



Vacancy

BROADCAST SERVICES ASSISTANT (F/M/X)

The International Paralympic Committee (IPC) offers the newly-created position of a full-time **Broadcast Services Assistant (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany.

For this position, we will review applications and interview candidates on a rolling basis. The successful candidate may be subject to a personal background check.

ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically-elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

INTERNATIONAL PARALYMPIC COMMITTEE

Adenauerallee 212-214, 53113 Bonn, Germany / paralympic.org
broadcastingjobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

ROLE

The Broadcast Services Assistant will be responsible for supporting the Broadcast team to enhance the servicing of broadcast clients, to co-ordinate between relevant stakeholders, and to strategize on the future of broadcast production.

Core responsibilities include:

- Support the IPC broadcast rights sales worldwide
- Contribute to the development of broadcast production manuals for events
- Monitor events coverage and co-ordinate the reporting to stakeholders
- Oversee contractual commitments delivery
- Analyse market development to create possible new sources of revenue
- Assist with the development of reports, presentations and financial summaries
- Support IPC's archive management and commercialisation
- Assist the broadcast team in other tasks as assigned

Core requirements include:

- University degree in sports management, marketing, business administration or related field
- Work experience in a sport's governing body, broadcaster or sports agency
- Knowledge of the worldwide broadcast and media industry
- Excellent verbal and written English skills (knowledge of other languages is a plus)
- Excellent organisational and interpersonal skills
- Computer literate in MS Office programmes (Word, Excel, PowerPoint)
- Ability to deliver in a fast-paced and fast-changing environment and keep attention to details
- Ability to manage multiple projects at a time and collaborate with team members with diverse cultural backgrounds as team player

Do you want to **apply**?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf format to broadcastingjobs@paralympic.org.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, salary and relocation, please contact us or visit our website under www.paralympic.org.

Thank you for your consideration.

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