



## Aberdeen Football Club Job Description

<b>Name:</b>	
<b>Job Title:</b>	Media Assistant
<b>Line Manager:</b>	Lisa Sheran, Head of Communications
<b>Line Manager for:</b>	
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
<p>An exciting opportunity has arisen at Aberdeen FC for an enthusiastic individual to join the communications team at Pittodrie for season 2022/23. The ideal candidate will complement the existing team, with a clear focus on delivering creative and engaging content.</p> <p>This role will involve, but will not be limited to, helping to provide coverage of the AFC Youth Academy, Aberdeen U18s and AFC Women's team on an ad hoc basis for the Club's media channels as well as providing match day support for media related issues at all first team matches.</p>	
<b>Main Responsibilities/Description of Duties:</b>	
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>Report to and assist with tasks set out by the Head of Communications and the Media and Publishing Editor.</li> <li>Provide match reports and post-match reaction at U18's and selected AFC Youth Academy matches with the opportunity to interview a player and/or manager. It is therefore essential candidates are confident in conducting face-to-face interviews.</li> <li>Provide accurate and detailed content for the AFC website and matchday programme.</li> <li>Collaborate closely with members of the communications team to help develop and tell engaging stories across AFC media platforms.</li> <li>Provide match-day support for selected media related issues at all first team matches.</li> <li>Promote Aberdeen FC in a positive manner at all times.</li> </ul>	
<b>Person Specification: Experience/Qualifications/Training/Personal Qualities</b>	
<ul style="list-style-type: none"> <li>The highly motivated individual will have excellent communication and written skills, be a team player with the ability to work independently and will bring energy and genuine passion to the role.</li> <li>Experience of photography and the ability to operate a video camera would be desirable.</li> <li>The position would suit a journalism student or an individual seeking part-time experience within a fast-paced media department.</li> <li>A full driving licence would certainly be preferable but is not essential.</li> </ul>	
<b>Signed by Employee:</b>	<b>Signed by Line Manager:</b>
<b>Date:</b>	<b>Date:</b>