

## Terms of Reference for Soundman

### Job Description/Purpose

The Soundman is responsible for ensuring high-quality audio recording and sound management for television, radio, and digital productions of BBS. The role supports studio recordings, live broadcasts, field reporting, and special productions by operating and maintaining professional audio equipment.

The Soundman ensures that all audio captured during studio and field production is clear, balanced, and meets broadcast standards. The position works closely with reporters, cameramen, producers, presenters, and technical staff to support smooth and effective production across platforms.

### Position Level: S2-1

### Key Responsibilities

1. Operate and manage professional audio recording equipment for news coverage, interviews, documentaries, and other television productions.
2. Set up microphones, mixers, recorders, cables, and other sound equipment for studio recordings, field assignments, and live broadcasts.
3. Monitor sound levels during recordings and broadcasts to ensure clear, balanced, and high-quality audio.
4. Conduct sound checks and test audio equipment prior to recordings and live broadcasts.
5. Record and manage audio during field coverage and outdoor productions.
6. Work closely with reporters, cameramen, producers, presenters, and technical staff to ensure proper sound capture during assignments.
7. Support live broadcasting in studio and outdoor locations, including setup and operation of sound equipment.
8. Troubleshoot sound-related technical issues during recordings or broadcasts and take corrective action when necessary.
9. Ensure proper handling, storage, and maintenance of sound equipment, including microphones, cables, and audio recorders.
10. Maintain organization of audio files and recordings for production and archiving purposes.
11. Ensure all recorded audio meets the technical and broadcast standards of the organization.
12. Carry out any other task assigned by the supervisor.



### **Performance Indicators (KPIs)**

1. Clear and high-quality audio recorded for all assigned programmes and field coverage.
2. Sound equipment properly maintained and operational at all times.
3. Minimal technical disruptions during live broadcasts and recordings.
4. Timely setup and dismantling of sound equipment for studio and field assignments.
5. Effective coordination with reporters, cameramen, producers, and technical teams.

### **Key Competencies**

1. Strong technical knowledge of audio recording equipment and sound systems.
2. Ability to monitor and adjust sound levels to ensure broadcast-quality audio.
3. Ability to work under pressure during live broadcasts and field coverage.
4. Strong teamwork and communication skills when working with production teams.
5. Ability to make sound technical decisions independently during recordings.
6. Willingness to work flexible hours and travel to remote locations when required.
7. Commitment to journalism ethics and public service broadcasting values.
8. Sensitivity and respect for gender, religion, ethnicity, and cultural diversity.

### **Decision-Making & Accountability**

1. Responsible for ensuring proper sound recording and audio quality during assigned productions.
2. Accountable for the proper use, safety, and maintenance of audio equipment.
3. Takes necessary technical decisions during recording or live broadcasts to maintain sound quality.
4. Works in coordination with producers, editors, cameramen, and reporters to ensure smooth production.
5. Responsible for reporting equipment faults or technical issues to the relevant technical authority.

### **Qualification & Experience**

- a. Qualification
  1. Minimum of Class XII from a recognized institution.
  2. The candidate must have obtained at least 55% and above in both Class X and Class XII
  3. Diploma or training in audio production, sound engineering, media production, or related field will be an advantage.



b. Professional Experience

1. Relevant experience in audio recording, sound engineering, or broadcast production will be an advantage but is not mandatory.

**Reporting Lines**

Reports directly to the head of Graphics and Editing Unit

**Mandatory Documents (required to be submitted along with application)**

1. Cover letter addressed to the General Manager, Corporate Services Department
2. Curriculum Vitae (CV).
3. Academic certificates and transcripts.
4. Valid Bhutanese Citizenship Identity Card.
5. Valid audit clearance certificate.
6. Valid security clearance certificate.
7. No Objection letter (if employed)
8. Proof of Work Experience (supporting documents).

Non-submission of any of the above documents or partial submission shall lead to rejection of the application.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.