



Football Australia is currently seeking Expressions of Interest for a range of Media Officer and Media Operations roles:

- Australia Cup Final Rounds Media Officer (see role description below)
- Media Operations Assistant – Internationals (see role description below)
- AFC Media Officer – Club Competitions (see role description below)

To express your interest in one or multiple roles, please [CLICK HERE](#) and complete the simple e-form by no later than Friday, 31 May 2024.

Note – please ensure you've sought approval from your place of employment/manager prior to expressing your interest.

If you have any questions at all, please contact the Football Australia Media Team via media@footballaustralia.com.au

AUSTRALIA CUP FINAL ROUNDS MEDIA OFFICER

Purpose of Role

The role of the Australia Cup Media Officer is to support Football Australia with the successful delivery of media-related duties in and around Australia Cup matches and events, including digital and social media activities.

Timing

End of July 2024 – October 2024, where matches mainly occur on Tuesday evening, Wednesday evening, Saturday (afternoon or evening) or Sunday (afternoon).

Key Areas of Responsibility and Actions

- Being the point of contact for onsite media including broadcast (excluding host broadcaster), written and digital media plus photographers.
- Management of media accreditation processes for onsite media including broadcast (excluding host broadcaster), written and digital media plus photographers.
- Management of onsite spaces for working media.
- Distribute and collect photographer/media bibs (to be washed at the conclusion of each match to abide by COVID protocols).
- Facilitate any media interviews and photographs as required by Football Australia and requested by attending media.
- Management of media-related branding such as media walls or similar.
- Conduct and capture post-match interviews plus other Australia Cup related content on owned smartphone for use by Football Australia and stakeholders on owned and earned channels.
- Be available to receive emails and participate in calls with Football Australia – scheduled at a convenient time – to plan and reflect upon Match Day activities.
- Any other media and broadcast related duties as required.

Note: The Media Officer needs to arrive onsite (match day venue) no later than 2-hours prior to the scheduled kick-off and leave the venue after the final media person has left, unless otherwise agreed with Football Australia.

In performing the Services, you must:

- Uphold the integrity of match day minimum standards and Football Australia's reputation.
- Where required on match day, represent Football Australia on high level matters (in consultation with the Football Australia Match Manager and Football Australia Media and Communications Manager) that require satisfactory resolution.
- Report major incidents to Football Australia in a timely manner.
- Represent the interests of Football Australia and the Australia Cup.



- Formally and accurately report match day incidents, including photos where relevant.

Remuneration:

Football Australia pays \$245.30 per match inclusive of GST and Super

Media Operations Assistant – Football Australia Events e.g. International Matches**Purpose of Role**

Football Australia often requires experienced Media Operations Assistants to support with the successful delivery of media-related duties in and around International Matches.

Timing of matches

Ongoing

What the role entails

Arrive at the match day venue 5 hours prior to the scheduled kick off time to help assist with media operations related tasks, where duties will conclude approximately 90-minutes post full-time.

Key Areas of Responsibility and Actions

- Assistance with setting up and packing up media spaces.
- Assistance with media accreditation collection.
- Distribution (and collection) of media bibs / team sheets and other related materials.
- Providing assistance to attending media/photographers.
- Assistance with post-match press conferences and media activities.
- Other media operations related requests.

In performing the Services, you must:

- Uphold the integrity of match day minimum standards and Football Australia's reputation.
- Report major incidents to Football Australia in a timely manner.
- Represent the interests of Football Australia at all times.

Remuneration:

Football Australia \$300 per match inclusive of GST and Super. Football Australia also arranges parking and a meal.

AFC MEDIA LIAISON OFFICER – FOR AFC CLUB COMPETITIONS E.G. AFC CHAMPIONS LEAGUE 2 AND AFC CHAMPIONS LEAGUE ELITE**Purpose of Role**

The Asian Football Confederation requires Football Australia to recruit and appoint on their behalf skilled Media Officers who will oversee media operations for AFC events held in Australia such as AFC Champions League 2 (Sydney FC will contest this in 2024/25) and AFC Champions League Elite (Central Coast Mariners will contest this in 2024/25).

Timing

The AFC Club Competitions are contested October – May inclusive and are mainly played on Tuesday and Wednesday evenings.

What the role entails



Each appointment requires the AFC Media Liaison Officer (MLO) to be present at the venue on MD-1 and Match Days. There will be times when the AFC require the MLO to attend meetings at the venue on MD-2 plus the MLO will need to support the hosting club ahead of time to ensure all media operations' requirements are in order.

Key Areas of Responsibility and Actions

- Make sure the host club has set-up their own media accreditation system, promoted media accreditation applications, create/print accreditation passes and promote where accreditation passes can be collected.
- Make sure the host club has promoted to accredited media the media logistics for the match including official press conference details.
- With the host club, ensure all working media spaces and media operations plans are executed to AFC standards.
- Present at the MD-1 Match Coordination Meeting the media requirements the two teams need to deliver on match day.
- Manage and host all official press conferences on MD-1 and Match Day (post-match).
- Manage media attendance at official MD-1 training sessions.
- Be the contact for the appointed AFC Photographer, where they need to capture a checklist of photograph requirements on match day (pre/during/post).
- Distribution of Start List (to TV, Media Tribune, PHOs, Commentary boxes and etc.)
- Ensure all pre-match and post-match broadcaster commitments are delivered by the two teams.
- Manage and deliver the pre-match Starting XI photos.
- Distribute and collect AFC photographer/media bibs.
- Facilitate any media interviews and photographs as required by attending media and the AFC.
- With the AFC Broadcast Manager, ensure media-related branding such as media walls or similar are in-place prior to press conferences and interviews.
- Be available to receive emails and participate in calls with the AFC (or representatives of) and the Clubs.
- Any other media and broadcast related duties as required by the AFC.
- Before leaving the venue after the match, complete an online report via the AFC Portal.

In performing the Services, you must:

- Uphold the integrity of match day minimum standards and AFC's reputation.
- Report major incidents to AFC Match Commissioner in a timely manner.
- Represent the interests of AFC and Football Australia at all times.

Remuneration:

TBA by AFC but in previous years, it has been USD\$100 per day.