



Mavericks Netball Ltd

Hertfordshire Mavericks is a successful National Netball Club who have reached the final of the Netball Superleague 7 times and won the competition twice. We are seeking to recruit a Match Day Programme Production Co-ordinator.

Role	Match Day Programme Production Co-ordinator
Organisation	Mavericks Netball Ltd
Remuneration	To be discussed on application
Location	Home based, access to on-line working essential
Role Description and Responsibilities	<p>You will be responsible for:</p> <ul style="list-style-type: none">o Collation of the programme content from agreed sources, and sending this to the selected company who will arrange to design and print programmes.o Liaison with Design and Print companyo Proof read the draft copy before production <p>Content to include the following examples :</p> <ul style="list-style-type: none">o Chasing pre agreed contributors, e.g. Head Coach and Team Captain, for their pieces to meet set copy deadline dateso Sourcing latest league tables for both NPL and NSLo Sourcing Match Reportso Obtaining Adverts from Sponsorso Procuring Any News itemso Obtaining details of any activities e.g. Camps, Workshops, Tournament, etc. <p>There are currently 7 home match programmes required, on the following dates: 6 Feb, 27 Feb, 7 Mar, 26 Mar, 4 Apr, 16 Apr, 23 Apr</p> <p>Home matches are normally played on a Saturday or a Monday evening (if a TV Live game) take place at the University of Hertfordshire Sports Village, de Havilland Campus, University of Hertfordshire, Hatfield, Herts.</p>
How to apply	For an informal discussion or further details, please contact Gloria Keech, Mavericks Netball via email at Gloria.keech@mavericksnetball.co.uk or by phone on 07801 858996