

Sports Information Director

The Sports Information Director (SID) is a full-time, 12-month position. Reporting to the Director of Athletics, the SID is responsible for oversight of a comprehensive public relations program and serving as the primary media contact for the College's 18 NCAA Division III sports and 3 non-NCAA sports as part of the athletics program. The position will be in charge of distribution of all department related news releases, game statistics reporting, production of department publications, and other duties as assigned by the Director of Athletics. The position requires the ability to handle an irregular work schedule, including evenings, weekends and holidays.

Qualifications:

A Bachelor's degree in sports management, communications, or similar field required; Master's degree preferred. Desired qualifications include a minimum three years' experience in sports information or related field. Qualified candidate must have exceptional problem solving skills, ability to multi-task, meet deadlines and ability to resolve issues under intense time constraints. Demonstrated excellence in sports journalism, oral and written communication skills and working knowledge of sport statistics software (Statcrew) are also required. Experience in print lay-out, desktop publishing, web page design and sport broadcasting is highly desired.

Essential Functions:

- Prepares & manages departmental operational budget.
- Prepare regular news releases and feature stories for distribution to local media, hometown papers, intercollegiate opponents, boosters and other interested publics. Compile statistics and report game results.
- Coordinate the production of athletics publications including media guides, game programs, posters and schedule cards; maintain consistency in design and in the use of athletics department logos.
- Manage all aspects of the department's electronic media projects, including live radio/internet broadcasts of football and basketball games, and the weekly "Tornado Talk" radio show. Assist in securing sponsors and selling advertising.
- Oversee maintenance of the athletics web site ensuring that all content is accurate, current and consistent with approved style guidelines.
- Supervise all Sports Information support staff for home athletics contests. Secure necessary arrangements for media, scouts, officials, statisticians and other press box personnel for home football & basketball games. Mentor interns and student assistants assigned sports information responsibilities.
- Maintain complete historical records, including photography and video archives, for the athletics department.
- Participate in planning and preparation for special events such as Hall of Fame Day, Homecoming, and the Athletics Awards Ceremony.
- Game Day Setup.

Physical Requirements:

- Light work – exerts up to 20 lbs. of force occasionally. Stooping, kneeling, reaching, repetitive motors

Qualified candidates should submit cover letter, resume and references to Human Resources, Brevard College, One Brevard College Drive, Brevard, North Carolina, 28712. Email hr@brevard.edu.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment. Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics. Brevard College is an Equal Opportunity Employer.