WORLD ARCHERY
FEDERATION
FÉDÉRATION
MONDIALE
DE TIR À L'ARC

Maison du Sport International
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WORLD ARCHERY – JOB DESCRIPTION

JOB TITLE	Communications Coordinator – Video
DEPARTMENT	Communications
LINE MANAGER	Communications Manager
HOURS	Full-time (100%), flexibility to work a minimum of 20 weekends per annum
TERM	Permanent, with three-month probationary period
SALARY	Negotiable (based on levels in place at World Archery and similar international federations)
START DATE	December 2016 – January 2017
LOCATION	Lausanne, with extensive international travel

JOB PURPOSE

To expand World Archery's capabilities in audio-visual production, leveraging and cataloguing existing properties to promote the sport in a more effective manner, support its member federations in developing production at events, coordinate development of production systems and operate solutions at events.

World Archery's mission is to empower its member associations to make archery a leading sport in nations around the world. This new role is designed to contribute to this mission while developing World Archery's own communications capabilities.

JOB OUTLINE

This new entry-level role in World Archery will coordinate the audio-visual content of the federation, creating new short-form content including features, news and edited arrangements for online platforms and distribution where necessary. It will also ensure quality and consistency across the federation's productions.

The content coordinator will catalogue video material produced in and out-of-house, organising access, where necessary, to external parties.

They will coordinate the federation's YouTube channel, which has over 32 million views, publishing new content and curating previously-uploaded content, as well as collaborate on the TuDou platform in China, while investigating other web-television opportunities as they arise.

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The role will take responsibility for the Event Toolbox project within World Archery, evolving it from a single-track hardware and software product to a collection of recommended solutions, supported heavily by the World Archery IT department. The Event Toolbox is a project to improve the production capabilities at archery events, using single-person or low-cost audio-visual solutions. The role will develop new ideas, operate the solution in a production environment and create effective supporting documentation.

This will be used to encourage growth and consult on advances in the audio-visual capabilities of member associations, as the content coordinator forms effective relationships with officers, partners and volunteers in federations developing archery around the world.

The role will also support other communications department activities where necessary, contributing to the wider goal of the department to grow the exposure and availability of archery content.

MAIN AREAS OF RESPONSIBILITY

1. Video creation, output and curation
2. Coordinate social video platforms
3. Coordinate Event Toolbox project
4. Support other communications department activities

APPLICATION PROCESS

DEADLINE   30 September 2016

INTERVIEWS   October-November 2016*

APPLY WITH
- Curriculum Vitae
- Covering letter, stating your areas of professional interest and expected salary
- Evidence of experience in audio-visual hardware (technical knowledge, work or work experience in camera or video-hardware operation)
- Evidence of experience in video production (videos accepted via WeTransfer or on YouTube)

APPLY TO   Chris Wells, Communications Manager

EMAIL   info@archery.org

Only applicants successful in securing an interview will be contacted. World Archery reserves the right to withhold interviews or appointment and restart the application process if no suitable candidate is found.

Version 1.1 – 16 August 2016.

SPORT IN THE OLYMPIC PROGRAMME   SPORT AU PROGRAMME OLYMPIQUE