

POSITION ANNOUNCEMENT

Athletics Content Creator

Northeast Mississippi Community College is now accepting applications for a full-time, twelve-month Athletics Content Creator. This position will produce, edit, and coordinate the production of videos and graphics projects to support the needs of the college athletic programs with the guidance of the Sports Information Director and Graphic Artist. The applicant will aid in the promotion of Northeast Mississippi Community College's athletic department through online and social media platforms.

QUALIFICATIONS:

Required -

- Bachelor's degree in communications, athletic administration, graphic design or related field
- Two (2) years work experience in social media management, graphics design and video production
- Maintain a work schedule that may include travel after traditional work hours and/or weekends
- Effectively use interpersonal and communications skills including tact and diplomacy
- Effectively use organizational and planning skills with attention to detail and follow through
- Assess project needs, developing and promoting effective solutions
- Establish and maintain effective working relationships
- Produce, direct, write, shoot, and edit video/audio productions
- Operate a variety of video equipment safely and competently
- Assess and prioritize multiple tasks, projects, and demands
- Proficiency using multiple technologies and applications (see job description)
- Physical/environmental requirements (see job description)

Preferred -

- Work experience in media relations, athletic media relations and/or video/audio production

APPLICATION DEADLINE:

Open Until Filled

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Athletics Content Creator

Northeast Mississippi Community College

Reports To: Vice President for Public Information

Job Purpose: Qualified applicant will produce, edit, and coordinate the production of videos and graphics projects to support the needs of the college athletic programs with the guidance of the Sports Information Director and Graphic Artist. The applicant will aid in the promotion of Northeast Mississippi Community College's athletic department through online and social media platforms.

Description of Duties and Tasks

Essential duties and responsibilities include the following:

Required

1. Assist in the planning and promotion of special athletic events (press conferences, media days, etc)
2. Travel periodically with athletic teams and provide pre/postgame information via social media.
3. Operate video boards in-game for football and basketball.
4. Assist in updating Northeast's various athletic social media outlets (Facebook, X, Instagram, TikTok, YouTube)
5. Assist in the promotion of athletic events such as game days, tournaments, press conferences, media days, camps, etc, through graphics and social media
6. May assist in supervision student workers during game day activities
7. Offer insight and assist in the planning of upcoming projects such as game programs, schedule posters, marketing campaigns, social media, etc.
8. Plan, develop and manage athletic video and graphics projects.
9. Consult with clients (administration and employees) to identify and clarify communicated concepts, scope, theme, audio, visual elements, timeline, and priorities.
10. Coordinate and perform pre-production activities such as scheduling, shot sheets, location scouting, set design, graphics preparation.
11. Plan, direct, shoot and edit video/audio and multi-media productions
12. Perform post-production activities, including scene selection, editing, graphics, special effects, scoring, media conversion and duplication.
13. Research and make recommendations for video production, audio production, postproduction equipment and software.
14. Work with other members of the Office of Public Information to help disseminate and coordinate a cohesive message for the college primarily through various social media accounts.

Knowledge Required

1. Current principles and practices of video/audio production technology and applications in an educational environment via social media.
2. Materials, processes, equipment, methods, and techniques used in the development and production of video projects.
3. Video/audio production equipment, techniques, and quality standards
4. Knowledge of graphic content software, which includes but is not limited to Canva and PhotoShop

Skills Required

1. Maintain a work schedule that may include travel after traditional work hours and/or weekends.
2. Effectively use interpersonal and communications skills including tact and diplomacy.
3. Effectively use organizational and planning skills with attention to detail and follow through.
4. Assess project needs, developing and promoting effective solutions.
5. Establish and maintain effective working relationships
6. Produce, direct, write, shoot, and edit video/audio productions.
7. Operate a variety of video equipment safely and competently.
8. Assess and prioritize multiple tasks, projects, and demands.

Computer Skills Required

Demonstrate proficiency using standard office software applications, including specialty computer graphics software applications such as the Adobe CC Suite and Canva/BoxOut Sports and video production software such as Final Cut Pro or Adobe Premiere Pro.

Physical Requirements Required

1. Occasional lifting of objects up to 40 lbs.
2. Subject to standing, walking, bending, reaching, kneeling, pushing and pulling.
3. Subject to sitting for extended periods of time
4. Work on a computer including input on a keyboard and mouse
5. Work is performed in a standard office environment and at a video production computer.
6. Some work will be performed outside in fluctuating temperatures

Work Experience Required

Two years work experience in social media management, graphics design and video production.

Preferred

Work experience in media relations, athletic media relations and/or video/audio production.

Education Required

Bachelor's degree in communications, athletic administration, graphic design or related field.

Note: Job description, role, and activities may change at any time without prior notice.