



JOB DESCRIPTION

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

Role Summary

An exciting opportunity has arisen for a talented and driven Media Assistant 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, creative, enthusiastic, motivated and committed with 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 content for the club's digital and social platforms, the matchday programme, and assist with copywriting for marketing collateral.

The role includes, but is not limited to:

- Producing and uploading written content to the club's website
- Assisting with the implementation of the club's social media strategy
- Delivering content for the matchday programme and helping with proof reading
- Interviewing high profile sports professionals
- Supporting Media & Communications and Marketing colleagues with general duties and tasks during the week and on matchdays

Required Skills

- Proficiency in Microsoft Office Software
- Experience in producing written content for digital and/or print platforms
- Knowledge of various social media channels

Personal Skills

- High level of creativity
- Confidence to come up with and share new ideas
- 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 organisational 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 35 hours per week (inclusive of midweek and weekend matchdays), and you will be expected to work as reasonably required to fulfil the needs of the business.

How to Apply

Please send a CV, covering letter, any examples of your work and your salary expectations to billytaylor@millwallplc.com.

The closing date for applications is Friday 29th June 2018. Start date is flexible.

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. business, we have a philosophy of equal opportunity for all.