

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: Head Football Coach

Summary

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

Duties

- Typical:
 1. Plans, oversees, and coordinates the filming of all football team practices, as well as home and away games.
 2. 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.
 3. Develops and maintains film exchange agreements with opponent football programs for the purposes of mutual scouting.
 4. Works with representatives from other intercollegiate sports to evaluate video needs; oversees and assists with video programming for other sports as appropriate.
 5. Oversees and coordinates the work of a staff videographer and student employees engaged in day-to-day filming and processing activities.
 6. Develops and maintains inventory of video equipment, tapes, and peripheral equipment and supplies.
 7. 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. | |

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 Head Football Coach. | Direct supervision of assigned staff. |

Accuracy

Proficiency in all phases of the duties performed.

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.