

POSITION DESCRIPTION

Media Intern



Objectives

- Assist the Media and Communications Manager in the creation and dissemination of club content.
- Gain hands-on experience with professional media equipment and tools, enhancing practical skills.
- Develop a comprehensive portfolio that showcases proficiency in photography, videography, and copywriting.
- Contribute to the club's media presence, ensuring consistent and high-quality content output.
- Engage in collaborative projects, learning the nuances of media planning, execution, and post-production.

Responsibilities

- Work closely with Media and Communications Manager to understand the club's media objectives and content requirements.
- Operate professional equipment for photography and videography, ensuring content is of high quality.
- Assist in the post-production process, including editing photos, videos, and writing or editing articles.
- Attend club events, matches, and other relevant activities to capture content.
- Collaborate with other team members to brainstorm, plan, and execute media campaigns or projects.

Relationships

- Reports directly to the Media and Communications Manager.
- Engages with other club departments as needed for content creation and dissemination.
- Collaborates with other media team members for joint projects and campaigns.
- Interacts with club members, players, and stakeholders during content capture and interviews.

Accountability

- The fundraising coordinator is accountable to the executive of revenue streams and executive committee.
- Provide a report on any aspect of it's portfolio to the committee when requested.
- The fundraising coordinator shall seek approval from the committee of all fundraising activities.
- Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action.