Job Description

1. Job Details:

Position Title:	**Assistant Editor – Digital & Media**	Job Code:	**N/A**
Reports to:	Project Manager – Digital & Media	**Department:**	Digital & Media

2. Job Dimensions:

Annual Operating Budget/Project Budget:		NA
Number of Staff Supervised:	**Age:** Less than 35 years	*NA*

3. Role Purpose:

- To manage pre and postproduction work (content) across BCCI & IPL Digital and Media properties

4. Key Accountabilities:

- Work in close association with the BCCI producers and the digital team to develop different program ideas and concepts.
- Primary focus to handle editing, packaging, and supervision of post-production work
- Manage BCCI & IPL Content management system.
- Handling official social media accounts for BCCI & IPL digital properties and creating analytical reports for the same.
- Complete relevant research work for the projects by gathering knowledge and information from the available resources.
- Actively participate in the creative work by getting involved in the development of features, interviews and other video/article content and suggesting improvements if needed.
- Create, shoot, edit, collaborate, and produce video content as per requirement.
- Keep track of digital trends, create content around them and analyse the results of work.
- Create analytical and status reports periodically
- Escalation of issues, as appropriate to project stakeholders/ management.

5. Operating Environment:

- Mumbai-based role.
- Must be willing to meet work expectations and deal with stakeholders after hours.

6. Communication & Working Relationships:

- Project Manager – Digital & Media
- GM – Operations
- CEO (Interim) – BCCI & COO - IPL

7. Decision Making:

- High

8. Qualifications, Experience, Knowledge & Skills:

- Bachelor's degree in Media/ Sports Management/ PR Communications or relevant field
- 3+ years' experience in Sports/ Media or relevant field
- Experience of working in an elite level sports eco-system
- A good knowledge of cricket
- Competent skills with content updates across social media platforms
- Experience in pre- and post-production for video content
- Worked extensively as an Editor/Producer to edit content across digital platforms
- Should be well versed with latest editing tools/skills (Eg: FCP, Adobe Premier, MGFX effects etc.)
- Excellent computer skills (Word, Excel, PowerPoint)
- Excellent verbal and written communication skills (English)

9. Competencies:

- Customer focus - ability to work with external stakeholders
- Can work effectively in a multi-cultural environment
- Excellent attention to detail
- Ability to prepare and implement operational procedures
- Strong team player

Applications should be submitted by **11.59 pm** on **9th December 2022** at **recruitment@bcci.tv**

All applicants are hereby instructed to mention the specific role they are applying for in the subject of the email.