



Example of Athletic Communications Job Description

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Our growing company is hiring for an athletic communications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for athletic communications

- Engage fans through social media channels as inside source for designated teams
- Coordinate interview requests from media for ESPN3 broadcasts, television reports, newspapers and other outlets
- Compile game notes, pertinent information and historical data for use by working media
- Produce media guides, recruiting brochures, and sports related articles through interviewing, writing, editing, and coordinating publication processes
- Contribute ideas to the social media team for special features
- Administer athletic news, publications, social media and website (athletics.svu.edu)
- Manage content on athletics.svu.edu, official social media accounts, and live broadcasts
- Manage the day-to-day maintenance of the conference website and social media accounts
- Oversee ECAC media archives, including images, photos and logos
- Serve as primary media relations contact and assist with administrative matters for the ECAC's primary leagues and affiliates, including statistical services

Qualifications for athletic communications

- Maintains and keeps current the Kentucky Wesleyan athletic website
- Maintains an accurate historical archive and record book for the department
- Assist with makeup and implementation of the budget provided by the university
- Confidence and familiarity working with graphic design and web technologies including Illustrator, InDesign, Photoshop