Downloaded from <https://www.velvetjobs.com/job-descriptions/video-coordinator>

# Example of Video Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of video coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for video coordinator

* The coordinator will track relevant in-game statistics and create reports, creating video packages for coaches and players
* The coordinator performs routine maintenance on equipment, which includes troubleshooting and maintenance of video equipment, and is responsible for the storage and archiving of all team video
* Maintain time on ice system (Quantum Pro Hockey), work with off ice officials and time on ice staff to train and set up the system and troubleshoot any issues
* Keep PUCKS system up to date for coaching staff
* Oversee, teach & work with part time video assistant
* Maintain comprehensive database files and trackers
* Assist wherever needed to ensure the success of all applicable video programs
* Chart, track, and route incoming opportunities in the video pitch process
* Facilitate internal communication between multiple internal stakeholders throughout the pitch process
* Ensure all internal creative approvals are given on time

## Qualifications for video coordinator

* Working knowledge of all major ad serving platforms
* A basic understanding of website architecture and design is preferred
* A strong working knowledge of Microsoft Office (especially Excel)
* Working knowledge of video formats, Adobe Flash, JavaScript, HTML and CSS
* Support the department's commitment to equity and diversity, perform all duties with integrity and professionalism
* Facilitate visiting team coaching staff needs, schedule and supervise time on ice & game stats crew, handle ticket requests, assist with video presentation for pre game meetings