



WORLD ARCHERY – PERSON SPECIFICATION

JOB TITLE	Communications Coordinator – Video
DEPARTMENT	Communications

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.

QUALIFICATIONS

ESSENTIAL

- High school education demonstrating competence in English and Maths
- Driving license (valid in Switzerland)

DESIRABLE

- Higher education specialising in communications or production

EXPERIENCE

ESSENTIAL

- Working with audio-visual production equipment of some level as a volunteer, in work-experience or work
- Working in sport production of any level
- Creating effective partnerships
- Delivering presentations to mid-sized or large groups
- Technical language in English
- Competitive or recreational sport as a coach or athlete

DESIRABLE

- Leading audio-visual productions in work-experience or work
- Leading an audio-visual project
- Leading a sport production of any level
- Competitive or recreational archery as a coach or athlete
- Leading training or workshop sessions to a mid-sizes or large group



KNOWLEDGE

ESSENTIAL

- Understanding of modern audio-visual equipment
- Ability to use basic office software
- Ability to use video editing software (Final Cut Pro or Premier Pro)
- Ability to operate cameras
- Ability to operate production equipment

DESIRABLE

- Current audio-visual tech trends and upcoming developments – or a willingness to learn
- Aptitude with video editing software (Final Cut Pro or Premier Pro)
- Olympic Movement and its operation
- World Archery's mission, vision and operation
- Advanced video post-production ability
- Advanced video hardware and software operation ability
- Basic knowledge of HTML5, JS, CSS

OTHER SKILLS

ESSENTIAL

- Language:
 - English (fluent)
 - French (working)
- Ability to form effective relationships with partners and staff
- Ability to work independently and reliably, as well as in a team
- Good organisational skills
- Ability to deliver, monitor and evaluate projects
- Excellent written and verbal English communication skills
- Ability to be flexible, in an environment that is constantly changing
- Ability to work in different locations, environments and with different cultures

DESIRABLE

- Language:
 - Any other languages
- Ability to establish a solid rapport with people around the world
- Ability to demonstrate excellent customer service skills
- Ability to effectively express enthusiasm for the subject
- Ability to both persuade and influence using evidence
- Ability to be impartial



WORLD ARCHERY
FEDERATION
FÉDÉRATION
MONDIALE
DE TIR À L'ARC



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OTHER

ESSENTIAL

- Ability and interest in travelling both individually and as part of a team
- Legal eligible to live and work in Switzerland
- Interest in taking responsibility for large projects
- Interest in audio-visual production
- Interest in learning more about the hardware, software and opportunities in audio-visual production
- Interest in continued professional development

DESIRABLE

Version 1.0 – 16 August 2016.