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# Example of Video Coordinator Job Description

Our innovative and growing company is looking for a video coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for video coordinator

* Create and provide In-Game Break Features for volleyball, men’s basketball, women’s basketball, football, and baseball
* Create and provide In-Game Marketing content for volleyball, men’s basketball, women’s basketball, football, baseball
* Create the starting lineups and headshots for volleyball, men’s basketball, women’s basketball, football, baseball
* Schedule and hire freelance crew for volleyball, men’s basketball, women’s basketball, football, and baseball game days
* Assist with every stage of creative video development (script, storyboard, production, and editing) and optimize for sharing on social channels, emails, sales presentations and outreach
* Assist resource manager in assignment of creative leads to incoming projects, keeping a close eye on vertical team resourcing
* Attend relevant calls and meetings where discussion impacts deliverables and/or production schedules, alongside the Creative Lead & Video Project Manager
* Facilitate internal communication between Sales and Creative teams throughout the pitch process
* Coordinate internal team building activities
* Ensuring all internal creative approvals are given on time

## Qualifications for video coordinator

* On the road
* Experience with Entertainment clients a must
* Advanced knowledge of video pre-production, production and post-production, including workflows and processes
* Knowledge of marketing and/or video branding
* Serve as liaison between Sales team and Strategic Video Ops Lead or appropriate team for one-off requests
* Assist in assignment of creative leads to incoming projects, keeping a close eye on internal team resourcing