



LOS Venue Media Manager

Job information

Job title: LOS Venue Media Manager
Hierarchy level: Manager
Full/part-time (%): 100%
Start date: 15/04/2020*
End date: 03/07/2020*

(*) The dates may be modified.

Project misión

The mission of Media Services & 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 Media Manager (VMM) will be tasked with the implementation and delivery of the MOPS project in their venue.

Key responsibilities

Overall responsibility

- ✿ Ensure that all venue media facilities and services are set up and operated in line with MOPS service levels and procedures.
- ✿ Act as the main MOPS point of contact for media and other UEFA EURO projects in the venue.

Communication and cooperation

- ✿ Responsible for the smooth integration of the MOPS project into the general venue overlay.
- ✿ Key interactions with Technical Services & Overlay, MHB Project, Venue Management, Safety, Security and Service as well as stadium staff and local suppliers.
- ✿ Responsible for any MOPS-specific venue visits or workshops (e.g. supplier and agencies tours).
- ✿ Regular reporting and debriefing in accordance with UEFA EURO 2020 requirements.
- ✿ MOPS workforce responsibilities.
- ✿ Responsible for the management of two Venue Media Assistants (VMAs).



LOS Venue Media Manager

- 🌀 Contribute to content in MOPS manuals, workshops and other training resources.
- 🌀 Monitor the training, assignments and activity of the volunteers and report any issues to the volunteer manager.

Event-time responsibilities

- 🌀 Responsible for smooth operation of venue media facilities (stadium media centre, media tribune, press conference room, mixed zone, photographer facilities, etc.).
- 🌀 Coordinate services provided by other projects (power, ICT, cleaning, waste management, stewarding, food and beverage, etc.) as well as MOPS suppliers.
- 🌀 Troubleshooting and problem-solving.
- 🌀 In-event coordination with other key projects, especially TV operations and UEFA media officers.

Administration

- 🌀 Define the split of responsibilities and produce staff and volunteer shift plans .
- 🌀 Ensure all processes and facilities comply with local labour laws and safety regulations.
- 🌀 Regular liaison with the UEFA MOPS Manager.
- 🌀 Manage any venue-specific costs.

Profile of successful candidate

Must-have requirements

- 🌀 Full professional proficiency in English (both oral and written) and in the local language of the venue.
- 🌀 Experience at major sports event, ideally in media operations.
- 🌀 Understanding of media landscape and working practices.
- 🌀 Strong communication skills.
- 🌀 Valid work permit.

Additional requirements

- 🌀 Project management skills (staff planning, timelines, etc.).
- 🌀 High level of ICT competence.