

## **JOB DESCRIPTION**

Job Title: Studio Technical Operator  
Reporting to: PR & Partnerships Manager  
Location: Nairobi, Kenya  
Employment Type: Full-Time

### **About Rock Investment Bank**

Rock Investment Bank is established to meet the growing demand for sophisticated, transparent and well-governed investment banking services in Kenya and the broader Pan - African region. Our founding vision is to create an institution that combines world-class investment banking expertise with local market insight, providing clients with tailored financial solutions that shape African capital markets and deliver measurable results.

As a licensed and CMA-regulated investment bank, our operations are anchored in strict compliance, fiduciary responsibility and operational excellence. These principles underpin every engagement, ensuring that our clients receive advice and solutions that are transparent, ethical and aligned with long-term objectives.

### **Job Summary**

The Media Production Officer is the technical backbone of RIB's podcast and video interview production. The role holder will operate cameras, engineer and mix audio, and manage the full technical workflow from studio setup through to a broadcast ready episode, ensuring every RIB production looks and sounds professional across all platforms.

### **Key Responsibilities**

#### **1. Camera Operation and Cinematography**

- Set up and operate multi camera configurations for seated podcast interviews, including framing, composition, and coverage of host and guests
- Manage focus, exposure, white balance, and picture profiles to achieve a consistent, professional look across cameras
- Design and rig three point and soft lighting setups suited to interview and studio environments
- Sync and monitor multiple cameras during recording and manage media cards, backups, and file offloading

#### **2. Audio Recording and Mixing**

- Rig and position lavalier and broadcast microphones for hosts and guests, managing gain staging and headroom throughout recording
- Operate audio interfaces, field recorders, and mixers to capture clean multitrack audio
- Monitor audio live for plosives, clipping, handling noise, room echo, and interference, and correct issues on the spot
- Mix and master podcast episodes in post: EQ, compression, noise reduction, de-essing, level balancing between speakers, and loudness normalization to platform standards for Spotify, YouTube, and Apple Podcasts
- Edit out false starts, long pauses, and retakes while preserving natural conversational flow
- Mix music beds, intros, outros, and stings at broadcast-appropriate levels.

### **3. Studio and Technical Workflow**

- Set up, tear down, and maintain the recording space, including acoustic treatment considerations, cable management, and set dressing
- Run pre- recording technical checks on cameras, microphones, monitoring, and backup recording before every session
- Manage the post- production pipeline: multitrack sync, multi camera editing, colour correction and grading, captioning, and export presets for each platform
- Cut full episodes into short form vertical clips optimised for LinkedIn, Instagram, TikTok, and YouTube Shorts
- Maintain an organised archive of project files, raw media, and final masters

### **4. Equipment Management**

- Operate, maintain, and account for all cameras, lenses, microphones, mixers, recorders, lighting, and editing workstations
- Troubleshoot technical faults quickly during live recordings
- Advise on equipment procurement and studio buildout as production capacity grows
- 

### **Required Qualifications & Experience:**

- Diploma or degree in Film and Television Production, Sound Engineering, Broadcast Media, or a related technical field
- Minimum of three years hands on experience behind camera and console, preferably in podcast, broadcast, or studio interview production
- A portfolio or showreel demonstrating camera work and audio mixing on published interview or podcast content

### **Technical Skills**

- Sharp eye and ear for technical quality, with the discipline to catch problems before they reach the edit
- Calm and methodical under live recording pressure
- Professional discretion when working with executives and guests
- Well organised, with the ability to run recurring productions on a consistent schedule
- Collaborative, taking creative direction from the Communications team while owning the technical execution

### **Competencies & Attributes**

- Creativity and visual storytelling
- Technical production skills
- Attention to detail
- Brand awareness
- Innovation
- Time and project management
- Collaboration and communication
- Ability to work independently
- Adaptability and willingness to experiment with new content formats

### **How to Apply:**

If this opportunity aligns with your skills and career aspirations, we would be delighted to receive your application. Please send your CV to [recruitment@rib.co.ke](mailto:recruitment@rib.co.ke) by 1st September 2026.