

Job Title: On-site Subtitler/Captioner

Location: Canary Wharf, London

Role Overview

The main role is to provide quick and accurate real time captioning for telephone-based meeting conversations. Overall ability to multitask by way of audio, voice, proof read and develop captions simultaneously.

You will provide live and pre-recorded subtitles for a wide range of conference and telephone-based meetings and to output in a way that conveys the intentions and information of the original to readers of all abilities.

In addition to the words themselves, you will need to consider such factors as reading speeds, descriptive labels and how best to convey the flavour and feel of a meeting.

Key Responsibilities

- > Remain calm, think quickly and make good editorial decisions within the unpredictable and pressurised environment of live meetings
- > Quickly learn and adapt to new technologies, software and processes and react positively to change while maintaining high standard of subtitle/captioning
- > Provide high quality subtitles for a broad range of meetings: including news and current affairs, maintaining accuracy and speed of at least 225 words per minute
- > Edit written text or soundtrack into clear, easy-to-read subtitles which retain the full sense and flavour of the programme
- > Undertake proofreading and editing
- > Convey clearly and confidently direction to meeting planner
- > Consider, and enquire sensitively of the reading speeds of its audience
- > Application of stenographer skills
- > Monitor technical issues on calls and report to appropriate staff

Desirable Skills

- > Strong time-management skills. Able to work under pressure, prioritise and produce high quality subtitles to tight deadlines
- > An excellent standard of written English, including spelling grammar and meticulous attention to detail
- > Able to proofread, review and correct own work as well as text and scripts created by others to ensure 100% accuracy
- > A clear and confident speaking voice

Additional Skills

- > Show initiative and the ability to work flexibly and/or adapt to changing circumstances
- > Take responsibility for the quality and delivery of own work at all times
- > A commitment to continuous improvement in performance on a team and individual basis
- > Able to work co-operatively with others as part of a team. Able and willing to share and receive information. An excellent standard of written English, including spelling grammar and meticulous attention to detail

Further Details

- > **Salary:** Dependant on experience
- > **Reporting to:** *Site Manager*
- > **Department:** *FM: On-site*
- > **Hours:** Full-time, 40 hours per week, flexibility required

Contact

Luke Adams
Human Resources

e: recruitment@proav.com

t: 01786 487000