

Terms of Reference for Cameraman

Job Description/Purpose

The Cameraman is responsible for capturing high-quality video footage for television programs, news coverage, interviews, documentaries, commercials, and other productions of BBS. The role involves operating professional camera equipment, ensuring footage meets broadcast standards, and supporting both studio and field productions.

The Cameraman works closely with reporters, producers, directors, sound technicians, and other technical staff to ensure effective visual storytelling across television and digital platforms.

Position Level: S2-1

Key Responsibilities

1. Operate and manage professional video cameras and related equipment for news coverage, programmes, interviews, and documentaries.
2. Capture high-quality video footage for television, website, and social media platforms.
3. Plan and execute camera shots by considering lighting, angles, lenses, composition, and movement to achieve the desired visual effect.
4. Determine appropriate camera placement, framing, and movement during recordings and live broadcasts.
5. Conducts tests and ensure cameras and related equipment are clean, functional, and ready for use.
6. Collect raw footage during field assignments and ensure timely delivery for editing and broadcasting.
7. Collaborate with reporters, producers, sound technicians, lighting technicians, and other crew members during production.
8. Assist in live broadcasting setups, both in studio and outdoor locations, including equipment handling and cabling.
9. Edit or supervise simple on-site edits if required for immediate broadcasting.
10. Maintain proper storage, labeling, and archiving of all recorded footage.
11. Ensure all footage meets technical, editorial, and broadcast standards.
12. Follow safety protocols during field assignments and handle equipment responsibly.
13. Carry out any other task assigned by the supervisor.

Performance Indicators (KPIs)

1. All assigned footage is recorded and delivered on time for editing.
2. Video footage meets broadcast quality standards (lighting, focus, framing, and audio sync).
3. Minimal technical errors or equipment failures during production.
4. Effective collaboration with reporters, producers, sound, and lighting teams.
5. Proper handling, maintenance, and storage of camera equipment.
6. Timely support for live broadcasting and field coverage without disruption.

Key Competencies

1. Strong technical knowledge of camera equipment and video recording techniques.
2. Creativity and ability to capture visually engaging footage.
3. Ability to work under pressure during live broadcasts or breaking news.
4. Strong teamwork and communication skills.
5. Ability to make technical decisions independently during shoots.
6. Willingness to work flexible hours and travel to remote locations.
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 deciding camera angles, framing, and movement during shoots.
2. Accountable for ensuring all camera equipment is functional, safe, and ready for use.
3. Reports technical or operational issues to Producer / Technical Supervisor.
4. Makes real-time decisions during live broadcasts to maintain visual quality.
5. Ensures footage aligns with editorial standards and broadcast requirements.

Qualification & Experience

a. Educational Qualifications

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 media production, cinematography, or related field will be an advantage.

b. Professional Experience

1. Relevant experience in video recording, cinematography, 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 Director, 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 'Agarwal', with a large, stylized flourish extending from the end.