



**JOB TITLE:**

Video & Content Executive

**ROLE PROFILE:**

The Video & Content Executive will be responsible for the club's video output, as well as playing a role in the running of the club's social media channels. From capturing behind-the-scenes content during the week to capturing the goals on a matchday, the Video & Content Executive will play a pivotal role in bringing the fans closer to the action.

**REPORTS TO:**

Media Manager & General Manager

**MAIN RESPONSIBILITIES:**

- Capture behind-the-scenes content at the club's training round in Falmer.
- Produce matchday video packages, which include behind-the-scenes content and alternative angles of the action at all home and away fixtures.
- Film and edit pre-match, post-match and other club interviews.
- Capture and edit short video content for use across the club's social media channels.
- Play a role in the matchday media operation at all home matches, including, accreditation requests, running of the club's LED Big Screen, and social media output.
- Play a pivotal role in announcing new signings across the club's social media channels.
- Provide support, exposure and promotion of the club's day-to-day activities across all departments, as well as the Crawley Town Community Foundation.
- Assist with internal and external media enquiries
- Any other reasonable duties which the General Manager or other senior members of the club asks you to perform.

**JOB SPECIFICATION:**

- Experience in working within a football or sporting environment is desirable but not essential.
- A strong grasp of graphic design is desirable but not essential.
- Experience with Adobe Premier Pro & Photoshop or other similar editing software is essential.
- A strong grasp of working with a range of video-capturing equipment such as cameras and lighting & audio equipment.

**PERSONAL SPECIFICATION:**

- An organised person able to handle numerous tasks at any one time.
- A 'people person' who has strong relationship building abilities.
- Strong communication and time management skills.
- Ability to prioritise and anticipate workload.
- A willingness to get involved in various aspects of the club, when necessary.
- Valid full UK driving licence.





## Crawley Town Football Club

Broadfield Stadium, Winfield Way, Crawley, West Sussex RH11 9RX  
01293 410 000 | [feedback@crawleytownfc.com](mailto:feedback@crawleytownfc.com) | [www.crawleytownfc.com](http://www.crawleytownfc.com)

**HOURS:**

9am – 4:30pm, 4 days a week plus home matchdays.

**SALARY:**

£18,000 - £22,000

**CLOSING DATE FOR APPLICANTS:**

Monday 16th October 2023

To apply for the role, please send your CV and covering letter to Careers ([careers@crawleytownfc.com](mailto:careers@crawleytownfc.com))

Crawley Town Football Club are an equal opportunities employer.

