date		