

Oldham Athletic Media Assistant - Job Description

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| JOB TITLE: | Media Assistant |
| LOCATION: | Boundary Park, Furtherwood Road OL1 2PA |
| REPORTS TO: | Media Executive |
| RESPONSIBLE FOR: | Producing content for club platforms |
| INTERNAL LIAISON: | Media Executive, Office Administrators, First Team Management, Players, Academy |
| EXTERNAL LIAISON: | Clubs, EFL, FA |
| WORKING HOURS: | 35 Hours per week plus attendance at all first team fixtures |
| SALARY: | Dependant on experience. |

An exciting opportunity has arisen for a Media Assistant to join Oldham Athletic Football Club. Working alongside the Media Executive; as well as management staff and players, you will be expected to be involved in all aspects of club communications. The role will involve:

- Producing content for club's website, social media and premium subscription service 'iFollow Latics'
- Provide match updates via the club's social media platforms
- Produce match reports for the club's website
- Assisting the Media Executive in producing and editing the club's matchday programme
- Assisting the Media Executive with club correspondence such as press releases and statements

Skills & Experience Required

- Passion for football and knowledge of the EFL
- Relevant experience in professional sport, previous EFL club experience preferred
- Exceptional communication skills
- Experience and knowledge of design and editing software such as Photoshop and Final Cut or similar
- Ability and confidence to shoot video by yourself
- Experience of working to tight deadlines and being able to prioritise workload.

Qualifications Required

- Media degree or similar

Safeguarding

To ensure compliance with the company's safeguarding policy an FA CRC will be a requirement for this role.

How to apply

This vacancy is available immediately. To apply please provide your CV, a covering letter and examples of your most recent work to: sam.rosbottom@oldhamathletic.co.uk

Closing date for applications is Friday, August 3, 2018. Due to the role being vacant we may conduct interviews before the closing date. All interviews will be at the earliest available opportunity.

Due to the high amount of applications expected only those who have been shortlisted will be contacted.