

## **MEDIA OPERATIONS MANAGER**

<b>Reports to</b>	Deputy Director of Communications
<b>Direct Reports</b>	NA
<b>Indirect Reports</b>	NA

<b>KEY INTERNAL RELATIONSHIPS</b>	<b>KEY EXTERNAL RELATIONSHIPS</b>
<ul style="list-style-type: none"> <li>• Deputy Director of Communications,</li> <li>• Executive Director of Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Local Organising Committees (LOCs)</li> <li>• Member Federations</li> <li>• Press Delegate, Photo Commissioner (if applicable), TV Delegate and Technical Delegates</li> <li>• Host Broadcasters if applicable for common work areas</li> <li>• Diamond League Media Operations</li> </ul>

### **OVERVIEW**

Responsible for the delivery of great services and facilities to the media so they can bring the excitement, adrenaline and drama of Athletics to millions of fans and athletes around the world.

Reporting to the Deputy Director of Communications (who carries overall responsibility for Media Operations at IAAF events) in all aspects related to Media Operations at all World Athletics Series (WAS) Events and be the main person responsible for all WAS events other than the World Championships (WCH) and World Indoor Championships (WIC).

Work in close cooperation with the Local Organising Committees (LOCs) of each WAS event on all matters related to Media Operations and help to evaluate, review and recommend media services and facilities to all other key athletic events like the Diamond League.

### **MAIN MISSIONS**

Handle general tasks related to Media Operations for all WAS events, including but not restricted to:

- liaise with Press Delegate and Photo Commissioner (if applicable), as well as any other relevant IAAF staff and competition Delegates for the organisation of site visits and delivery of WAS event
- prepare site visits, including agendas, reports and action lists
- remain in regular contact with the LOC after each site visit to ensure Media Ops delivery is on track, help solve any issues
- in cooperation with the Press Delegate and Photo Commissioner (if applicable), ensure coordination with the TV Delegate, Technical Delegate(s) and IAAF Competitions staff regarding common working areas (Main Media Centre, Mixed Zone, Infield) as applicable and in particular Photo areas

- prepare all documents required for the online Press Accreditation Registration System for each WAS event and monitor accreditation requests in compliance with specific rules for each media category
- prepare debriefs after each WAS, in cooperation with the Press Delegate and Photo Commissioner (if applicable)
- maintain documents and charts required for planning and follow-up
- help ensure Transfer of Knowledge between LOCs
- organise and maintain efficient filing system for all documents related to WAS events
- report at least twice a week to the Deputy Director of Communications on progress/issues at each WAS event
- assist with logistical arrangements and preparation of reports for meetings of the Press and Media Operations Special Advisory Group
- assist with updates of the Written Press and Photographers' Guidelines
- assist in evaluating and advising on media services and facilities at Diamond League meetings
- provide administrative support to the Deputy Director of Communications

### CORE COMPETENCES

**We expect excellence and integrity from every member of our staff. From you, as part of the Communications team, we also expect:**

- Total integrity
- Strong sense of team work and team spirit
- Initiative and pro-activity
- Creativity and willingness to work “outside the box”
- Efficiency and the ability to analyse current work methods and propose simplified processes

### REQUIRED PROFILE

- Previous working experience in media operations at major sports events is essential, both in the planning stages and during the competition, in particular:
  - planning of press facilities and services
  - working with partners and suppliers to set up all required media facilities
  - pre-competition event services for the media
  - handle media operations during the event
    - relations with the media
    - liaising between athletes and the media
    - editorial skills (capable of writing press releases and information for the media)
- Previous working experience in media operations at athletics events is preferred
- Excellent verbal and written communications skills in English & French essential, other languages an asset
- Proficiency in the use of MS Office (Word, Excel, PowerPoint)
- University degree in Journalism or Communications a plus

### REQUESTED QUALITIES

- Capacity to adapt to local cultures and situations while maintaining the high standards for IAAF Press Operations is essential
- Multi-tasking, proactive, problem solving abilities and high flexibility
- Ability to handle complex situations, arriving at solutions through both individual and teamwork
- Capacity to work well in a team while being capable of autonomy
- Strongly motivated and resourceful about achieving set goals
- Capacity to work well under pressure, with tight deadlines and in challenging environments
- Rigour, commitment and accuracy in implementing all entrusted tasks
- Ability to travel internationally

Please send your application to [anna.legnani@iaaf.org](mailto:anna.legnani@iaaf.org) prior 15 October 2016.