

The University of Texas at San Antonio

Job Description

Job Title: Athletics Video Coordinator
Code: 18420
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Intercollegiate Athletics
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional skills in directing, planning, editing and producing all videography used by Intercollegiate Athletics.
- Scope: Responsible for overseeing and coordinating the work of technical videographic staff and students, and provides technical expertise during production.

Duties

- Typical:
 1. Serves as lead creative point on video projects for all UTSA Athletics media platforms.
 2. Produces high quality, creative video productions for electronic distribution through social, digital and television media channels.
 3. Films, edits and produces content for various events and activities related to the operations of all programs, both on and off-campus.
 4. Assists with the production of all live-streamed games, press conferences and media availability as needed.
 5. Produces in-game video board shows for games and events as assigned.
 6. Edits existing/archived video to produce highlight packages.
 7. Works with external departments in the creation of in-game features and promotional video board materials.
 8. Assists with interviewing coaches, student-athletes and other members of UTSA Athletic teams and gathers b-roll footage and other necessary video elements.
 9. Works closely with graphic design team and communications staff, implementing and developing social media distribution plans for team coverage and recruiting material.
 10. Logs all footage shot and helps organize video archives in conjunction with other video partners.
 11. Meets quick turnaround times to post videos on same day that events

- occur. Serves as a liaison to the media and seeks out media sharing opportunities to promote positive UTSA Athletics team coverage.
12. Plans, oversees and coordinates the filming of team practices, as well as home and away games.
 13. Edits film developed in-house, as well as film developed by opponent programs for the purpose of scouting and self-scouting; edits season film for the purposes of play study.
 14. Develops and maintains film exchange agreements with opponent programs for the purposes of mutual scouting.
 15. Works with representatives from other intercollegiate sports to evaluate video needs; oversees and assists with video programming for multiple sports as appropriate.
 16. Oversees and coordinates the work of staff, student employees and/or interns.
 17. Develops and maintains inventory of video equipment, tapes and peripheral equipment and supplies.
 18. Performs other duties as assigned.

• Periodic:

1. Works with professional team scouts to assist in the evaluation of the University's student athletes.
2. Researches and assesses new videographic methods and technology, and makes recommendations for new equipment and process enhancements, as appropriate.

Education

Required	Preferred
Bachelor's degree with major coursework in television, film, communications or directly related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience in television, video or film production.	Three years of experience in video or film production, or television related to Athletics.

Equipment

Required	Preferred
Knowledge of television, video and film production equipment.	N/A

Personal computer and standard office equipment.	
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Working Conditions

Usual	Special
Office conditions, including working around equipment, working on location, and working in outside weather conditions.	Exposure to electrical hazards associated with audio and video equipment.
Work schedule includes evening and weekend hours to accommodate broadcasting and production schedules.	N/A

Supervision

Received	Given
General supervision from assigned supervisor.	Direct supervision of assigned staff and/or student workers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
