



Commercial and Broadcast Operations Coordinator (UEL/UECL)

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Job information

Division / Unit: Operations / Commercial Operations

Contract type: Fixed Term

Start date: 08.01.2024

End date: 31.07.2024

Location: Nyon

Main goal

One of the key roles of the Commercial Operations unit is to organise the delivery of commercial rights at UEFA club competition matches (all except the finals). The Commercial & Broadcast Operations Coordinator supports the team and coordinates the projects, sub-projects and tasks delegated to them, contributing actively to the delivery of commercial rights in the men's UEFA Europa League and Conference League in particular, and ensuring that UEFA's commercial partners adhere to operational procedures and guidelines.

Key responsibilities

- Planning and overseeing the correct implementation of broadcast partners' rights at all Europa League and Conference League matches according to contractual agreements
- Serving as one of the key contacts for the operational management of Venue Operations and Broadcast Managers (VOBMs) working on-site
- Training and serving as a VOBM
- Coordinating and preparing operational documentation, content for manuals, guidelines, procedures, reports and archive activities
- Providing back-office support before, during and after Europa League and Conference League matchweeks (match command centre support, VOBM hotline, etc.), and supporting other competitions as required
- Liaising closely with internal stakeholders (e.g. Football Operations, Media Rights and Production Services) and UEFA's marketing agencies and suppliers
- Coordinating content for workshops, training and briefings
- Undertaking specific assignments within the Commercial Operations unit (e.g. providing support to the media operations group)
- Providing support with ICT platforms and monitoring tools to ensure full availability and functionality for all users
- Ensuring that all assigned tasks are performed to the required standards and in accordance with the applicable rules, guidelines and regulations

Profile

Experience required:



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- from 1 to 3 years' experience in TV broadcasting (working for a rights holder, broadcaster or agency), ideally at international events
 - from 4 to 6 years' experience in event operations, ideally in international sports marketing, working closely with venues

Education:

- Bachelor's degree in a relevant field
- Other studies in sports event management and project management

Languages:

- English / Proficient
- Any additional European language is an asset

Additional requirements:

- Excellent organisational skills
- Computer literate, familiar with ICT platforms and proficient in MS Office
- Pragmatic, communicative and able to multitask in a fast-paced and deadline-driven environment
- Able to provide outstanding results under pressure
- Attentive to detail, with an ability to see the big picture
- Team player, also able to work independently, with positive, multicultural attitude
- Client-oriented with strong interpersonal and customer-service skills
- Good spoken and written communication skills
- Able to implement strict business rules and follow guidelines
- Available to travel (10–20%)
- Good knowledge of sport in general and football in particular

