



Job/Position Description

Athletics Video Producer (Part Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Athletics Video Producer (Part Time)

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

POSITION'S DEPARTMENT: Athletics

POSITION'S DEPARTMENT RESPONSIBILITIES: The Athletics Video Producer reports directly to the Director of Athletics and works closely with game management, including the Sports Information Director, presenting in-game video content to viewers on the Coyote Sports Network, as well as to fans on the video board for games played in Mabee Arena.

POSITION'S DIRECT SUPERVISOR: Steve Wilson, Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: June 2022, revised by Steve Wilson, Director of Athletics.

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Non-Exempt/Hourly, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: \$12 per hour, 20 hours per week in-season (women's volleyball, men's and women's soccer, football, men's and women's basketball, men's volleyball)

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for presenting in-game video content to viewers on the Coyote Sports Network, as well as to fans on the video board for games played in Mabee Arena.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: KWU Athletics facilities

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work indoors. Potential exposure to blood borne pathogens.

POSITION'S EQUIPMENT: Video production equipment.

POSITION'S WORK SCHEDULE: Flexible part-time schedule (20 hours per week in season).

POSITION'S TRAVEL REQUIREMENTS: Significant travel for coaching with the team to out of town tournaments.

POSITION DUTIES

POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):

In-game video production

- Provide complete production of broadcasts for women's volleyball, football, men's and women's basketball, and men's volleyball (occasional men's and women's soccer broadcasts).
- Produce video board content for games played inside Mabee Arena (basketball and volleyball)

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: None.
- PREFERRED: None

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Previous experience with live production and video editing.
- PREFERRED: Experience working with Production Truck software, Tricaster software, and Daktronics video board equipment.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- MINIMUM REQUIRED
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- PREFERRED
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.