

Terms of Reference for Visual Editor

Job Description/Purpose

The Visual Editor is responsible for converting raw footage into high-quality broadcast-ready visual content for BBS television and digital platforms. The role involves editing news stories, interviews, documentaries, live programs, and commercial productions to meet broadcast standards and organizational objectives.

The Visual Editor ensures timely delivery, technical accuracy, and creative presentation of visual content while working closely with reporters, producers, cameramen, and technical staff.

Position Level: S2-1

Key Responsibilities

1. Edit and package raw footage into broadcast-ready news stories according to the daily news lineup.
2. Edit interview programmes, documentaries, and special features, incorporating sound, music, graphics, and other visual elements where required.
3. Ensure timely packaging and quality control of news stories, interviews, and documentary programmes before broadcasting.
4. Convert recorded footage into a finished product that aligns with the editorial standards and vision of the organization.
5. Extract and render audio from visual news stories for the "Radio Bhutan This Week" programme.
6. Edit and support live programmes during broadcasting, ensuring smooth visual presentation and technical accuracy.
7. Assist in live broadcast setups in studio and outdoor locations, including handling equipment and cabling when required.
8. Edit commercial and promotional programmes produced by the organization.
9. Maintain proper storage, labeling, and archiving of video footage and edited materials.
10. Collaborate with reporters, producers, cameramen, graphics designers, and other technical staff to ensure high-quality production.
11. Ensure all edited content meets the technical and broadcast standards of BBSC.
12. Carry out any other task assigned by the supervisor.



Performance Indicators (KPIs)

1. News stories, interviews, and programmes edited and delivered within required deadlines.
2. High-quality visual editing that meets broadcast and technical standards.
3. Minimal technical errors during editing and broadcasting.
4. Effective coordination with reporters, producers, and technical teams.
5. Proper management and organization of video files and editing materials.

Key Competencies

1. Strong technical knowledge of video editing software and broadcast production workflows.
2. Creativity and ability to present visual stories in an engaging and professional manner.
3. Ability to work under pressure and meet tight deadlines, especially during news production.
4. Strong teamwork and communication skills to coordinate effectively with reporters, producers, cameramen, and technical staff.
5. Ability to make sound technical decisions independently during editing and production.
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 the quality and accuracy of edited visual content.
2. Accountable for timely delivery of edited materials for broadcast.
3. Makes technical decisions during editing to ensure proper visual and audio quality.
4. Ensures editing outputs align with editorial guidelines and broadcast standards.
5. Reports technical issues related to editing systems and equipment to the relevant authority.

Reporting Lines

Reports directly to the head of Graphics and Editing Unit

Qualification & Experience

- a. Qualification
 1. Minimum of Class XII from a recognized institution.



2. Candidates must have obtained at least 55% and above in both Class X and Class XII.
3. Diploma or training in video editing, media production, film studies, or related field will be an advantage.
- b. Professional Experience
 1. Relevant experience in video editing, media production or broadcast production will be an advantage but is not mandatory.

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, appearing to be 'S. Sherpa', is written in a cursive style. The signature is located in the lower right quadrant of the page.