

# **Title: Sports Project Manager**

**Line manager: Senior Sports Manager**

## **Duties & responsibilities:**

### **-Sports Event Distribution**

- i. Assist the line manager and director of Sports in media rights acquisition by gathering market information, making analysis and preparing proposals
- ii. Play a key role in sports events distribution and coordination with ABU members and sublicensees
- iii. Assist ABU members/sublicensees in sports events production and broadcasting preparation and setup, including but not limited to routine fixtures and emergent tech. trouble shooting.
- iv. Assist ABU members/sublicensees to take proper marketing activities and fulfil broadcast commitments by understanding the requirement and obligations as stipulated in the contract or similar documents
- v. Work with event owners and ABU legal officers on the contraction procedures and documentations
- vi. Monitor daily events feeds distribution and ensure the smooth delivery to broadcasters/sublicensees
- vii. Gather post-events feedback and collect broadcast info for record and reporting purposes
- viii. Assist finance team in due collection and clarifications with members/sublicensees
- ix. Assist line managers to look after the maintenance and operation of ABU Sports & Entertainment Network (ASEN)
- x. Handle sports events host production work such as IBC operation, venue international feeds production, guide commentary and highlights production, etc.

### **-Projects Organising**

- i. Organise educational events on sports media workshops/webinars/training courses and collect feedback for summary and future scheduling
- ii. Explore and handle state-of-art media projects for the union's sports group members such as sports group conferences or occasional forums/summits.
- iii. Assist line manager to update and finetune the content on the union's sports website or the social media accounts
- iv. Initiate and execute coproduction plan with partners and members such as on sports news reporting, documentary, short video production, sports games onsite collaborations, etc.
- v. Provide sports events relevant articles or news writings to ABU magazines/newsletter/websites as required by line managers
- vi. Update the ABU Sports profile document and videos
- vii. Assist ABU Sports Prize entries, juries and awarding activities.
- viii. Undertake other reasonable duties requested by the management and union members

## **Requirement:**

- i. Appropriate university degree or above on sports management/media and communications/broadcasting
- ii. Sound problem solving and multitasking abilities
- iii. Outstanding ability and interpersonal skill to build strong and steady relationships with union members and industry partners
- iv. Agreeing to work on weekends and public holidays if necessary and required by line managers, as it is essential to sports media profession.
- v. Minimum 3 years' experience in media/broadcasting industry, sports media background such as on event distribution and broadcast preferred.
- vi. Ready to adapt to various culture and working styles of ABU members with international vision and values
- vii. Fluent spoken English with strong writing skill as basic. Multi-language skill preferred.
- viii. Efficiency and skilfulness in office computer tools and software. Image design and video editing ability preferred.