



Job title:	Media Assistant
Department:	Engineering
Line Manager:	Chief Engineer
Direct reports:	None
Job classification:	Permanent
Hours of work:	40 hours per week on average, initially based on a 7-day fortnight shift pattern
Location:	Ealing Studios
Key Interactions:	Broadcast Engineering team (MCR), Media Manager, Clients & Suppliers

About us:

Racecourse Media Group is the umbrella organisation for those 34 racecourses which hold an interest in Racing TV (Sky 426, Virgin 536, and 411), Racing TV International (international betting shop/digital service), and Racecourse Data Company (licensor of Pre-Race Data). Racing TV and Racing TV International also broadcast racing from all 26 Irish racecourses.

Job overview:

An opportunity to work for the leading horse racing media rights organisation, supporting the Engineering & Media Management team in a variety of RMG archive and tapeless tasks at their broadcast facility in Ealing, West London.

In this role you will handle a variety of different forms of media and full training will be given in: IPD, media storage systems, file processing and file delivery facilities.

This role is perfect for someone who is looking to start their career in the horse racing / broadcast industry. This is a development opportunity and the successful candidate will be trained on the job. They will be required to work as part of a team as well as individually. The role reports into the Chief Engineer with day-to-day tasks to be managed by the Media Manager.

Key responsibilities:

- To support the effective operation of media systems and workflows
- Assist in the migration of our LTO5 archive to LTO7
- Assist with the upcoming project to ingest our historic archive from video tape
- Liaise with the Media Manager and MCR on resolution of any technical issues – first point of contact to receive reports of problems, and log appropriately
- Manage media during peak demand periods, including weekends and out of hours
- To apply retention schedules to media and storage protocols
- Log metadata and check all media archived to the Spectra LTO tape robot
- Assist with the delivery and management of ITV Racing's archive requirements
- Assist production team with live content clip creation on exceptionally busy days

Essential skills:

- A talent for problem solving
- Strong IT skills

- Good written and verbal communication skills
- Good organisational skills with strong attention to detail
- Excellent Team Player

Desirable skills:

- Skills in locating media and an understanding of daily live transmission
- Understanding of FTP/ingest of idents and ads
- Logging of metadata and organization of media on nearline
- Experience of supporting IPD, EVS, Adobe or FCP specialist systems
- Knowledge of EVS and IP Director Workstations
- Experience of Rushes ingest via SxS Card, XD CAM and other sources
- Interest in Horse Racing as a sport

Education / Qualifications required:

- Degree-level qualification or similar, in a relevant subject

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by EOP on 8th December 2021.

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