



Job Title: Technical Bookings Co-ordinator
Department: Broadcast Engineering
Job Classification: Permanent, Full Time
Reports to: Chief Engineer
Direct reports: NA
Hours: Monday to Friday, 37.5 hours per week
Location: Ealing Studios, Ealing Broadway

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, Freeview and YouView 261), 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.

Overview of position	<p>An opportunity to work for the leading horse racing media rights organisation, supporting the Broadcast Operations Manager and Chief Engineer in a variety of Racing TV organisational tasks at their broadcast facility in Ealing, West London.</p> <p>In this role you will handle the co-ordination of work and the scheduling of the creative and technical services personnel and facilities responsible for completing it. This role is a studio-based position within the Racing TV production facility at Ealing Studios. Currently, the role is working from home.</p>
Key Responsibilities	<ul style="list-style-type: none">- Booking & arrangement for satellite/fibre operations; booking feeds and, where necessary, equipment & staff for each live feed (uplink, downlink, ingest and playout).- Producing technical documentation relating to bookings to distribute to both external clients and internal departments such as MCR, etc.- Liaising with internal and external clients, account handling, maintaining regular records / updates and acting as the first point of contact for all technical bookings.- Working closely with the Head of Broadcast Operations, Chief Engineer and Senior Production Coordinator, you will schedule

	<p>resources for the live and post-production workflow</p> <ul style="list-style-type: none"> - Involvement in ensuring / booking staff levels to accommodate broadcast requirements for both production and technical departments and occasional out of hours contact cover. Managing annual leave requests and sickness cover (includes out of hours) via absence management system. - Accurate record keeping of department spend and allocation within the budget - Contribute to the management of operational resources inside the Ealing studios broadcast facility - Liaise with MCR and broadcast facility provider on resolution of any technical issues - Escalate any issues and communicate with Editorial/Production staff as required - Manage demand during peak periods out of hours, including weekends during major festivals
Required Skills / Experience / Qualifications	<ul style="list-style-type: none"> - Degree-level qualification or similar - Experience of working, within a live sports environment, in a similar co-ordination role or specific media training graduate - Must be able to work autonomously. - Proven knowledge of satellite and fibre operations - Knowledge of studio facilities - Familiarity with schedules; staff rosters, lines bookings, etc - A talent for problem solving, locating resources required for daily live transmission - Familiar with working within a budget - Diplomacy and negotiation skills - Excellent time management skills with strong attention to detail - Strong IT skills - Good written and verbal communication skills - Good level of numeracy - Knowledge of applicable Health & Safety regulations - Excellent Team Player - An interest/understanding of horse racing desirable

How to apply:

Please send your covering letter and CV to recruitment@racecoursemediagroup.com by Monday 5th April 2021.

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