

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



The International Gymnastics Federation (FIG) is seeking a

## Television Manager

to complete the federation's Communications Department at the earliest possible commencing date.

### Position Description

#### 1. Scope of the position and Reporting structure

The Manager contributes to the FIG's whole range of commercial activity in a close collaboration with the Marketing and Communication Director.

The successful candidate will be a dynamic, task-oriented individual with strong commercial skills, with the ability to multi-task and work in a team-environment.

The present is a full-time position within an international sports federation. The job will require some international travel and work outside standard hours is expected.

<b>Title / Function:</b>	<b>Television Manager</b>
<b>Reports to:</b>	Marketing and Communications Director
<b>Location:</b>	FIG Head Office, Av. de la Gare 12A, Lausanne, Switzerland
<b>Position:</b>	Full-time (100%), permanent
<b>Salary:</b>	An expected remuneration should be stated in the application
<b>Start date:</b>	As soon as possible

The job requires a good knowledge base of the 8 disciplines of Gymnastics, excellent French and English skills and a strong affinity to Television.

#### 2. General Responsibilities

Incumbent's responsibilities towards his/her direct superiors:

- Project management of the Broadcast operations of FIG World Championships and World Cups
- Development & implementation of TV production requirements guidelines
- Sales of Electronic Media & Archive rights across all audio-visual platforms
- Coordinate sales related activities with Department Director and Media/Broadcast Agencies
- Coordinate and follow up on various legal contract negotiations and contract finalization
- Understanding and utilizing Market analysis as well as News monitoring services to deliver commercial and media documentation to Sponsors, hosts and Authorities

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- Creating and organizing presentation materials for the meetings or other Partners
- Liaison & daily contact with Media Rights partners
- Provide assistance to other team members when necessary

## 3. General Management and Performance Guidelines

- To ensure that deadlines for work is duly and efficiently met.
- To conscientiously fulfill his/her duties.
- To put forward appropriate measures in order to improve and simplify the work.
- To submit to his/her superiors any issue beyond his/her authority.

## 4. Experience and Requirements

Education: Bachelor in Communications/Marketing or Sports Management

Languages: English and French (written and spoken) are mandatory

Experience required:

- Minimum 3 years in broadcasting sales position
- Minimum 3 years in marketing, communications or PR related position
- Minimum 3 years in a sports related environment (business, organization or federation)

Additional requirements:

- Good understanding and strong interest in sport
- A passion for communications, marketing and television
- An interest in new media and technologies
- Strong English writing skills are key to the recruitment for this position
- A team player, a can-do attitude, someone who is willing to help out and someone reliable
- Proactive, flexible and open to change

## 5. About the FIG

The International Gymnastics Federation (FIG) is the governing body for Gymnastics worldwide. It is the oldest established international federation of an Olympic sport and has participated in the Olympic Games since their revival in 1896. The FIG governs eight sports: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline – including Double Mini-trampoline and Tumbling, Aerobics, Acrobatics and Parkour.

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



It counts 148 national member Federations and has its headquarters in the Olympic Capital of Lausanne (SUI).

By joining us, you will have the opportunity to make the most of your qualities and enrich your skills in a modern and pleasant working environment, in a dynamic and motivating atmosphere.

If you think you are the right person for this role, please send your application (cover letter, CV, references, certificates) in English by email to FIG Human Resources, Joëlle Jost ([jjost@fig-gymnastics.org](mailto:jjost@fig-gymnastics.org)) by **31 October 2021**.

## Notes:

1. *We thank all applicants, but we will only consider and reply to the candidates who correspond to the profile.*
2. *We keep your full application with your personal information in our databases for one year. Should you want us to delete your application once the recruitment process is completed, please let us know.*