



FIFA INTERNATIONAL BROADCAST CENTRE

Assistant Team Features

Based at the IBC, working with the Team Features Management Team.

Duties

- All administrative duties necessary for the management of the 32 ENG teams following the participating countries.
 - Budget support on expenses reports
 - Help on logging duties
 - Document production, such as:
 - Scripts
 - Shot lists
 - Music Cue sheets
 - Scheduling
 - Excel tables
 - Liaison between ENG teams and the HBS Core Team ENG Production Coordinator for all logistics issues, etc.
 - Liaising with the BIP production team

Skills

- Very good English and other languages are a plus (Spanish, German, French)
- Passion for football
- Knowledge of teams and players
- Computer skills (Microsoft Office package, particularly Windows, Excel & Outlook)
- TV production knowledge is a plus
- Post-production softwares (Avid, Adobe Premiere Pro and Final Cut)
- Organised
- Team player