



## U. S. Figure Skating

### Coordinator, Video Content

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 Coordinator, Video Content. U.S. Figure Skating is a member of the United States Olympic and 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.

#### **Description and Responsibilities Include:**

- Supporting the Manager, Video Content and Manager, Video Production on site at U.S. Figure Skating events. This includes capturing video content for cross platform usage, helping set up and breakdown video and audio equipment, managing media and media delivery and producing quick turnaround edits.
- Managing footage deliveries, broadcast uploads and overall media organization.
- Editing video content using in app editing (i.e., TikTok, IG), as well as Adobe Premiere.
- Working in a collaborative environment within the Marketing department to help develop video strategies and ensure that all videos are on brand and aligned with U.S. Figure Skating goals.
- Collaborating with the Communications department to capture and deliver social content that will inspire established members while also bringing new interest and excitement to the sport.
- Performing regular video editing duties, such as importing and organizing footage, creating projects, color grading, sound mixing and exporting videos in various formats for rightsholders.

#### **Qualifications:**

- Applicant should hold a bachelor's preferably in videography, video production, marketing or communications. In the absence of related degree, a strong video production portfolio will suffice.
- Must have a strong working knowledge of current and emerging AV equipment (DSLRs, audio equipment, set studios)
- Applicant should be a creative problem solver and analytical thinker
- Experience with cross platform, IP enabled video services and applications
- Proficiency in Adobe Creative Suite and After Effects, with knowledge of in app editing (specifically with Reels and TikTok)
- Understanding of user generated content and video production
- Understanding of deliverables across multiple platforms and aspect ratios
- Knowledge in evolving video technologies
- Knowledge of functions and related tasks in the area of video content
- Working knowledge of motion graphics is a plus but not required

**Location:** Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

**Classification:** Exempt

**Reporting Requirement:** Reports to Manager, Video Content

**Compensations:** Commensurate with experience: Annual Salary Range: \$43,000 - \$50,000

**Application:** Send letter of application and resume to:  
Pamela Dustin, Human Resources Generalist, at [pdustin@usfigureskating.org](mailto:pdustin@usfigureskating.org).

***Please note telephone calls will NOT be accepted***

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.