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# Example of Video Coordinator Job Description

Our growing company is searching for experienced candidates for the position of video coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for video coordinator

* Videotape home and away athletic events scouting and recruiting events
* Participate in activities related to on campus recruiting of prospective student-athletes, off campus recruiting as requested by the Head Coach
* Assist with special video and or administrative projects and support as assigned by the Head Coach
* Coordinating film exchange with non-conference and Conference opponents
* Oversee all audio, visual, and technical needs for the men’s lacrosse staff
* Assists with Summer Camps
* Assist wherever needed to ensure the success of all applicable Tasty video programs
* Log & maintain up to date information accross all Tasty programs
* Schedule relevant calls and meetings where discussion impacts deliverables and/or production schedules
* Provide in-office support for the Tasty PM team while they are on set or with clients

## Qualifications for video coordinator

* Set up time on ice system for off ice officials and time on ice staff
* Set up in game replay capture computer for off ice officials
* Must have four-year college degree
* Must be able to interact and communicate with all individuals at all levels of the organization
* Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, PowerPoint)
* Must work well in work in a fast-paced environment with demonstrated ability to handle multiple tasks and time sensitive demands