



## Calcutta Cricket & Football Club

19/1, Gurusaday Road, Kolkata - 700 019

Phones : 2461-5060

2461-5204

E-mail : [ccfcsecretary@ccfc1792.com](mailto:ccfcsecretary@ccfc1792.com)

Website : [www.ccfc1792.com](http://www.ccfc1792.com)

CIN : U92412WB2003NPL096325

11.02.2026

### PR, Social Media & Content Management Team

*(In-Person | Kolkata)*

CC&FC is seeking a PR, Social Media & Content Management Team, based in Kolkata, to manage the club's digital communication and social media presence.

#### Scope of Work

Creation and design of all creatives

- Static & video posts
- Posters
- Event & notice creatives
  
- Copywriting and communication for:
  - Instagram
  - WhatsApp broadcasts and groups
  - Facebook
  - Club LED board
  
- WhatsApp, Facebook, Instagram account or any other social media platform management (content planning, posting, optimisation)
- Video production:
  - iPhone-style vertical videos
  - Approximately 16–20 videos per month
  
- On-ground coordination for events, announcements, and club activities
- Ensuring all communication aligns with the club's tone, decorum, and brand guidelines

*Am N. J.*



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### Expectations

- Team must be based in Kolkata
- Preference for in-person coordination
- Ability to handle high-volume content with quick turnaround
- Prior experience with clubs, institutions, or premium communities preferred

### Proposal Submission Guidelines

- Agency / team profile and background
- Sample work (static creatives, videos, social media pages)
- Overview of content creation and management approach
- Team structure and key members
- Operational readiness for urgent onboarding
- Contact details of the point of contact

Hiring on an urgent basis

Proposal submission deadline: 20 February by 6 PM by email at [ccfcsecretary@ccfc1792.com](mailto:ccfcsecretary@ccfc1792.com) or hardcopy to be submitted in the club office

Col S Banerjee (retd)

Secretary **Col. Shibashis Banerjee (Retd.)**  
Secretary

Calcutta Cricket & Football Club  
19/1, Gurusaday Road, Kol-19 2

*Ana*