



LOS Venue Lead Media Assistant

Job information

Job title: LOS Venue Lead Media Assistant

Hierarchy level: Assistant

Full/part-time (%): 100%

Start date: 05/05/2020*

End date: 30/06/2020*

(*) The dates may be modified.

Project misión

The mission of Media Services and Operations (MOPS) is:

- 🌀 To provide media with appropriate facilities, services and access to teams in line with agreed levels of service and budgets, event-specific regulations and guidelines, and evolving media working practices
- 🌀 To focus specifically on press, digital media, agencies, photographers and non-rights-holders while working in close cooperation with TV production and broadcaster services on event operations
- 🌀 To reinforce and enhance UEFA's reputation as a benchmark organisation within world sport in terms of event delivery

The LOS Venue Lead Media Assistant role is to provide operational support to the [LOS Venue Media Manager](#) both before and during the tournament.

Key responsibilities

Overall responsibility

- 🌀 Provide support to the LOS Venue Media Manager (VMM) on media facilities and operations.
- 🌀 Lead the delivery of media booking processes, in close coordination with UEFA HQ.
- 🌀 MOPS workforce responsibilities.
- 🌀 Provide training and guidance to the LOS Venue Support Media Assistant, with focus on MD-1 and MD operations.
- 🌀 Prepare the documentation used for the volunteers training.
- 🌀 Lead the media services training for volunteers.
- 🌀 Monitor the activity of the volunteers and report any issues to the volunteer manager.
- 🌀 Monitor volunteer shift planning and assignments.

Event-time responsibilities

- 🌀 Manage assigned media facilities in coordination with the LOS Venue Support Media Assistant (e.g. stadium media centre or media tribune operations).



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- 🌀 Manage the delivery of media booking items throughout the tournament (photo bibs, media tribune tickets, press conference and mixed zone passes, etc.).
- 🌀 Coordinate with ICT venue staff around equipment set-up and operation; trouble-shooting where required.

Administration

- 🌀 Provide feedback to the LOS Venue Media Manager for the regular reports in accordance with UEFA EURO 2020 requirements.
- 🌀 Monitor the activity of volunteer shift planning and briefing.

Profile of successful candidate

Must-have requirements

- 🌀 Strong proficiency in English (both oral and written) and in the local language of the venue.
- 🌀 Experience at major events (preferably sports events).
- 🌀 Customer-friendly attitude.
- 🌀 ICT literate.
- 🌀 Valid work permit.