

U.S. FIGURE SKATING

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Content Producer

U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating Core Values (Organizational):

- Excellence: Striving for the highest standards in all endeavors.
- Integrity: Honesty and openness in actions.
- Respect: Valuing others' voices, contributions, and well-being.
- Resilience: Adapting and persevering through challenges.
- Community: Fostering connections within the skating world.

POSITION DESCRIPTION

The Content Producer serves as the lead video editor and videographer for U.S. Figure Skating, with up to 25% travel annually required throughout the year for events and on-site productions.

KEY RESPONSIBILITIES INCLUDE

- Edit and produce video content for social media, digital campaigns, sponsor deliverables and live events.
- Collaborate with the Head of Creative & Content to maintain a cohesive visual style and storytelling voice.
- Partner with all departments to deliver long- and short-form video content for social media, sponsorship fulfillment, event promotion, in-arena use, and additional organizational needs.
- Oversee and coordinate video editors, freelancers, and agency partners.
- Prepare and distribute shot lists and post-production timelines.
- Assist with planning and content capture at U.S. Figure Skating events and media productions; travel as needed. Ensure all equipment, backdrops, etc are shipped and arrive on time for shoots.
- Stay current on social media, video and industry trends to keep content fresh, relevant and engaging.
- Contribute to content strategy and ensure video production aligns with organizational goals and priorities.
- Manage the video content calendar in Monday.com, ensuring deadlines and deliverables are communicated across teams.
- Track costs and contribute to quarterly and annual budgeting.

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- Other duties as assigned.

QUALIFICATIONS

Required:

- Proactive, team-oriented individual with a positive mindset and a strong desire for career growth.
- 5 plus years of professional video editing or production experience (sports, entertainment, or digital media preferred).
- Advanced skills in Adobe Premiere
- Strong understanding of storytelling, pacing and editing for social-first content.
- Ability to work in fast-paced environments and meet tight deadlines.

Nice to have:

- Knowledgeable of other Adobe Creative Suite (Photoshop, After Effects, Lightroom, etc)
- Knowledge of Monday.com or another project management tool

LOCATION

Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

COMPENSATION \$65,000-\$75,000

CLASSIFICATION Full-Time, Exempt

REPORTS TO Head of Creative & Content

APPLICATION Please send letter of application and resume to: Marlene Heck, Human Resources Coordinator mheck@usfigureskating.org

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and

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sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.