



Job Title: Assistant Sports Coordinator

Frequency: Part-Time (12-20 hrs/week)

Salary Range: \$12.00 - \$14.00 / hr

Location: Phlume MEDIA Office Lancaster, Various field locations

Summary:

Self-motivated sports enthusiast that is passionate about all sports, with an interest in sports production and planning. Coordinator needed for in-studio productions, live coverage at regional high school fields, along with planning and communication for games, shows and events.

Description:

Phlume MEDIA is in search of a part time Assistant Sports Coordinator to help plan and produce the 2021-2022 sports coverage season. Studio work in Lancaster NH on our "Sports Talk" show, along with opportunities for additional studio show(s). We are looking for a responsible and reliable individual capable of communication with a variety of sports stake holders: School Athletic Directors, team Coaches, studio guests, players and more. Work will be on site in Lancaster NH, as well as select fields for broadcast coverage. Additional opportunities available to work behind the scenes planning game coverage, on-air opportunities, creating highlight reels of games, stats analysis and data gathering for productions. Ability to work some evenings and weekends for event coverage is required.

Responsibilities:

- Work with Director to establish game-day scheduling of staff for on-location assignments.
- Serve as a planning liaison between Phlume MEDIA & Coaches, Athletic Directors, and Site Staff.
- Digital communication via text, email, social channels and more for coordination and planning of events and live coverage.
 - Establish a strong social media presence through our brand(s) to engage viewers to view coverage across all distribution channels (web, Roku, Amazon Fire) during and after games.
 - Coordinate with and request graphics as needed from staff to support social and web posts.
 - Assist with pre-production, editing and post-production work, including highlight reels, for recorded events, special presentations and studio shows.
 - Stats analysis and game highlight presentation for weekly sports review and blog post.
 - Acquisition of creative commons audio, video and images to support production requirements.

Required Skills:

- High School diploma or equivalent
- Exceptional interpersonal skills for communications during the tight broadcast schedule.
- Detail-oriented with great organizational skills to manage multiple tasks at once.
- Ability to self-manage independently and meet strict requirements for on-time production set up.
- Superior critical thinking and problem-solving skills for handling emergency situations on location
- Willingness and flexibility to learn new techniques and follow established standards
- Some nights and weekend work required
- Excellent attention to detail and willingness to be creative

Nice-to-have Skills:

- AA degree in video production, broadcasting, motion graphics or similar
- Adobe software titles (Premiere, After Effects, Photoshop, Audition)
- Live streaming experience with Facebook live or YouTube
- Live Production switching experience with NewTek Tricaster
- Experience on set working with studio or film productions
- Experience with live audio production
- Experience with DMX address assignment and lighting stages