

## **Tabor College Director of Video Streaming Job Description (Full Version)**

### **Leadership**

- Provide vision and organizational planning for video streaming Tabor events to maximize exposure to key constituents
- Represent and seek to influence for the sake of Christ and His Kingdom
- Work to create a culture of creativity and innovation among not only the student video streaming team but with the various positions and departments on campus that this position will collaborate with
- Create, implement and maintain an annual spiritual development plan for members of the video streaming team
- Collaborate with communications, athletics, student ministries, performing arts and academics for streaming established events/performances and plans for creating new events/performances to be streamed thereby increasing the scope of Tabor's digital footprint
- Schedule, plan and lead all necessary intermittent and standing meetings for student video streaming production team
- Meet with and report regularly to the Executive Vice-President of Operations as to tracking streaming results and effectiveness, work and project flow, overall job performance, , etc.
- Set up and implement all necessary new and ongoing orientation and training for all student video streaming staff
- Hold all student video streaming staff accountable for excellence
- Be aware of Tabor College in respect to: history, philosophy, mission, academic programs, athletic events and performing arts events
- Maintain a professional appearance, attitude and manner of communication

### **Collaboration**

- Provide regular external engagement reports for the Tabor Executive Management Team
- Collaborate with directors and coaches across campus for scheduling, logistical details and creative planning
- Collaborate with the institutional technology department for high level technological needs

### **Technical Responsibilities**

- Ensure that streamed events are delivered at the highest levels of technical and artistic excellence possible
- Provide technical support in collaboration with appropriate campus employees for events in the Shari Flaming Center for the Arts
- Maintain in good working order or replace as necessary all equipment needed to stream events
- Learn how to operate all production, sound and lighting equipment and train others as necessary
- Help maintain the Tabor You Tube account

- Maintain any other college streaming accounts
- Develop, maintain and use new and existing graphic design elements used in video streaming

### **Recruitment**

- Recruit a video streaming production team of student. The roster size to be determined by the Executive Vice-President of Operations
- Responsible for finding enough student workers to fill roster spots not covered by recruiting
- Manage scholarship offers to ensure roster revenue goals are met

### **Finances**

- Develop and propose the annual budget for video streaming
- Manage the video streaming budget – includes authorizing and signing off on all payment requisitions, credit card purchases and purchase orders – such that expenses are within the parameters set forth
- Engage in fundraising and advertising sales to assist with video streaming equipment and operational expenses
- In coordination with the Vice-President of Business and Finance, develop and maintain an equipment purchase and replacement plan
- Seek to produce You Tube content that will hit established views such that Tabor's videos qualify for advertising sponsorship