



FIFA INTERNATIONAL BROADCAST CENTRE

## ***IBC Information Assistant***

Based at the IBC in the Broadcast Information Office (BIO), working with the Broadcast Information Manager (BIM).

### **Duties**

- Distribute over the counter information in the BIO
- Support in the set-up of daily MRL briefings
- Assist at the World Broadcaster Meetings (WBM) to be held prior to the FIFA World Cup™, if required
- Help preparing documentation for tours of the IBC to broadcasters and guests
- Translate any documents necessary for the tours

### **Skills**

- Very good English, another language would be an asset
- Able to maintain a high level of concentration
- Work well under pressure
- Organised, service-oriented