



Role: Junior Press Officer

Location: London

Status: Full Time Employee

Band: 1 (Executive)

Reporting to: Press Officer

Formula E

Formula E is a new FIA single-seater championship and the world's first fully-electric racing series. The fourth season of the 2017/18 FIA Formula E Championship sees 10 teams and 20 drivers go wheel-to-wheel in 11 cities spanning five continents in the fight to be crowned Formula E champion. The electric street racing series sparks into life on December 2nd in Hong Kong, with the season finale double-header in Montreal on July 28th and 29th 2018.

Formula E is here to reinvent racing and break the conventions of our sport to appeal to a mass market audience. Formula E creates and races on city-centre circuits resulting in a unique and exciting series designed to appeal to a new generation of racing fans.

The championship represents a vision for the future of the motor industry, serving as a platform to showcase the latest innovations in electric vehicle technology and alternative energy solutions. Future seasons will see the regulations open-up further allowing manufacturers to focus on the development of motor and battery components, which in turn will filter down to everyday contemporary electric road vehicles.

Working at Formula E

At Formula E, we have created an environment that supports our colleagues to perform at their best. We are innovative, curious and we love the world we live in which is why we value sustainability. We believe that work should be fun and whilst we are passionate about delivery we are one team and supporting each other is key to our success.

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Your Role

Formula E is looking for an enthusiastic and committed individual to join the communications department, to support the team with the continual growth and interest shown in the electric street racing series.

With more manufacturers, more partners and more races - the eyes of the world's media are firmly on Formula E. We're searching for a Junior Press Officer who is eager to learn and able to assist with the smooth running of the press office, supporting the wider team with events and administrative responsibilities.

Responsibilities:

- Assisting with the media accreditation process for all Formula E events, operating the online application system and filtering requests for approval.
- Supporting with the production and content creation for various press materials - information packs, timetables and schedules.
- Overseeing the regular maintenance of communications assets - uploading photos to the media hub, captioning and tagging images, as well as continuing with upkeep of distribution lists.
- Co-ordinating the department shared drive and internal communications - updating and amending the server, intranet and communications calendar.
- Helping with operational support - completing volunteer matrix, organising pass production, tabard numbers and freight containers.
- Supervising the finance and payment process - filling out online purchase orders and filing invoices.

Skills and experiences:

- Ready and willing to work flexible hours, including weekends during events.
- Must be competent in written English - second language preferable.

Due to the number of applications - ONLY successful applicants will be contacted by the client.

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PLEASE NOTE: It is unlawful to employ a person in a UK-based job who does not have permission to live and work in the UK. You should make yourself aware of how immigration laws apply to your situation before applying for any jobs. Formula E is an Equal Opportunity Employer. We offer a unique opportunity, a competitive salary and an environment that inspires innovation and supports professionals to perform at their best in their chosen fields.

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