

ORGANIZATION: The Big West

LOCATION: Irvine, California

INTERNSHIP TITLE: 2022-23 Social and Digital Media Video Editor Internship

REPORTS TO: Director of Marketing and Digital Media

Overview:

The Big West is a NCAA Division I athletic conference with 11 academically and athletically nationally proclaimed institutions. The Big West will sponsor 18 NCAA Division I sports in 2022-23.

The Big West is seeking an intern for the 2022-23 athletic year. The Big West Social and Digital Media Video Editor Intern will work closely with the Director of Marketing and Digital Media to execute marketing strategies on behalf of The Big West. Candidates should possess demonstrated experience in storytelling (particularly in social media and/or video editing, a strong work ethic and a goal of pursuing a career in athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Director of Marketing and Digital Media to create original video and graphics, maintain templates, and uphold brand standards
- Edit and create compelling and engaging video content, including highlights, recaps, award graphics and other content for use across Big West digital and social media platforms
- Assist with execution of Big West championships as needed.
- Coordinate monthly meetings with social media external teams at the member institutions.
- Design video content for multiple platforms, including versioning content for square, vertical and other needs across multiple lengths to adhere to best practices by platform.
- Use data-driven insights to prioritize content creation for audience growth.
- Assist in special projects as assigned

PREFERRED QUALIFICATIONS

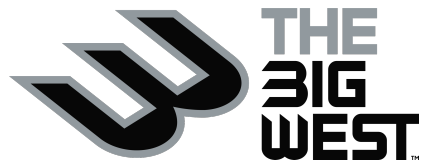
- Must have a bachelor's degree or be in the process of pursuing a bachelor's or master's degree in a related field
- A portfolio of design and/or presentation of proof of performance/experience.
- Demonstrated experience with the Adobe Creative Suite, the Sidearm web platform, Twitter, Instagram, Facebook and the HootSuite platform.
- Knowledge of current Big West conference members and NCAA Division I sports
- Ability to work independently in a fast-paced environment and to manage multiple priorities and strict deadlines
- Strong interest in pursuing a career in sports marketing and/or related sports industry field

INTERNSHIP DETAILS

This position is an unpaid internship, designed to provide the opportunity to receive experience and training in a NCAA Division I collegiate athletic conference office. The successful candidate will work approximately 20 hours per week. The Big West offers a flexible schedule with staffers spending 3 days per week at The Big West offices in Irvine, CA with 2 days of remote work. Work schedules are subject to change and hours may vary.

APPLICATIONS OF INTEREST

Please submit a resume, cover letter, contact information for three professional references and a professional work portfolio to ensure consideration. The internship may remain open until filled.



Sara Perry
Director of Marketing & Digital Media
The Big West
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The Big West is committed to fostering a diverse work environment where all individuals feel valued and empowered. The Big West is an Equal Opportunity Employer (EEO). All qualified applicants will receive consideration without regard to race, color, gender, gender identity or expression, age, national origin, disability, religion, sexual orientation, genetic information, pregnancy, veteran status or any basis that is protected by applicable law except where a bona fide occupational qualification exists.

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