



U.S. Figure Skating Coordinator, Video Production

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Manager, SafeSport Education and Outreach. U.S. Figure Skating is a member of the United States Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include:

This role will be tasked with overall project and production support and will assist with the daily video needs of U.S. Figure Skating. This position coordinates pre-production, live production and post-production logistics. Emphasis will primarily be on the creation and production of video elements for internal departments including domestic/international events, sponsor fulfillment and social media platforms, as well as playing a lead role in the overall production and monitoring of streaming events throughout the season. Additional duties include, but are not limited to, maintaining and updating camera equipment and hardware, managing external production partner relationships, shooting and editing in support of various projects for internal & external needs, ingesting and tagging video and fulfilling video licensing requests.

Qualifications:

A creative self-starter with the ability to multi-task and work in a collaborative environment with other content creators and organizational brand leaders to fill the growing demand for content on U.S. Figure Skating platforms. Ability to work non-traditional hours and weekends, as required. Domestic travel to major annual events, including Skate America and the U.S. Figure Skating Championships, as well as travel to camps, programs and specialty shoots, as assigned.

Applicant must hold a Bachelor's degree with 1-2 years of relevant experience in a similar position, broadcast communications or broadcast experience, preferably in sports or video production. Experience shooting, editing and managing the production of premium digital video content. Advance use of Adobe Creative Cloud (Premiere Pro, After Effects, Encoder, Photoshop). Experience operating and maintaining professional production equipment, including DSLR shooting and professional video cameras. Fluency creating motion graphics with additional skills in color grading, sound mixing. Knowledge of audio and lighting production, both on location and in-studio, are a plus. Understanding of the current digital and social media landscape, staying informed on latest trends. Strong interpersonal skills and the ability to

effectively communicate, both written and verbally. Superior organization, project management skills and attention to detail Streaming experience.

Classification: Non-Exempt

Reporting Requirement: Reports to Director, Events & Video Production

Pay: \$17 - \$20 per hour
Commensurate with experience

Application: Send cover letter and resume to: Kevin Leonardo, Director, Events & Video Production at kleonardo@usfigureskating.org. Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately and applicants will be accepted until the position is filled.

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Description of Responsibilities

Duties and responsibilities include, but are not limited to, the following:

Video/Digital Content Creation

- Collaborates to produce weekly content to promote U.S. Figure Skating programs and events. Content could include images, copy, videos, graphics, GIFs and other visual content.
- Scripts, shoots, edits and produces videos, understanding the need to customize for different platforms – digital, broadcast, virtual and live event entertainment. Including:
 - Overall live event highlights (made on or off site)
 - On site video creation, including Welcome videos, interviews, and Top Packages during Events.
 - Concepting and executing Social Engagement and/or Sponsor attached pieces
 - Sizzle packages and promotional pieces in support of programs, events and athletes
- Coordinates on location shoots and single or multi-camera projects, such as in-studio interviews, press conferences, live events.
- Creates motion graphics for use in advertising, sizzle reels, post-produced and live programming

Production Process Oversight

- Coordinates administrative duties, including ship equipment, schedule meetings and general production management support
- Competition production process duties as assigned
 - Pre-production prep (equipment & process oversight, footage management)
 - Pack crates to be shipped to location & prepare shipping manifests/labels
 - Check equipment in and out to location, including when equipment is out for repair
 - Create footage and equipment checklists for assigned events
 - Footage procurement and file management (raw footage, file stitching)
 - Customer service portal oversight
- Serves as technical producer at assigned events
 - Understanding of live streaming, including equipment and the overall process

Footage Management

- Assists with archiving, logging and metadata tagging within main storage library
- Organizes and ingest raw footage and b-roll from studio shoots, live events, interviews, etc.
- Edits/converts competition footage to meet requirements of ingest protocols