



# Multimedia Coordinator

Manly Warringah  
Sea Eagles

**SPORTSPEOPLE**  
RECRUITMENT



- **Iconic Sporting Club**
- **Graphic design and video/photography content creation**
- **Based in brand new offices at 4 Pines Park (Brookvale Oval)**

## About the Manly Warringah Sea Eagles

The Manly Warringah Sea Eagles are an iconic Australian sporting organisation, and one of the most successful teams in the National Rugby League since entering the competition in 1947. The Sea Eagles boast a rich history and proud, loyal supporter base, and the excitement is already building for 2023.

## Multimedia Coordinator

Reporting to the Brand and Digital Manager, the Multimedia Coordinator will coordinate and assist with the implementation of the content strategy for the Manly Warringah Sea Eagles. This role will primarily focus on digital content creation (video and photography) and graphic design (Photoshop, Illustrator and InDesign), but will also provide assistance to the traditional media and PR function by supporting general media activities such as press conferences and associated events.

Working in a highly focused team environment, this diverse role will suit a driven, proactive and passionate self-starter with a demonstrated ability to work in a fast paced environment whilst maintaining attention to detail. The ability to work independently as well as collaboratively within the wider team structure is key; you must be prepared to roll up your sleeves and work hands-on as required.

The ideal candidate will be experienced in both pre- and post-production of digital content, including filming, editing, graphic design and creation of imagery and other digital assets, with the ability to identify and document content on the fly. An understanding of rugby league is required, as is flexibility and willingness to work where and when the stories are happening, including both home and away games across all grades.

With a focus on creating compelling content and storytelling across multiple platforms and mediums, this is an exciting opportunity to play an integral role in the engagement of existing fans, as well as capturing and growing new audiences. If you have strong graphic design skills and like picking up a camera, we want to hear from you!



# Key Responsibilities

## Media

- Work with Manly Media to develop and generate well-crafted video and photography content for website and other social media platforms
- Creating digital assets and imagery for websites, social media, EDM and other advertising media
- Assist with game day content creation
- Assist with copywriting requirements

## Website and Digital Content

- Assist with the Club website and social media channels (YouTube, Instagram and TikTok)
- Generate digital graphics, advertising, statistics and infographics for social media channels
- Assist with production and uploading of content onto club website and other platforms as required
- Edit and produce game highlight packages for all grades (Junior reps to NRL)

## Social Media

- Work to support the execution of the digital and content plan, including publishing on the Club's social media accounts, promoting website content and pushing out important messages via relevant channels
- Daily administration support of social media platforms including posting, live tweeting and responding to questions on social media channels
- Create content, story concepts and images for social media channels
- Capture training and game day content
- Maintain an ongoing awareness of developments in digital marketing including trends, technology and emerging platforms.

## Administration

- Updating content calendars and coordinating social and web reports
- Provide creative design support as necessary

## Work, Health and Safety

- Take reasonable care for the health and safety of yourself and all employees' while at work
- Acknowledge and understand MWSE OHS policy and processes in the workplace at all times

There are also opportunities to work within, and experience other areas of the business which may be of interest, including Events, Membership, Marketing and Community.

## Location and Travel

This position is located in new offices in the Manly Sea Eagles Centre of Excellence at the North end of 4 Pines Park, 25 Federal Parade, Brookvale. On-site car parking is available. Travel to attend match days and other events will be required.

## Hours of Work

This is a full time position with a normal week of 38 hours. Given the unique nature of the sports industry, working outside of office hours will be required including attending all match days (home and away games across all grades) throughout the season and other job related activities from time to time. A degree of flexibility is required.



## Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Strong knowledge and experience with Photoshop, Illustrator, InDesign and Premiere Pro
- Experienced in filming and editing digital content
- Ability to identify and document content on the fly
- Ability to work with a producer, but also able to work unsupervised on film shoots
- Rugby league knowledge
- Flexible working hours and willingness to travel to both home and away games across all grades when needed
- A passion for creating content and staying across the latest digital trends
- Strong accuracy and attention to detail
- Ability to work in a fast paced environment while juggling multiple priorities
- Excellent relationship building and influencing skills
- Strong problem solving and issues resolution skills
- Excellent organisation and time management skills
- Committed to achieving deadlines
- Flexible, adaptable and proactive approach
- High level of initiative and ambition
- Ability to work autonomously and within a team
- High degree of professional ethics and integrity
- Consistent demonstration of Club values
- Australian Citizenship / Permanent Residency or unlimited working rights within Australia

## Remuneration Guide

An attractive remuneration package of \$70,000 per annum, plus superannuation will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

## Timelines

Final interviews and the appointment of the Multimedia Coordinator, Manly Warringah Sea Eagles are scheduled for April, 2023.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

## Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Sea Eagles website: [seaeagles.com.au](http://seaeagles.com.au)

Facebook: [facebook.com/ManlySeaEagles](https://facebook.com/ManlySeaEagles)

Twitter: [twitter.com/SeaEagles](https://twitter.com/SeaEagles)

Instagram: [instagram.com/manlyseaeagles](https://instagram.com/manlyseaeagles)

TikTok: [tiktok.com/@manlyseaeagles](https://tiktok.com/@manlyseaeagles)



## Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

**If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.**

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

## Apply to

Your application should be sent electronically via the “apply now” link at the advertisement via [sportspeoplerecruitment.com/jobs](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill on 0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via [jobs@peoplerecruitmentgroup.com](mailto:jobs@peoplerecruitmentgroup.com).

## About Sportspeople Recruitment

The Multimedia Coordinator, Manly Warringah Sea Eagles search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 27 years in 2023 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by the Manly Warringah Sea Eagles as the exclusive search partner for the Multimedia Coordinator position.

## Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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