



## Live Production Coordinator

**Location:** The Valley, South East London

**Salary:** Circa £23,000 per annum

**Start date:** July 2022

**Hours:** 9am-5pm Monday to Friday + all home matchdays

**To apply:** [Job Openings \(peoplehr.net\)](https://peoplehr.net)

### Who We Are

Charlton Athletic Football Club is an English professional association football club based in Charlton, south-east London. The Club currently competes in League One, the third tier of English football. The club was founded on 9 June 1905 and has a very storied history from rising to the Top-Flight of English Football the old First Division, through to the Premier League, winning the FA Cup in the 1940's and to the Club leaving The Valley Ground in the mid 1980's only to make an impassioned return on 5<sup>th</sup> Dec 1992. Charlton can be truly described as a Family Club.

### About the role

Charlton Athletic Football Club is defined by a strong sense of community, innovation and ambition. Working at The Valley Stadium is a fantastic opportunity to drive these values.

An opportunity will be available in July 2022 to join Charlton Athletics' Communications Team.

Your primary responsibility will be to organise and lead the live in-stadium entertainment at The Valley on home matchdays, which will include operating the stadium's big screen.

During the week, you will plan, script and prepare the entertainment and, on matchday, will you lead a small team of staff to ensure that visitors to The Valley have an enjoyable matchday experience.

You will also support the club's live streaming service, CharltonTV, primarily for academy and women's team fixtures, during the week.

The Live Production Coordinator will report to the Video Production Manager.

### Key Responsibilities

1. Lead the club's in-stadium entertainment on home matchdays at The Valley
2. Use the club's vision mixing software to operate The Valley's big screen whilst also leading a small team of matchday staff
3. Manage relationships with freelance staff, such as vision mixers, replay operators, DJs, pitchside presenters, commentators and camera operators
4. Assist the production of CharltonTV's U23s, FA Youth Cup and women's team live streams
5. Assist with the production of CharltonTV's first-team live streams and on-demand video content

## **Candidate Specification:**

### **Key Skills**

- Experience of script writing for live events (Essential)
- Experience of working with vision mixing software (Essential)
- Experience of leading a small team of people (Essential)
- Excellent communicator with a positive, collaborative and flexible style (Essential)
- Experience of working with broadcast cameras (Preferred)
- Experience of filming live sport (Preferred)
- Experience of using the Adobe editing suite (Essential)
- Experience of working with talent (Preferred)
- A self-starter, proactive in finding solutions to issues big or small (Essential)
- Have a good understanding of the football environment (Essential)
- A genuine interest in live sport, particularly football (Essential)

### **Additional Information**

- Applicants must be able to work extended and flexible hours including evenings, weekends, and public holidays.
- CAFC is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development, and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.
- Hold a Full UK driving License
- Applicants must be eligible to live and work in the UK.

### **Safeguarding**

Charlton Athletic Football club are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We endeavour to provide a fun, safe and welcoming environment where children and young people feel respected and valued.