



JOB DESCRIPTION

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| Job Title: | Digital Media Editor |
| Hours of Work: | 35 hours per week (including home and away matchdays) |
| Salary: | Competitive, based on experience + benefits |
| Location: | Millwall Football Club, The Den, Zampa Road, London SE16 3LN |
| Responsible to: | Head of Media & Communications |

Role Summary

An exciting opportunity for a talented and driven Digital Media Editor to join a leading London Championship football club and play a pivotal part in the running of the Media & Communications department.

The successful applicant should be confident, possess outstanding communication skills, enthusiastic, driven, committed and have a desire to continuously improve themselves and the department.

We offer you the opportunity to join a fantastic, friendly and driven team to develop your skills and experience.

Key Responsibilities

The successful applicant will produce written and visual content for the club's social media channels, website and video subscription service.

The role includes, but is not limited to:

- Maintaining and furthering quality of content production across social media and other digital channels aiming to drive increased traffic and brand visibility
- Working with colleagues in Media & Communications and in Marketing to generate interesting, engaging and innovative content
- Producing, editing and uploading video content to the club's iFollow subscription service
- Interviewing players and management for club channels
- Travelling to and from the training ground to gather content
- Studying analytics in order to make informed strategic decisions

Desired Skills.

- Ability to communicate effectively with outstanding written skills
- Extensive expertise in running multiple social media channels
- Experience in using Adobe Premiere and After Effects
- A passion for content production
- Interview skills and experience dealing with high-profile sports professionals

Personal Skills

- Trustworthy, conscientious and reliable
- Ambitious, enthusiastic, energetic and driven
- Ability to be proactive and handle multiple priorities
- Ability to work under own initiative and as part of a team
- A clear, polite and professional manner
- Outstanding organizational skills
- A commitment to improving yourself as well as the department

This is an exciting opening for the right individual to work successfully, energetically and in a challenging and dynamic environment within the football industry. You will be given plenty of opportunities to develop new skills.

Hours of Work

You will be required to work between 35 hours per week (inclusive of matchdays), and you will be expected to work as reasonably required to fulfil the needs of the business.

This document is a guide only and 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 the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Football Club values diversity within our business, we have a philosophy of equal opportunity for all.

Please send your CV and covering letter to billytaylor@millwallplc.com

Closing date for applications: Close of play on Friday 23rd March

Interviews and Assessment: Week commencing Monday 26th March

Start Date: Flexible