

JOB DESCRIPTION

Job Title:	Media Manager	Division/Department:	Media
Grade:		Reports to:	COO

Job Purpose	<p>To plan, develop and implement the internal and external communication strategies across the Olympic Council of Malaysia (OCM).</p> <p>To ensure the OCM's communication channels become the number one platform in relation to Malaysian athletes & contingent to Multi-Sport Games.</p> <p>To produce content for all of the OCM's communications platform, either off-line, in print or on-line</p>
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Job Description and Responsibilities:

Media Relations

- Establish a network of Malaysian and international media (inside and outside sport) and build a strong and trusted relationships with these networks, including via constant communication, maintaining database, etc.
- Proactive media communication on variety of subjects via the OCM's official communication channels
- Coordinating and responding to media enquiries, requests for interviews, photographs, images, etc.
- Creating strategies for specific media related activities

Content

- Planning and creating tailored content (in the form of press releases, statements, stories, interviews, data, comments, infographics, social media activity, press releases, etc.) for the OCM through various communication channels and platforms such as website, digital medical channels, print media, etc.
- Create, develop and delivery regular internal communications highlighting the work that goes on within and in support of the OCM and its members
- Ensure all of the OCM's events, including but not limited to meetings, official visits by/to OCM officials, annual dinner/award are covered on the OCM's communications platforms. This includes activities of athletes selected as part of the Malaysian Contingent to multi-sport games.
- Oversee, manage and develop all of OCM's digital and social media communication channels and use these to increase engagement and dialogue with OCM's stakeholders
- Ensure OCM's communications platforms are up-dated at least once every day.

- Coordinating with internal departments and external stakeholders to obtain relevant content
- Coordinating with internal (particularly media and marketing departments) and external stakeholders to appoint 3rd party suppliers (photographers, videographers, designers, writers.) where required
- Manage relationships with third party suppliers (photographers, videographers, designers, writers, etc.) who may be involved in the production of content for the OCM.

Corporate Communications

- Contribute to the planning, writing, coordination and delivery of internal and external publications in terms of content and key messages

Media Operations

- Manage all press conferences, mixed zone operations, broadcaster's requirements at the OCM's events including sending out invitations to media, ensuring facilities are set up for media activities, and where necessary, emcee the event.

Others

- To undertake any other duties as may reasonably be required in the post.

Experience Required	
*Functional Experience (No. Of years, Specialized Field if any)	At least 5 years of experience in communications (organization, agency or as a media representative) or journalism (organization, agency or as a media representative) Track record of developing, producing and delivering content including but not limited to articles for press releases, website, and social media channels
Leadership / Supervisory (No. Of years, Specialized Field if any, as a Manager)	
Education and Qualifications Required	
Relevant bachelor's degree	
Any Additional Requirements (<i>Language skills, Computer Skills</i>)	
Fluent spoken Bahasa Malaysia and English, and excellent English writing skills Comprehensive knowledge of all communication outlets, including social media, TV, radio and written press Extensive interest in sports and current affairs High competency in Microsoft Office and all digital media platforms	

Ability to work on tight deadline
Some travel and weekend work are required.

Employee Acknowledgment	
Name:	
Signature	