

## ITF ROLE OVERVIEW

<b>JOB TITLE:</b>	Production Assistant
<b>DEPARTMENT:</b>	Commercial
<b>REPORTING TO:</b>	Senior Manager, Broadcast Operations
<b>LOCATION:</b>	Roehampton, Southwest London (with some international travel)

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

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**International Tennis Federation (ITF) is the world governing body of tennis.** Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 national and regional member associations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

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### The Role:

We are looking for someone with experience in the sports broadcast industry with a sound understanding of production coordination and media rights sales. The applicant should be enthusiastic and hardworking, with a keen eye for detail and initiative to learn and develop in the role.

The role is primarily assisting the Senior Manager, Broadcast Operations in production coordination and signal distribution of Davis Cup, Juniors and Wheelchair competitions, as well as working closely with the Senior Manager, Media Rights on sales admin for the Davis Cup.

### RESPONSIBILITIES:

#### Production & Distribution

- Assisting with production and distribution of the Davis Cup, Juniors and Wheelchair competitions, including but not limited to, communication with host broadcasters about production plans and start times, graphics delivery, organisation of site visits, procuring SNG trucks, booking satellite space, allocation and booking of commentary/standup positions and liaising with the ITF Major Events team on all on-site broadcast needs (while managing onsite broadcaster requirements and expectations).
- Investigate and book travel arrangements for the team and confirm hotel dates with the operations team managing logistics and paperwork of crew.
- Attend the Davis Cup ties and ITF events as required, coordinating on-site player interviews, colour footage, opening ceremony timings, TV compound arrangements, arrange accreditation, sponsor banner location and other associated activities and troubleshooting as and when required.
- Assisting with invoicing (income and expenses) in collaboration with the Project Lead, Broadcast Operations.
- Assisting the coordination of in-house requests for production related issues, TV shoot coordination, ENG crew booking, production of promotional videos.

- Assisting with the management of the ITF content portal.

### **Sales**

- Assisting the Senior Manager, Media Rights with sales admin e.g. key terms sheets, status reports, arranging meetings, generate invoices as instructed, filing correspondence in shared files, chasing debtors.

### **Admin & Team Support**

- Assisting the Project Lead, Broadcast Operations in the day-to-day management of the ITF archive project dealing with internal and external footage requests and tracking storage and digitisation.
- Assist on the media valuation by the collation and input of broadcast data after events and assisting with round-by-round data Reporting.

*As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.*

### **You will have...**

- ✓ Experience working in a live sports broadcast environment (preferred but not essential).
- ✓ Degree educated in a related field (Broadcasting, Media, Production)
- ✓ Strong communication skills and willingness to learn.
- ✓ Proficient in Microsoft Office including Excel and Outlook.
- ✓ Experience working with Premiere Pro or similar (preferred but not essential).
- ✓ Ability to work autonomously and to ask questions when needed.
- ✓ Demonstrate business acumen and confidence to work with external clients.
- ✓ Flexibility. Weekend work and longer hours are part of the role when travelling.

### **What we offer....**

- Excellent salary plus discretionary bonus scheme (subject to conditions)
- 20 days holiday per annum plus bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and annual Wellbeing Allowance (subject to conditions)
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Ride2Work Scheme
- Complimentary healthy snacks and fresh fruit when working in the office
- Free parking on site
- Working hours: based on 35 hours per week. Normal office hours are 09.00 -17.00 Monday to Friday. Flexible working hours possible, with core hours of 10am-4pm.

### **Application Process:**

Please email your CV and Cover Letter to [itf@serv-recruitment.com](mailto:itf@serv-recruitment.com) stating 'Production Assistant' in the subject line of your email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

*The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).*

*The successful candidate may be subject to an enhanced DBS or equivalent level Overseas Criminal Records Check.*

*Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practice.*