

JOB ADVERT



The European Volleyball Confederation (CEV) is the institution responsible for governing 56 National Federations throughout Europe and is recognised as such by the Fédération Internationale de Volleyball (FIVB).

Our ultimate goal is to promote Volleyball and Beach Volleyball and to raise the status of our sport to a higher level. Whether the game is played indoors or on sand, Volleyball connects and brings people together from children playing in their free time up to professional and elite athletes.

We cultivate a strong sense of togetherness with all stakeholders, the Member National Federations, their national leagues, clubs, players, coaches, organisers and other partners of European Volleyball, from grassroots level to the top events.

We are currently looking to recruit a:

TV Assistant

Location:	Luxembourg headquarters
Type of contract:	1-year fixed-term contract
Department:	Digital & TV Department
Reporting to:	Digital, Content & OTT Manager
Salary:	Competitive
Start date:	ASAP

The Role

The European Volleyball Confederation (CEV) is seeking a highly organised and communicative **TV Assistant** to join the Digital & TV department for a 1-year fixed-term contract. You will provide critical operational and administrative support to both the TV Coordinator and the Digital, Content & OTT Manager. You will act as a central hub of communication between the CEV and our external broadcast partners across Europe, ensuring that all match-day logistics, stream tests, and internal broadcast schedules are meticulously managed.

Key Responsibilities

Broadcast Operations & Logistics:

- Act as the point of contact for local host broadcasters, production crews, and rights-holding TV agencies across Europe.
- Coordinate and arrange pre-match stream tests and technical checks between local production teams and the CEV streaming coordinators.
- Ensure all participating clubs and national federations are fully aware of TV production requirements and broadcast regulations.
- Take ownership of populating, updating, and distributing the internal master streaming plan (Excel/Google sheet), ensuring all departments have real-time visibility on match schedules and broadcast destinations.
- Assist the TV Coordinator with drafting and distribution of TV manuals, graphical assets, and broadcast guidelines to host producers.
- Liaise closely with the Match Stream Coordinators to ensure they have all necessary technical details well in advance of match times.
- Assist in monitoring live broadcasts to ensure basic compliance with CEV graphics and branding standards.

Qualifications & Skills

- One to two years of administrative, operational, or production assistance experience, ideally within the sports, broadcasting, or media industries.
- Exceptional organisational skills and high proficiency in maintaining complex spreadsheets (Excel/Google sheets) and project management tools.

- Strong, professional communication skills, with the ability to clearly convey operational requirements to external partners from various cultural backgrounds.
- Excellent level of English in both speaking and writing. Additional European languages are a strong asset.
- A basic understanding of television production terminology, live streaming concepts, or digital media workflows is preferred.

Soft Skills & Profile

- Meticulous attention to detail; you are someone who double-checks the schedule and ensures no piece of information falls through the cracks.
- Thrives in a fast-paced environment and can handle last-minute changes to broadcast schedules with a calm, solutions-oriented approach.
- A strong collaborative spirit, ready to support the wider Digital & TV team across a variety of ad-hoc tasks.
- Willingness to support the team during peak sporting periods, which may occasionally require flexible hours around major events.

If you are a highly talented professional, wishing to further your career in an exciting, professional and international environment, we encourage you to send your **CV and motivational letter (ML)* in English** to:

Confédération Européenne de Volleyball
Mrs Annemiek van Baarsen – Head of HR – jobs@cev.eu

Deadline for Applications: 30 October 2026

****Please save your documents as follows: Last name-first name-CV and Last name-first name-ML.***