



# Example of NBC Sports Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a NBC sports. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for NBC sports

- Coordinate with the Senior Editor, NBC Sports Boston colleagues and the NBC Sports digital team on best practices for the display and distribution of content
- Monitor feeds of live NBC Sports events such as NHL, NASCAR, Premier League, College Football Games, PGA Tour events, Regional Sports Networks (RSN)
- Consolidate Sports Group Digital financials on a quarterly basis for reporting to senior management
- Drive implementation and enforcement of corporate and Sports Group division initiatives, policies, and finance/accounting procedures, including expense report, travel, budgeting, and cash management policies
- Partner with Business on new growth business (NBC Sports Gold and Playmaker)
- Establish and maintain partnerships with other divisions such as Tax, Legal, HR, and Risk Management, to ensure NBC Sports Digital is in compliance with all policies and regulations
- Develop and maintain close relationships with network content and revenue partners such as sports teams, advertisers, radio stations and other related businesses
- Lead NBC Sports Washington's marketing team in developing and delivering strategic marketing plans to meet brand objectives
- Edit content from NBC Sports Bay Area content miners and team insiders to ensure a consistent and appropriate voice, tone and appearance that speaks

- Develop and train the digital team on best practices in content production and packaging, headline writing, social media messaging and quality control

## Qualifications for NBC sports

- BA / BS Degree in Communications, TV Production or related field
- Minimum one (1) year experience in broadcast engineering, television production or related field
- Proficiency and experience in SAP, OEMS, MS Office (particularly MS Excel and macros
- Ability to coordinate OEMS input for group without restriction to length of time sitting
- Knowledge and experience in SAP, OEMS, Avid editing platforms, digital file workflows – ingest, encode, transcode, delivery
- Willingness to work overtime, and/or weekends with short notice