



## Job & Person Description

<b>Job Title</b>	<b>Camera Operator</b>
<b>Department</b>	<b>Media &amp; Marketing</b>
<b>Reports to</b>	<b>Marketing Manager</b>
<b>Responsible for</b>	<b>N/A</b>
<b>Purpose of role</b>	
<p>You will be providing support to the media team on first team, Under-21s, Under-18 and Women's team match days. You will actively go out and film footage that will be used across the Football Club's social media platforms and Posh+ service.</p> <p>You will be able to act independently as a camera operator whilst understanding your role within a wider team. You'll not just be responsible for shooting games but also capturing content around the matchday and training when required that helps tell the club's story to supporters and wider stakeholders.</p> <p>Accountabilities:</p> <ol style="list-style-type: none"><li>1. To film all U21, U18 and Women's home matches</li><li>2. Contribute to marketing and media creativity</li><li>3. Deliver Match Day media support</li></ol>	

### Main Duties

#### Duties

- To film all U21, U18 and Women's home matches and assist with the technical setup
- Assist the Marketing & Media department in the delivery of the Football Club's day-to-day and long-term marketing and comms plan
- Create/capture regular and engaging content for the Football Club's digital media channels, in line with its tone of voice and values, including video, audio and graphics
- Ensure all internal and external material strictly complies with the Football Club's brand guidelines and editorial style guide
- Provide matchday support to the in-house Media Team and external media/agencies
- Work closely, build and maintain relationships with key stakeholders both within the Club and externally, including playing/coaching staff and agencies
- Carry out additional duties as and when required by the needs of the business

#### Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practice so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Attend meetings, training and professional updating as and when required

- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development
- To uphold the values of Peterborough United Football Club (PUFC) and not tolerate offensive, discriminatory or intimidating language or behaviour.
- To act as an ambassador/role model for PUFC and consider conduct takes into account the club's commitment to equality and safeguarding.
- To ensure PUFC provides a level playing field for all its fans, players and guests.
- Promote an inclusive environment within the club for colleagues, supporters and visitors, championing a zero-tolerance approach to bullying, harassment and victimisation within PUFC
- Demonstrate a commitment to PUFC's safeguarding policy.
- Promote EFL and FA regulations and ensure compliance with these.
- Ensure PUFC upholds current legislation, in particular, in relation to equality, health and safety and safeguarding.
- Be responsible for reporting any concerns to a senior colleague in relation to equality, health and safety and safeguarding immediately

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

### Person Specification

These are the attributes you need to be to be considered for this role. All criteria are essential unless stated as desirable only. **To be considered for working at Peterborough United we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.**

You will have a passion for filming high quality video footage, you love to be creative. Ideally you have previous experience filming sport. You have good people skills so you can communicate with the team about their requirements in order to produce innovative content. This role requires flexibility with working hours.

#### Experience & Qualifications

- A portfolio of high-quality video footage.
- A strong understanding of live broadcast principles
- Experience using semi-pro or pro camcorders
- Experience in handling video briefs and proactively working with clients/stakeholders to outline a clear production plan
- Exceptional people skills with experience in developing creative ideas alongside a client or internal team
- Good time management skills
- Positive approach with a hardworking ethic
- Flexible in terms of working hours

#### Skills and personal attributes

- High level of creativity and innovation
- Trustworthy, efficient, and reliable
- High level of confidentiality
- Ability to organise and plan ahead
- Ability to manage multiple priorities
- Excellent written and verbal communication skills
- Flexible approach to meet the nature and demands of the business
- Excellent timekeeper
- Possess a 'can-do attitude'