



Position Specification

Video Production Assistant

American Athletic Conference

The American Athletic Conference (The American), a member of the National Collegiate Athletic Association (NCAA), was formed in 2013 after previously operating as the Big East Conference from 1979-2013. In its inaugural season, the conference enjoyed unprecedented success with UCF's BCS Tostitos Fiesta Bowl victory and UConn's NCAA Men's and Women's Basketball Championships. With the conference office in Providence, Rhode Island, The American currently is comprised of 11 member institutions: UCF, Cincinnati, UConn, East Carolina, Houston, Memphis, USF, SMU, Temple, Tulane and Tulsa. Navy joins as the 12th football member in 2015-16 when the conference will introduce a championship football game. Under the leadership of Commissioner Mike Aresco, The American sponsors 20 championships – 10 for men and 10 for women; is a member of the College Football Playoff; began new television partnerships with ESPN and CBS Sports in 2014; and has a marketing partnership with IMG College. For more information on the Conference and its membership, please visit www.TheAmerican.org.

THE ROLE:

The American Athletic Conference is accepting applications for the position of Video Production Assistant for an 11-month period beginning July 1, 2015 and ending May 30, 2016. The position serves in a support capacity in the Digital Media Department and reports to the Assistant Commissioner of Digital Media. The position summary includes producing highlight packages and original programming in the conference's video control room; traveling to various conference championships sites to provide digital coverage; working with member schools in sharing video content; and assisting coordinators of officials in utilizing video for evaluation purposes.

CANDIDATE PROFILE:

The successful candidate should have a combination of bachelor's degree, practical experience and demonstrated skills in videography, post-production (using Final Cut Pro and/or Adobe Premiere), lighting and sound editing. Experience creating graphics (using Adobe Photoshop, Adobe After Effects) and using NewTek TriCaster are preferred.

The ideal candidate would have experience within an athletic department or conference and a desire to work in college athletics administration long term. The final candidate should have a passion for sports and a familiarity with Division I college athletics. He or she should also have strong organizational, writing and communications skills and the ability to work effectively within a diverse population. The final candidate will be required to work nights and weekends as necessary.

Position:

American Athletic Conference Video Production Assistant
Available: July 1, 2015

SPECIFIC AREAS OF RESPONSIBILITY AND EXAMPLES OF DUTIES:

- ★ Serve as an integral part of the evolution of The American Digital Network, the conference's official digital platforms.
- ★ Work with member schools, media, marketing, television and other partners to ensure quality control with exchange of video.
- ★ Work with conference partner(s) to ensure management of archived video.
- ★ Produce highlights in conference video control room using Final Cut Pro or Adobe Premiere Pro and post to content management system following selected televised conference events.
- ★ Produce additional videos such as player of the week highlights, best plays of the week, dunk videos, etc.
- ★ Travel to various conference championships to assist live streaming production and assist with other Digital Network content as needed.
- ★ Assist coordinators of officials in men's and women's basketball and football with related video and website administration responsibilities as assigned.
- ★ Ensure proper use and maintenance of video control room and all video related equipment. Contact equipment support as needed.
- ★ Acquire, edit and post weekly coaches' teleconferences.
- ★ Other duties as assigned.

APPLICATION PROCESS

The American Athletic Conference is dedicated to the optimum utilization of human resources, and as an Equal Opportunity Employer, is committed to affirmative action to employ and advance minorities, women and qualified handicapped individuals. Salary is \$20,000 for 11 months. Medical/dental benefits are provided.

Send applications, including a resume, cover letter, examples of work and list of references to:

Mark A. Hodgkin
Assistant Commissioner of Digital Media
mhodgkin@theamerican.org

The application deadline is Friday, May 22. No Phone Calls Please.

For more information on the Conference and its membership, please visit www.TheAmerican.org.