

Interim Sports Media Team Coordinator

POSITION:	Interim Sports Media Team Coordinator
SUPERVISOR:	Executive Director, Institute of Creative & Media Arts
DEPARTMENT:	Institute of Creative and Media Arts
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Temporary Part-time
SOC CODE:	27-1011

General Job Description for the Interim Sports Media Team Coordinator:

The Interim Sports Media Team Coordinator provides leadership, supervision, and technical guidance for Tiffin University's Sports Media Team in support of athletic event broadcasts and media production activities. This position works closely with students, faculty, and Athletics staff to ensure high-quality live and recorded sports productions while creating meaningful experiential learning opportunities for students. This is a temporary, part-time position beginning immediately and continuing through the 2026-27 academic year (August 2026-May 2027).

Key Responsibilities for the Interim Sports Media Team Coordinator:

- Lead, supervise, and mentor student members of the Sports Media Team as they provide broadcast support for on-campus athletic events.
- Train students in basic camera operation, broadcast workflows, and the use of production equipment.
- Manage remote and studio broadcast operations, including vMix production, camera operation, lighting, audio production, and livestream management.
- Coordinate with Athletics staff to schedule and staff gameday broadcast productions.
- Ensure broadcast equipment is properly maintained, organized, and operational for events.
- Serve as the primary point of contact for prospective students interested in Sports Media Team participation and related experiential learning opportunities.
- Support the mission of the Institute of Creative & Media Arts by fostering a professional, collaborative, and student-centered production environment.

Qualifications for the Interim Sports Media Team Coordinator:

- Bachelor's degree in media production, sports media, communications, sports management, or a related field.
- Experience with live sports broadcasting, video production, or media operations.
- Working knowledge of vMix, live-streaming technologies, video cameras, audio systems, and broadcast workflows.
- Experience supervising, coaching, or mentoring student employees or volunteers.
- Strong communication, organizational, and interpersonal skills.



local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



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