

Volunteer Role (title):	Media Operations team member
Functional Area:	Media
Brief Role Description:	Provide support to the media operations team in all key media areas of the venue
Key Responsibilities:	<ul style="list-style-type: none"> • Providing on-site journalists and photographers with a friendly welcome • Be on hand for any general enquiries as directed in any of the media areas such as Media Centre, Mixed Zone and media tribunes • Providing any required assistance to on-site media as directed by members of the media operations team • Sourcing and transcribing flash quotes from athletes • Ensure that the media manager and wider media operations team are supported as required • All media administration duties as required
Skills Required:	<ul style="list-style-type: none"> • Friendly approach • Reliable and detail oriented • Ability to work in a team • Good communication skills, both written and verbal • Comfortable working in a busy, demanding environment
Desirable Skills:	<ul style="list-style-type: none"> • Knowledge of general media enquiries
Based at:	Tollcross International Swimming Centre
Dates required:	<p>From 4– 8 December 2019</p> <p>Please note you must be available for at least 5 shifts within this period and to attend 1 day training prior to this.</p>