



## ***Assistant Archive Library***

Based at the IBC, working with the IBC Production Manager.

### **Duties**

- Assist with the management of the tape/disk archive library
- Respond speedily to all tape, DVD and USB copy requests
- Update the library electronic application system
- Label the tapes, disks and DVDs
- Prepare DVDs and USB sticks for sending to Match Directors, Commentators and competing teams
- Liaising with the recording team in the Production Control Room (PCR)

### **Skills**

- Very good English
- Proficient in Microsoft Office (Excel, Word)
- Database (stats & data's) management, attention to detail
- Organised, meticulous, focused
- Team player

FIFA INTERNATIONAL BROADCAST CENTRE