



## JOB VACANCY

<b>JOB TITLE</b>	Multimedia Officer
<b>DEPARTMENT</b>	Media

<b>RESPONSIBLE TO</b>	Head of Media and Communications
<b>DIRECT REPORTS</b>	NA

<b>SALARY</b>	Dependent on experience
<b>WORKING HOURS</b>	40 hours per week
<b>CONTRACT</b>	Permanent Contract

<b>BENEFITS</b>	25 days holiday, plus bank holidays Cycle to Work Scheme Private Medical Insurance & Health Cash Plan 2 x Complimentary tickets Discounted Club merchandise Enhanced Family Leave Payments
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Swansea City AFC has an exciting opportunity for a candidate to join its media team as a Multimedia Officer based at the Swansea.com Stadium.

This is a fast, exciting and challenging in-house multimedia role and we are looking for someone with all-round media skills to join our team and play an important part in producing content across our video, social media and written outputs.

The successful candidate will use software within the Adobe Creative Cloud Suite associated with multimedia production such as Adobe Premiere, After Effects and Photoshop.

Responsibilities will also include leading our coverage of Swansea City Women, delivering a high standard of content across website, social media and video platforms.

You will be responsible for working with stakeholders across the club to best leverage our most valuable forms of media output, and is a great opportunity for someone who is proactive with a creative mind.

The ideal candidate will have expertise and experience in production and distribution of digital media, in order to produce club content that continues to achieve audience growth and engagement across all channels.

The primary delivery for this content will be the club's official website, App, O.T.T platform SwansTV, YouTube channel and various social media platforms.



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### PERSON SPECIFICATION

#### Essential:

- Experience of video creation for web-based media and social media
- Excellent communication and interpersonal skills
- Strong attention to detail
- Ability to work independently
- Able to work under pressure and to strict deadlines
- Knowledge of Adobe Premiere and Adobe Photoshop
- Experience of using a Content Management System
- Good writing skills
- Knowledge and understanding of utilising social media platforms.

#### Desirable:

- Previous experience working within professional sport, preferably football
- Previous experience of writing match reports and post-match reaction articles.
- Experience of working in a live broadcast environment
- Understanding of video and audio encoding technologies and experience of web-based CMS process
- Knowledge of Adobe After Effects and experience of working with motion graphics
- Full UK Driving Licence and use of a vehicle

### ROLE RESPONSIBILITIES

- Help drive the club's overall fan engagement strategy by creating compelling, entertaining and informative content all year round.
- Drive consistent growth across the club's channels, including YouTube, Facebook, X, Instagram, TikTok and other relevant platforms, as well as SwansTV.
- Lead on coverage of Swansea City Women, attending home and away fixtures to produce match reports, social media content and match reaction pieces.
- Work with marketing and creative partners to deliver a consistent brand presentation for the club across all video content.
- Be responsible for setting a high-quality threshold for video content and work with partners across the business to help ensure collaborative projects consistently reach that threshold.
- Work collaboratively with colleagues across departments to help deliver projects and content to key deadlines.
- Maintain an excellent level of organisation, ensuring footage and projects are archived accordingly.
- Be an industry expert – stay informed of technological development and audience trends in order to best inform the club's content production strategies.
- Assist with the delivery of SwansTV live streaming and broadcasts where required.
- Produce audio and visual content from acquired and self-generated footage; whether that's player interviews, community activity, press conferences, behind-the-scenes clips, training, match action and live events.



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### GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

### SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

### EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

### CRIMINAL RECORD CHECK REQUIREMENT

This role will require an Enhanced DBS Check.

### HOW TO APPLY

Please complete an Application Form, available [HERE](#), along with an up-to-date showreel and an example of a short written match report to be sent via drop box to [media@swanseacity.com](mailto:media@swanseacity.com)

If you require the application form in an alternative format, please email [jobs@swanseacity.com](mailto:jobs@swanseacity.com)

The closing date for this vacancy will be **Friday 29<sup>th</sup> August 2025**.