

JOB DESCRIPTION

Job Title	:	Media Archivist - Intern
Department	:	Communications - Volvo Ocean Race
Location	:	Race HQ, Alicante, Spain
Job Holder(s)	:	New position
Reports To	:	Head of TV & Video
Contract Term	:	01/03/2016 - 28/02/2017
Salary	:	€700 p.a.

VOLVO OCEAN RACE S.L.U.

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www.volvooceanrace.com

Purpose of Job:

Assist with the media-logging (archiving) of the 2014-15 Volvo Ocean Race, followed by the 2011-12 edition.

Volvo Ocean Race has two full-time intern positions available for ambitious media students who are not afraid to take on responsibility and wish to gain hands-on experience whilst working for a prestigious global sports event.

Principal Accountabilities:

- Watch and log sporting action, identifying what is important or useful for its eventual retrieval.
- Describe media assets and bring meta-data to bear on the Volvo Ocean Race footage archive
- Assist with the Volvo Ocean Race video library arrangement
- Assist with footage searches for production personnel and external clients
- Other duties as needed
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Job Context:

The Volvo Ocean Race is a global event, operating on a 3 year cycle – 2 years preparing, planning, organising and 1 year racing.

The Volvo Ocean Race starts in Alicante, Spain in the autumn of 2017, ending in the European summer of 2018. During the race phase Volvo Ocean Race operates as a digital media house, producing live programming, documentary & news programming, and operates 24/7 social-media streams. This is an opportunity to witness production techniques in a fast-changing digital age.

A fully-functional archive is the backbone of any sporting event's media outputs. We are seeking to train an archiving team to work with us throughout the journey that is the Volvo Ocean Race 2017-18.

Knowledge, Skills and Experience Required:

The ideal candidate will possess the following:

- Strong organisational skills
 - Keen attention to detail
 - Genuine interest in sports television
 - Able to work independently as well as in a team environment
 - Knowledge of audio-visual technology
 - Knowledge of archival or information management processes
 - Advanced level of English required
 - Highly motivated and eager to be part of the Volvo Ocean Race team
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Educational Opportunities:

- Learn about access, storage, distribution and preservation issues in the field of audio-visual archives
- Become familiar with archiving in a sports media environment

- Work with a rich collection of content from a major sailing event
 - Exposure to audio-visual and archiving tools
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Preferred, but not essential:

- Experience in television environments
 - Experience logging media assets
 - Familiar with Mac OSX
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