



**Wingate University**  
**Open Position Description**  
**Assistant Director of Athletic Communications**

**Position Title:** Assistant Director of Athletic Communications – Video Productions

**Location:** Wingate Main Campus

Wingate University, an NCAA Division II institution outside of Charlotte, North Carolina, is seeking ambitious candidates for the position of **Assistant Director of Athletic Communications – Video Productions**. This position is a 12-month, salaried position with benefits.

**Duties and Responsibilities:**

- Responsibilities include, but are not limited to, assisting the Athletic Communications staff with coverage of 23 sports;
- In charge of overseeing all Live Video productions on the ESPN3 network and other networks such as Stretch live streaming; must have knowledge of production truck equipment and software (Ross Switcher, Newtek 3Play, Tricaster, Xpression Graphics machine);
- Recruit, hire, train and schedule freelance and student staff to run live production of Wingate sporting events; Producing videos and graphics for social media, recruiting, content for athletics production and marketing (video boards, promotional/hype videos, team entrances, special events and commercials);
- Camera shooting and video editing for all athletic content;
- Cutting and uploading all game highlights;
- Generating feature content video/stories and other unique coverage for WingateBulldogs.com;
- Generate vision of video department. Provide conceptual creative and direction for all video content;
- Develop storyboards, narratives and story arcs.

**Minimum/Required Experience and Qualifications:**

- In-depth knowledge of non-linear video and audio editing systems;
- Strong technical experience with video equipment, including cameras, lenses, tripods, lighting, etc.;
- Ability to be a part of a team, working with others to achieve the mission of Wingate Athletics;
- Must have knowledge on live event productions and DSLR cameras;
- Demonstrated performance in effective prioritization and setting accurate timeline for project completion;
- Ability to effectively manage several major projects at one time, maintaining adherence to deadlines without sacrificing quality;
- Flexibility and ingenuity to come up with the best solution to a problem, even in difficult or stressful circumstances;
- Ability to work late nights and early mornings.



**Preferred Experience and Qualifications:**

- Experience in multiple aspects of live event video production, including directing, technical directing, replay operation, graphics, and camera operation. As well as running cables and other equipment for setup and breakdown for events;
- Proficiency in video editing and Graphic design (Premiere, Photoshop, and other Adobe Cloud applications);
- Strong knowledge of various social media platforms (Facebook, Twitter, Instagram, etc.);
- Ability to repair video equipment;
- Knowledge of live event streaming;
- Demonstrated critical thinking and problem-solving skills, especially in high pressure situations;
- Artistic and creative vision of sports and athletics video.

**Review of applications will begin immediately and will continue until the position is filled.**

To apply, submit the following to **Hugh Patton, Director of Athletic Communications** at Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu).

- 1) letter of interest, 2) resume, 3) contact information for three references, and 4) any applicable work samples.

**About Wingate:** The University is located in Wingate, North Carolina, 45 minutes from Charlotte. The Bulldogs compete in NCAA Division II and have won the South Atlantic Conference Echols Athletic Excellence Award 13 years in a row. In addition to the Excellence Awards, Wingate leads the SAC in CoSIDA Academic All-America honorees, Scholar-Athlete Award winners and conference championships.

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*