

Sports Video Production Coordinator

Job Code: 7186

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Serves multiple sports with multiple roles within the department including digital content creation, productions for big screens, studio programming, and live games, and management of operation logistics. Oklahoma has an agreement with SoonerVision on ESPN+, which will serve as the main platform for broadcast content.

- Manages digital content preparation and creation for assigned sports.
- Responsible for production of live games, studio programming, and big screens.
- Provides event-support duties such as setup of live and auxiliary events, studio shows, and specialty shoots.
- Performs post-product edits with game action and acquired footage.
- Works collaboratively to ensure sponsorship execution and execution of all in-game promotions and features.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in Communications, Broadcasting, Marketing, Journalism or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to work in a demanding, fast-paced environment that often requires irregular hours, nights, weekends, and travel
- Excellent organizational, problem-solving and communications skills
- Detail oriented for accuracy of data and information
- Strong verbal and written communication skills
- Ability to build rapport with students, faculty, and staff
- Strong initiative to solve problems in a timely manner
- Video and/or audio editing skills
- Ability to use any type of video capturing equipment

Working Conditions

Physical:

Ability to engage in repetitive motion and communicate effectively. Ability to lift heavy objects over 79 lbs.

Environmental:

Standard office environment.

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