

## **Job Description | Assistant TV Director**

### **Institutional Aim**

Assists the TV Director, person responsible for the best delivery of TV and video contents.

### **Main activities / responsibilities**

- operates the TV and broadcast equipment always keeping in mind that the equipment is the property of the ship and is used under the control of the Engine Department.
- co-operating primarily with the Cruise Director and the entertainment staff for the organization and enhancement of all activities related to “The Movie of the Cruise”.
- following the TV Director’s instructions, operating Cameras, Video cameras and any recording and editing device that may be needed.
- constantly checks any device that may be needed for the shooting, including microphones batteries, etc...
- under the TV Director instructions, transmitting video and/or films on the Theatre screens and in the various lounges when requested. Recording activities, travel talks and events to insert in the TV for enrichment of the programmes available to Guests.
- Set up all props and devices that may be needed for shootings and editing in advance, granting a smooth shooting/editing process.
- Edits the contents according to TV Director’s guidelines and Company “look and feel” handbook.
- showing maximum attention and care to the safety procedures on board, being aware that any incorrect usage or modifications to circuits may cause serious damage and danger to the personnel involved.
- reporting to the TV Director any and all problems concerning equipment, following Company procedures.
- being always present to supply the necessary support and assistance when a ship visit from shore-side technical personnel, or an inspection to verify the technical equipment are planned.
- keeping tidy the place of work and equipment lockers assigned. Showing maximum respect for the equipment, not leaving lying around objects which could be lost, stolen or damaged.
- cooperating with the TV Director in updating the inventory of equipment under responsibility.
- maintaining a cooperative attitude with colleagues, and knowing how to work in a team, since the quality of other people’s work also depends upon mutual co-operation.

The Movie:

The TV Director Assitant will assist the TV Director in making “The Movie of the Cruise”, with the following main duties:

- Filming Activities
- Editing
- Advertising the movie

- Setting up the equipment needed for the shootings
- Making the necessary copies according to sales
- Request consumables when needed (Blank Dvds, covers, etc etc)
- Collecting transfer of rights forms and order forms

**Referring Context**

All fleet.