



NCCC Media Manager role description



Title – Media Manager

Reports to - President

Position Statement - Organise and facilitate media releases externally and internally within the club

Strategic Relationships – President/Cricket Director/Captains

Key Working Documents -

Job Tasks

- Coordinate and disseminate media as announcement as required by various media platforms

Equipment and Resources -

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Strong knowledge of media organisations and platforms
- Computer access and minimum basic program competencies.

Attendance Requirement – as required

Remuneration –

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.