



Job Description

Role: VP Operations
Reporting to: SVP TV and Video Programming EU

VICELAND is the new TV channel from VICE that will be arriving in September 2016. The lifestyle and culture channel will feature original programming and series covering music, food, technology, sex, fashion and more. The channel is overseen by Oscar-winning writer/director Spike Jonze, a long-time VICE partner and creative director for the company, whilst all content is made by the in-house creative team at VICE.

Role:

This is an exciting new role to head up Broadcast Operations for our new TV channel VICELAND. You will ensure the smooth running of all things technical, including broadcast operations for Viceland, IT, Post Production and London office operations. You will lead relations with our external technical providers, including Sky, A&E and with our US office on technical matters.

Responsibilities:

- Day to day technical management and oversight of VICELAND broadcast suppliers.
- Act as the technical liaison point between the Viceland channel/channel operations and internal production and post-production teams.
- Driving technical innovation whilst identifying opportunities and improvements.
- Assess and negotiate quotes from suppliers ensuring that costs are in-line with budgets and editorial aspirations.
- Oversee all Post Production including advising on best practice.
- Oversee all Technical Operations including advising on best practice.
- Oversee London office/Front of House Management.
- Serve as a point of contact for incoming broadcast technical enquiries and communications.
- Work with clients to allocate time and staff resources for incoming projects.
- Troubleshoot technical issues to ensure uninterrupted workflows and accurate deliverables.
- Track assigned projects as they flow through department from initial request to final delivery.
- Contribute to client creative sessions on the technical/broadcast side, ensuring expectations are met and projects stay on track.
- Collaborate closely with internal and external clients to ensure they receive the highest level of service and satisfaction.
- Establish and monitor technical delivery requirements both for Viceland internal and external commissions as well as for programme delivery to the UK channel.
- Perform analysis and provide metrics of facility resources as required.
- Identify potential efficiencies and improvements in day-to-day operations.
- Ensure resources are available, scheduled & negotiated appropriately.
- Set up and manage broadcast/technical budgets in terms of forecasting and reporting requirements.

Requirements:

- At least 5 years television broadcast experience essential, preferably with a UK broadcaster.
- Experience of budgeting and financial reporting.
- Thorough knowledge of television production and broadcast systems, techniques, filming equipment.
- Technical experience, including Post Production and IT essential.
- Experience of managing internal and external relationships.
- Proven experience of leading large teams in a fast-paced environment.
- Excellent communication skills - written and verbal.

Other:

- To undertake such other tasks including general administrative duties as may be required from time to time.
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**VP Operations**” in the subject line to: ukrecruitment@vice.com. **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.