

### Broadcast Manager

JOB PROFILE	<b>Department</b>	Entertainment				
	<b>Aim of the Position</b>	Responsible in managing and supervising all Media activities onboard, correct maintenance and functioning of Media & BGM system onboard, both for guests and crew; and organize Media & BGM schedule; maximizes advertisement and on-board promotions, paying attention to Brand Identity rules, generating revenue through an effective communication, in accordance with company set standards and procedures				
	<b>Role Description</b>	<b>Job Title</b>	Media Manager			
		<b>Line Manager</b>	Stage & Production Manager			
		<b>Incentive Bonus</b>	Yes			
		<b>Resources Managed</b>	From 1 to 5			
		<b>Budget Managed</b>	No			
		<b>Education and Professional Experience</b>	<ul style="list-style-type: none"> <li>Secondary School</li> <li>At least 4 years' experience in broadcasting station and/or video production and Background Music System with other cruise company / broadcasting or multi-media production company</li> <li>At least 2 years' experience in a PR / Advertising companies</li> </ul>			
		<b>Professional Certificate</b>	No			
	<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>MS Office application</li> <li>Knowledge and skills in managing and handling broadcasting control panel, equipment, and system (camera, mixer, editing software, Integrated control system, satellite pointing, etc.)</li> <li>Knowledge of additional software in editing and graphic creation / design</li> </ul>				
<b>Language Skills</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<i>(A1-A2)</i>	<i>(B1)</i>	<i>(B2)</i>	<i>(C1)</i>	<i>(C2)</i>
	English			√		
	Mandarin *					
	3 <sup>rd</sup> Language *					
Other **						
<b>LANGUAGE SKILLS – Level</b>						
<b>5</b>	C2	Can understand with ease everything heard or read. Can express very fluently and precisely differentiating shades of meanings. Mother tongue				
<b>4</b>	C1	Can understand a wide range of demanding, longer texts and recognize implicit meaning. Can express fluently and spontaneously				
<b>3</b>	B2	Can understand the main ideas of complex texts. Can interact with a degree of fluency and spontaneity with native speakers				
<b>2</b>	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, leisure, etc.				
<b>1</b>	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type				
	A2	Can communicate in a simple and direct exchange of information				

## HR FLEET – JOB PROFILE AND DESCRIPTION

### Broadcast Manager

\* one of the following: - Italian, French, German, Spanish, Portuguese, Mandarin; \*\* Japanese, Korean, Bahasa

JOB DESCRIPTION	Main Responsibilities	Description	Relevance *	PM Form
		Control BGM scheduling, in order to provide planned broadcasting in accordance with products plan and company rules	3	√
Shoot Fun Moment for Entertainment department to please guest according to shore office requirement and Cruise Director's needs	3	√		
Shoot Good Morning video with Cruise Director together and hand to Broadcast Manager to broadcasting start at mid night	3			
Organizes promotional and communication contents for the following day in agreement with the Head Quarter's guidelines and submits the videos to the visual team to get approval and to offer the best communication possible to the Guests	3	√		
Give video footage or Media materials to Broadcast Programmer in producing and promoting ADORA multi-media media materials according to company set standards and procedures guidelines	3	√		
Work closely with Broadcast Manager in providing maintenance intervention when needed in accordance to company procedures	3	√		
Prepare all video or presentation materials in supporting Travel Talk and show activities	3	√		
Updates the communication and infotainment systems to provide to the Guests the correct information on currency change, movies, cruise itinerary	3	√		
Provides shooting and editing for Entertainment Department only when needed	2	√		
Participates in revenue meetings to coordinate promotions and advertisements for Guests	2	√		
Monitoring and controlling the use of Broadcast-related consumables (including but not limited to, blank media, lamps and cabling, etc.) and controlling inventory of all Broadcast Centre equipment	3	√		
Ensuring that all on-air programs are loaded and operating as per play grids from Cruise Director	3	√		
Ensuring that the Background music in all entertainment venues and lounges are in accordance with Company policies and procedures	3	√		
Familiar with all audio-visual equipment onboard (such as, but not limited to, sound, lights, video, backstage operations, and disco procedures)	3	√		
Checking and confirming that the BGM list received, and the BGM listed on the Voyage report reconcile and reporting any discrepancies to the Cruise Director immediately	3	√		
Ensuring that company property is always maintained properly and treated with respect	3	√		
Control cameras and Cruise information system in order to provide support if needed, according to company set standards	1			
Provides reports to update and inform about trend of products and service onboard	1			

**Broadcast Manager**

		<p>Facilitate a work environment that supports a successful safety culture. Is responsible for ensuring that his/her team implements and maintains an effective an effective supervision and management in the workplace. Enforce and promote Safety procedures in the team/Department under responsibility</p>	3	
<p>(* ) Relevance – 1 Marginal; 2 Secondary; 3 Primary</p>				