



Example of Athletic Communications Job Description

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Our innovative and growing company is looking to fill the role of athletic communications. 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 athletic communications

- Successful candidate will have experience designing and implementing strategic communication plans and new media initiatives
- Position will proactively cultivate media coverage for Vanderbilt Athletics and work with staff to actively tell the department's story
- Management of the Athletics communications and digital media staff
- Serve as primary athletic communications contact for select sports (TBD)
- Other duties as assigned by Athletics Director, Assistant Athletics Director for Communications, or Director of Athletics Communications
- Write and distribute AP-style previews, recaps, and feature stories about athletics program
- Ensures accuracy of all athletic information
- Supervise team of student employees and workers to assist with above duties
- Work long hours, including nights and some weekends
- Manage the ECAC's image and visibility and enhance the understanding among the public it serves and constituencies with which it interacts

Qualifications for athletic communications

- Video shooting/editing and photography experience preferred
- Knowledge and understanding of intercollegiate athletics preferred, preferable with experience at the NCAA Division I level preferred
- Demonstrated ability to utilize computers in performing job duties, including

- Candidates must be detail-oriented and willing to work nights/weekends at home athletic events
- Candidates must be well-spoken, be able to adjust in a non-stop, ever-changing environment, and have an understanding of the sport(s) they are working