



CARLTON FOOTBALL CLUB

Job Vacancy

Position: Media Co-ordinator

Department: Digital, Media & Brand

Purpose

This position is responsible for assisting with the day to day media operations of the Club including media conferences and promotional activities, production distribution of media releases and updates and assistance with internal communication activities.

Reports to:

- Media Manager

Responsibilities:

- Producing written content for the Club's website and publications
- Producing media releases where applicable
- Assisting the Media Manager with co-ordination of match day media and setting up for press conferences
- Working closely with other departments (Community and Membership) for developing innovative ways to promote various activities and activations

Skills and Experience:

- Degree or qualification in Journalism, Media, Communications or related discipline
- Excellent written and verbal communication skills with the ability to write clearly and concisely to a publishable standard
- Good news sense
- Well developed analytical and research skills
- A team player who can work autonomously
- Time management skills and the ability to work to tight deadlines

Desirable:

- Sound knowledge of sporting media and sporting industry
- Experience in football writing
- Creative flair

If you are interested in applying for this position please forward your CV and application letter to: employment@carltonfc.com.au

Closing date for applications is 5.00 pm Friday 6th March 2015.

Please note only candidates shortlisted for an interview will be contacted.