

Assistant Multimedia

Based at the IBC, working with the Multimedia Production Coordinator.

Duties

- Quality assurance of multimedia services
- Scheduling
- Updating documentation
- Produce music returns for the multimedia feeds

Skills

- Very good English
- Computer skills (Microsoft Office package, particularly Windows, Excel & Outlook)
- Technology enthusiastic (smartphones, tablets, virtual reality, etc.)
- Production knowledge
- Organised
- Team player

