



FIFA INTERNATIONAL BROADCAST CENTRE

Assistant Production Centre

Based at the IBC, working with the HBS Core Team Production Coordinators.

Duties

- Assist the IBC Management Team in managing and coordinating general activities within the IBC Production Centre
- Assist the IBC Production Coordinators in managing and coordinating the Match Production and the Match Day-1, Infotainment activities taking place at the venues
- Assist the ENG Production Coordinator in managing and coordinating the ENG Teams' activities on the road (Team Crews & Feature Crews)
- Produce music returns for the produced feeds
- Scheduling
- Updating documentation

Skills

- Very good English
- Computer skills (Microsoft Office package, particularly Windows, Excel & Outlook)
- Production knowledge
- Organised, details oriented
- Team player