

# Talent Pathway - Assistant Engineer

## About Us:

Badger & Combes are a collaborative team of digital media experts based right in the heart of the UK's Broadcasting Innovation Hub, Media City.

Working alongside and in conjunction with independent companies, charities, household brands and major sports clubs, to name a few, we pride ourselves on our ability to immerse within existing work forces and brand concepts.

Our team blends experience with youthful energy. We're passionate about growth and development, fostering a collaborative spirit that thrives on expertise, professionalism, and an unwavering determination to create something truly innovative. No two days are the same either at the Set or out on set.

## General Information:

Part Time – across seven days per week

Weekend, unsociable hours and public holiday work may be required

Line Manager: Lead Engineer & Managing Director

Badger & Combes remains dedicated to the growth, inclusion and progression of all our employees. It is expected that anyone joining our Talent Pathway will, in return, offer the same level of commitment with regards to time and effort when working within our business or on behalf of our clients.

## Purpose of the role:

The Talent Pathway - Assistant Engineer will ensure efficient production operations by assisting in the management of day-to-day systems and projects - from maintaining graphic systems & incoming data workflows to reactive video & audio related technical issues. The role will be an instrumental part of the smooth running of day-to-day engineering operations, responsible for maintaining fantastic quality broadcast across multiple systems, from aerial cameras, wire, handheld and more by supporting the testing, preparation and upkeep of our systems.

## Skills Required:

- **Strong Organisational Skills:** Essential for managing multiple tasks and deadlines.
- **Excellent Communication Skills:** Crucial for interacting with various departments, partners and clients.
- **Attention to Detail:** Important for ensuring accuracy in schedules, documents, and other tasks.
- **Problem-Solving Skills:** Ability to identify and resolve issues that arise calmly and successfully.
- **Time Management Skills:** Aptitude to prioritise tasks and meet deadlines.
- **Self-Motivation:** Capacity and enthusiasm to work flexibly in a fast-moving environment.
- **Enthusiasm:** Willingness to learn new skills and go the extra mile.
- **Computer Proficiency:** Familiarity with relevant software and IT databases.
- **Teamwork:** Capability to work with and alongside colleagues, understanding the need and strength of diversity in the workforce.
- **Reliability:** Ability to remain calm under pressure whilst working to tight deadlines.

## Talent Pathway - Assistant Engineer Responsibilities:

- **General Engineering:**
  - **Support Services:** Working to support the Lead Engineers across all elements of the business, both onsite and in general day to day activities. Willingness to learn and consistently upskill and support day to day operations.
  - **Maintenance & Monitoring:** General understanding of how to operate relevant hardware's, software's and mechanical systems in a broadcast environment.
  - **Technical Knowledge:** Familiarity of the technical elements of a broadcast chain - encompassing both older traditional and more modern IP Software solutions. Ensuring they are implemented and run smoothly. Knowledge of baseband HD/SD video, compressed video/audio encoding, IP transport stream distribution, OTT streaming architecture, and IP networking principles including multicast.
  - **End to End Fulfilment:** Responsible for completion of assigned projects and tasks, including installation, configuration and commissioning of video equipment and software applications.
  - **System Integration:** Coordination of in-house and third-party resources to fulfil system integration tasks for documentation, fabrication and installation.
  - **Testing & Training:** Collaboration with in-house and third-party technical support teams to perform system acceptance testing and training. Familiarity with relevant industry standards, test tools and applications used in the acceptance testing of compressed video streams.
  - **System Building:** Experienced in the design, build, and commissioning of technical systems for broadcast layout, distribution, and live streaming via IP.
- **Project Management:**
  - **Communication:** Acting as a central point of contact internally with colleagues and externally with clients, ensuring clear and timely communication.
  - **Collaboration:** Work closely with all clients and stakeholders to ensure projects meet contractual requirements and deadlines. Going the extra mile where possible.
  - **Feedback:** Collating internal and external project feedback. Presenting to the wider management team where required.
  - **Upselling:** Identifying where additional services can be pitched to clients.
  - **Contingency Planning:** Assisting with the development and implementation of contingency plans where required.
  - **Liaising with Suppliers:** Contacting and managing relationships with vendors and suppliers.
- **Administrative Tasks:**
  - **Documentation:** Preparing and distributing relevant paperwork and documentation relevant to engineering operations across the business.
- **On-Set/Studio Support:**
  - **On-Location Support:** Supporting the production team and crew across all workstreams during filming or recording operations. Please note that multiple locations can be in use at any one time across the whole of the UK. Occasional international travel may be required.
  - **Office Management:** Setting up and maintaining production offices/spaces, ensuring they are equipped with necessary supplies to function smoothly.

## General Employee Responsibilities:

- **Other Duties:**
  - **Problem-Solving:** Identify and resolve issues that arise during the production process alongside the wider management team.
  - **General Housekeeping:** Ensure, alongside colleagues, that the office environment and office equipment are maintained to a high standard, consistently. Regularly ensuring that all working spaces are left clean and tidy. Both at the Set and out on set.
  - **Support:** Assist the business with any additional tasks required.
- **Technical Skills:**
  - **Equipment:** Ability to use and care for all physical equipment related to production and general office operations.
  - **IT Systems:** Familiarity with all digital production tools, software, and platforms required to fulfil production and everyday admin.
  - **Installation:** Capability to install all physical and technical equipment related to production operations, as and when required.
  - **Fault Reporting:** Responsibility to report any faults or damage to equipment in a timely manner.
- **Marketing:**
  - **Content Creation & Production:** Oversee the development of various digital assets, including web content, social media graphics, posts, videos, and other multimedia materials. All content must adhere to the business brand guidelines promoting the company's wider method statements, whilst reflecting company ethos.
  - **Posting & Replying:** Manage the digital marketing planner, planning and posting approved content to approved online channels.