



# Example of Video Services Job Description

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Our growing company is looking to fill the role of video services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for video services

- Collaborating with the DIA staff to create marketing, publicity, highlight, banquet and other feature videos
- Assisting with production of Big Ten Network content
- Extensive evening and weekend work
- Duties as listed for Assistant Director Video Services, the following
- Producing television or webisode show features and content
- Work closely with social and digital media managers to help grow and entertain the Fighting Illini audience
- Responsible for all aspects of the production process from start to finish Conceptualizing, coordinating, writing, shooting, and editing videos for Fightingillini.com, Fighting Illini Athletics social media accounts, in-venue video boards, and television commercials
- Management and governance of third party vendors & suppliers
- Technical governance of services delivered by third party vendors and suppliers
- Deliver service reporting for video and voice services

## Qualifications for video services

- Develop, enhance and transform or change existing services
- Management of the internal project portfolio for voice and video for Global Services
- Ensure the services delivered meet the regional and global requirements and standards

- Provide escalation support for incidents
- Liaison with Regional Services Managers