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| **Matchday Media Staff** |
| ***Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.*** |
| **Department** | Media & Marketing |
| **Location:**  | St James Park, Exeter, as well as away match stadiums |
| **Contract Type:** | Voluntary Position |
| **Reports to:**  | Media Officer |
| **Responsible for:** | N/A |
| **Core Team Relationships:** | Media Officer, Marketing Manager, First Team players and staff |
| **Main Purpose:** | Assisting the Media Officer with match day duties, including match reports, creating social media posts and other written work. Assisting with post-match interviews of first team players and staff. |
| **Role Summary** | This role requires: * A keen passion for sports media.
* An ability to work to tight deadlines and under pressure.
* A professional manner at all times as you will be representing the Club.

The key responsibilities of this role are: **Social Media** * Create engaging content for supporters who are following the match through social media channels.
* Minute by minute match updates of each game, closely following the established club style guide.
* Editing of match graphics and official club photograph if/when required.

**Website*** Transcribing and writing up of interviews with first team management and staff.
* Writing of detailed match reports, closely following the established club style.
* Writing any other associated match day content when required.

**Interviews*** Conducting and filming interviews with first team players and staff.

**Company Policy, Compliance & Best Practice*** Ensure you are familiar with emergency and evacuation procedures.
* Ensure all security incidents, accidents and near misses are always logged in a timely manner and brought to the attention of your manager.
* Ensure you understand your personal Health and Safety responsibilities and those relating to your area of duty and general aspects of the Company.
* Ensure any safeguarding incidents are reported.
* Comply with company grooming and uniform standards.
* At all times, comply with the company policy and code of conduct.

This Job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs. |
| **Qualifications/Experience/Knowledge required** | * Please refer to the person specification for full details.
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