Chief Studio Engineer (Grade C6), Press Division, General Secretariat

Closing date for applications: 17 March 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the supervision of the Head of the radio/television section and his/her principal assistant, the post-holder will be required to:

1. Operate and ensure routine maintenance of the radio and television studios and associated production facilities; carry out minor repairs to equipment. In particular, handle the recording, editing and copying of audio interviews, shoot footage both on studio sets and at locations inside and outside OECD premises; shoot and produce footage for TV companies; work with radio journalists to record their reports and feed them by specialised lines and phone feed.
2. Operate, maintain and adjust the set-up of fixed lighting systems installed in the radio/TV studios, meeting rooms and other areas within OECD buildings and annexes. Install temporary lighting where required.

3. Set up and maintain radio and television equipment as well as sets (back-drops, etc.). Select and install new modules.

4. Assist in co-ordinating the work of freelance technicians hired to provide back-up during high-level meetings and other major events. Act as a guide for visiting TV film crews and assist them by providing equipment, dubbing and editing services, etc.; receive and assist radio reporters.

5. Maintain inventories of studio equipment and fittings. Manage supplies of consumable items (audio and video recording tapes, cassettes, etc.). Manage the tape libraries; supervise the storage and conservation of archive material.

6. Help monitor the development of new technologies and broadcasting standards; assist in planning the procurement of new equipment.

7. Replace the Principal Assistant (Radio/TV Section) in his absence.

8. Carry out other related duties as assigned.

**Principal qualifications**

1. Good general level of education. Professional audio-video engineering qualifications or equivalent training.

2. Substantial experience of electronic news-gathering techniques and good knowledge of broadcasting standards.

3. Ability to work under pressure and to tight deadlines.

4. Excellent command of one of the two official languages of the Organisation (English and French) and a working knowledge of the other.