

## **Broadcast Coordinator**

University of Delaware Department of Athletics, Community & Campus Recreation  
1 position available starting 07/01/25, ending 06/30/26. \$17 hourly, 28 hours a week  
part-time, non-benefitted  
University of Delaware  
Newark, DE

### **Job Context:**

The Broadcast Coordinator, at the University of Delaware is a valued member within the University and Department of Athletics, Community and Recreation (DACCR), upholding and embracing the departmental mission of “Achieving Excellence Together.”

The Broadcast Coordinator is responsible for assisting in all aspects of the broadcasting and live production functions within the Department of Athletics, Community and Campus Recreation at The University of Delaware which includes the planning, coordination, and execution of live athletic event broadcasts, managing production crews, maintaining broadcast equipment, and ensuring high-quality multimedia coverage that enhances the visibility and brand of Delaware Athletics across digital and streaming platforms.

### **Major Responsibilities:**

- Coordinate and execute live broadcasts of University of Delaware athletic events across various platforms
- Operate and manage broadcast equipment including cameras, switchers, audio boards, and replay systems.
- Collaborate with athletic communications, marketing, and video production teams to plan and produce content.
- Supervise and train student workers and part-time staff on broadcast operations and production standards.
- Troubleshoot technical issues before and during broadcasts to ensure smooth and professional coverage.
- Maintain inventory and perform regular maintenance on broadcast equipment.
- Assist in the creation of graphics packages and on-screen visuals for broadcasts.
- Archive and catalog recorded content for future use and distribution.

### **Minimum Qualifications:**

- Bachelor’s degree in communications, broadcasting, journalism, sports management, or a related field.
- 1 year of experience in live sports broadcasting or video production (collegiate or professional level preferred).
- Proficiency with broadcast production equipment, including video switchers, cameras, audio mixers, replay systems, and streaming platforms.
- Working knowledge of Adobe Creative Suite (especially Premiere Pro and Photoshop) or similar video editing software.

- Excellent communication and interpersonal skills; ability to work collaboratively with students, staff, and external partners.
- Ability to work evenings, weekends, and holidays as required by athletic event schedules.
- Ability to lift and transport broadcast equipment (up to 50 lbs) and work in fast-paced, high-pressure environments.
- Excellent interpersonal skills.
- Effective time management skills.
- Excellent communication skills.

To apply for this position, send your cover letter and resume to Caleb Pfleiger, [pfleiger@udel.edu](mailto:pfleiger@udel.edu)

### **Equal Employment Opportunity**

*Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>*