MARYLEBONE CRICKET CLUB (MCC) JOB PROFILE

Video & Content Executive

**Department:** Marketing, Communications and Digital  
**Reporting to:** Digital & Content Lead  
**Contract:** 6-month Fixed Term Contract

**DIMENSIONS OF ROLE**

**Hours:** 09:00hrs to 17:00hrs, Monday to Friday (inclusive), including one hour unpaid lunch on each day worked; making a total of 35 working hours per week.

**KEY PURPOSE OF ROLE**

The Video & Content Executive will support the Digital Team in shooting, editing and posting video and motion graphic content on the Club’s social media accounts.

The Video & Content Executive will work with the Video and Production Manager to produce and film the Club’s live digital events as well as shooting around the Ground on both match days and non-match days. They will manage key external and internal relationships to maximise the performance of Club’s output and produce original and innovative content.

They will need to stay ahead of the competition, using their knowledge to produce original and creative content in line with current sports culture and social media trends, whilst adhering to MCC’s brand guidelines.

**KEY TASKS AND ACCOUNTABILITIES**

- Create video and motion graphic led content for the Digital Team and the wider Club via Adobe Premiere and After Effects.
- Draft, schedule and post copy and content for our digital channels including our MCC, Lord’s and London Spirit social media channels.
- Contribute ideas and solutions to creative briefs and campaigns to keep the Club’s content fresh, innovative and exciting to a wide and varied audience.
- Record and conduct interviews on both match and non-match days, operating a variety of video equipment including FS5 camera, lighting and sound.
- Additional support for the Club’s Video and Production Manager film shoots and our digital events including Member events, AGM and the Cowdrey Lecture.
- Support in monitoring trends and encourage the adoption of social media and digital tools.
- Update the DAMS as appropriate so video content is tagged correctly and easily accessible for the team.
- Maintain the condition and maintenance of the Club’s audio-visual equipment.

*This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.*

**VARIATIONS OF JOB RELATING TO MAJOR MATCHES**

- Attendance at all major match days, including weekends.
- Any other duties as required whether in the Department or elsewhere around the Ground.

**VALUES AND BEHAVIOURS**

**SMART**

- We make informed decisions
- We cut out inefficiency and complexity
- We ensure that everything we do looks, sounds and feels high quality
ATTENTIVE
• We are welcoming hosts to people of all cultures and backgrounds
• We pride ourselves on impeccable manners
• We work with other organisations for the good of the game

ORIGINAL
• We set our own high standards
• We constantly seek out better ways of working
• We encourage people to be imaginative in their work

HEALTH AND SAFETY
• At all times be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures
• To report any unsafe practices, equipment or circumstances as appropriate.
• Comply fully with relevant security policies and procedures.
• Be familiar with fire procedures and evacuation procedures and be prepared to operate when/if trained as a Fire Warden

PERSON SPECIFICATIONS, SKILLS AND QUALIFICATIONS

Essential
• Working knowledge of Adobe Premiere Pro and After Effects
• verbal and writing skills
• Experience of running and monitoring social media channels
• Experience in distributing content across traditional and new channels
• Some shooting capabilities
• Ability to work within brand guidelines
• Keenness to learn and adaptable to changing environments
• Calm under pressure

Desired
• Ability to shoot with Sony FS5 and/or Sony a7
• Skilled in operating sound and lighting equipment
• Knowledge of Photoshop and Google Analytics
• Appropriate professional qualifications
• Good knowledge of cricket

Written by: Katie Maier & Danis Roberts
Date: February 2021

Accepted by:
Date: