

West Virginia Broadcasters Association

Special Projects Coordinator

Jobs in Broadcasting ,United States



Job Description

Are you passionate about video production, writing, editing, and digital storytelling? Sinclair is looking for a dynamic, detail-oriented and creative Special Projects Coordinator to bring ideas to life across a variety of platforms. If you're a creative thinker with strong organizational skills and a passion for planning and coordinating events, contests, and other viewer experiences, this is the role for you. Join our Agile Creative Content Engagement Team (ACCET) and play a vital role in shaping the future of engaging multimedia content.

What you will do:

- Coordinate Special Projects: Be a driving force behind the planning and execution of contests, live events, and other unique viewer experiences for internal and external clients.
- Create Captivating Video Content: Write, shoot, and edit high-quality content for YouTube, social media, digital, and broadcast platforms. Engage and inform audiences of special audience experiences and amplify brand presence through your creative video production skills.
- Collaborate with station & Team Leaders across multiple markets: Work closely with station & ACCET leaders to develop contests, events, public services campaigns and live local sports.
- Form partnerships with local organizations and events to extend station brand.
- Coordinate Friday Night Rivals High School Football broadcasts. Work with area school administrators and production companies to prepare and execute sports broadcasts.
- Assist our Client Services and brand team on production projects as needed.

Key Responsibilities:

- Communicate with production companies and high schools to broadcast football games.
- Collaborate with multi-market teams and departments to ensure projects, contests and events run as planned and follow all legal and compliance requirements.
- Assist as directed on video production for both internal and external clients, ensuring all project goals and deadlines are met.
- Write compelling internal and external communication to ensure all parties understand the benefits and their role and responsibilities for all special projects.
- Capture and create compelling video content for news, station & client promotions, and more, ensuring all footage is engaging and on-brand.
- Contribute to the live production process and post-production editing of long form segments and traditional length, including working with graphics, field production, and video editing software.

You Should Apply if:

- You have a creative spark and a love for planning and executing larger projects.
- You have 1+ years of experience in video content creation, video production, and digital storytelling at a professional level.
- You're familiar with social media and understand how video content drives engagement across platforms.
- You're a team player, capable of collaborating and delivering quality content under tight deadlines in a fast-paced environment.
- You have proficiency in Adobe Premiere Pro, After Effects, Photoshop, and professional camera equipment.
- You are precise, detail-oriented and a clear communicator
- You're flexible and willing to adapt to live events and sports schedules, including Friday nights and occasional Saturdays.

Perks of the Role:

- Exciting opportunities to grow project management and creative skills
- Work in a collaborative, high-energy team environment with like-minded professionals.

Working Hours:

- Monday to Friday: 8:30am – 5:30pm
- Friday Nights during High School Football season (late August to October)
- Occasional weekends for special local events.

Ready to create engaging video content creation? Apply now and become a key part of our innovative team!

Sinclair is proud to be an equal opportunity employer and a drug free workplace. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military or veteran status or any other characteristic protected by law.

Company Details

Name	Brandon Smith
Phone	304-345-4115
Email	besmith@sbgvtv.com
Address	1301 Piedmont Road, United States - 25301

More details

Business Name	WCHS-TV
---------------	---------

Education
Job Type
Job Status
Job Shift
Link To Apply

Undergraduate
Full Time
Interviewing
As Scheduled
[Apply Online](#)