



LOS Venue Support Media Assistant

Job information

Job title: LOS Venue Support Media Assistant

Hierarchy level: Assistant

Full/part-time (%): 100%

Start date: 06/06/2020 *

End date: 29/06/2020*

(*) 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 Support Media Assistant role is to provide operational support in the stadium media centre and other key locations during the tournament phase.

Key responsibilities

Overall responsibility

- 🌀 Provide support to the LOS Venue Media Manager and LOS Venue Lead Media Assistant, with focus on MD-1 and MD operations.
- 🌀 MOPS workforce responsibilities.
- 🌀 Prepare the documentation used for the volunteers training.
- 🌀 Participate in the training of the volunteers.
- 🌀 Monitor the activity of the volunteers and report any issues to the volunteer manager.

Event-time responsibilities

- 🌀 Manage assigned media facilities in coordination with the LOS Venue Lead Media Assistant (e.g. stadium media centre or media tribune operations).
- 🌀 Provide support at key media activities (press conferences, training sessions, etc.).
- 🌀 Assist with the delivery of media booking items.



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Administration

- 🌀 Provide feedback to the LOS Venue Media Manager for the regular reports in accordance with UEFA EURO 2020 requirements.
- 🌀 Monitor 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.