



ROLE	Video content coordinator
DEPARTMENT	Communications
REPORTS TO	Head of communications
EMPLOYMENT RATE, PLACE	Full-time, Lausanne (or remote)
SALARY	On application
STARTING DATE	Q2 2022

OBJECTIVE

To take responsibility for coordinating the production of all (non-competition) original video series, from creative conception to delivery, while nurturing and activating the federation's expansive video archive.

REQUIREMENTS

- Languages: English fluency and additional languages a benefit
- Tools: Proficiency in Microsoft Office; working knowledge of video editing processes
- Qualifications: Diploma in creative production or equivalent
- Experience working as a video producer, videographer or journalist

MAIN AREAS OF RESPONSIBILITY

- Coordinate production of all non-competition-based original and sponsored series
- Schedule releases via World Archery owned platforms (and external distribution as required)
- Develop editorial ideas; storyboard and script content, contributing creative ideas
- Manage external videographers and editors, delivering content to deadline
- Manage archiving of all video content with consistent asset conventions
- Coordinate project to develop owned OTT platform (starting end 2022)
- Simple video or graphic edits to produce content from templates
- Attend and contribute to weekly department meetings
- Contribute to other content, particularly on social media
- Support the communications department as required

DEADLINE FOR APPLICATIONS 30 April 2022

INTERVIEWS May 2022

APPLICATION CONTENT

- Curriculum vitae
- Motivation letter

CONTACT Jenny Brugger, hr@archery.sport