

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: EVENT VIDEO COORDINATOR

STATUS: EXTRACURRICULAR STIPEND

QUALIFICATIONS:

1. Bachelor's degree in Communications, Video Editing, Film Production or related field strongly preferred.
2. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Athletic Director

JOB GOAL: To provide event video services for extracurricular activities

ESSENTIAL FUNCTIONS:

1. Work directly with the athletic program to facilitate the streaming and playing of video/audio content during high school varsity football games.
2. Remain on-call to provide audio/video technical support via phone or email to the athletic program outside of the football season.
3. Assist with coordination of live-streaming for annual commencement exercises, under the direction of the person responsible for such events.
4. Work with students to fulfill the duties of the position as an extension of classroom learning opportunities.
5. Supervise and manage student behavioral expectations while at all events.
6. Report any quality or technical issues of equipment to the athletic director immediately so they can be appropriately addressed.
7. Perform all other duties as assigned by the Athletic Director.

PHYSICAL DEMANDS: Some bending, twisting, lifting, pushing, pulling, and stooping.
Constantly alternating between sitting, standing, and walking for extended periods of time.
Ability to reach above and below the waist.
Ability to use fingers to pick, feel, and grasp objects.
Normally does not lift any object weighing more than fifty pounds.

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Regular school building environment.
Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under a high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess computer skills
Ability to operate and troubleshoot event video technology and equipment

TERMS OF EMPLOYMENT:

Salary, work schedule, and other conditions of employment are in accordance with the board-approved contract for this position.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: September 9, 2024

Employee: _____

