

# Director, Live Events

## Position Information

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### Position Information

**Job Title** Director, Live Events

**Job Description** Notre Dame Athletics is committed to building a diverse workforce passionate about maximizing the student-athlete experience. Our pillars of Education; Excellence; Faith; Tradition; and Community guide us in the work we do each day. We are eager to attract, recruit, and retain individuals who positively contribute to a collaborative, inclusive working environment where all may thrive.

Building on the University's Spirit of Inclusion, we are committed to the work needed to cultivate sustainable progress and change. As a prospective member of [Notre Dame Athletics](#), we encourage you to apply if you embrace, embody, and demonstrate a commitment to the aforementioned values.

In addition to providing the highest level of personal and professional leadership to their team, Director, Live Events position will be responsible for leading, executing and oversight of game broadcasts, video board productions and other live Athletic events for the University of Notre Dame's Fighting Irish Media Live Events team which includes:

- In-venue video board shows for Football, Volleyball, Men's & Women's Basketball and Hockey
- Live broadcasts for digital and linear game productions for NBC/Peacock, ESPN/ACCN and other miscellaneous entities
- This role will serve as the primary contact with the ESPN/ACCN production department, and will be responsible for all communication and operations in the partnership
- Serve as the primary contact with the NBC production department in regards to live event productions put on by the FIM (Hockey, Football Special Events)
- Serve as the Primary Point of Contact with Notre Dame Studios for coordination on FIM's live event efforts
- Responsibilities include but not limited to the artistic and technical decision making needed for high quality live event production
- Collaboration with multiple internal and/or external constituent groups with stakes in Notre Dame Athletics' live event efforts

Also required is accountability to a staff of 5 direct reports in helping reach goals, empowering the staff to be creative and strategic risk-takers, professional development and advancement in cultivating leaders. This includes providing leadership, feedback and one-on-one meetings and check-ins. Oversight in the development of the student workforce, training, teaching and assisting in post-graduate career opportunities is another function of this role. Recruiting new talent with a keen eye on diversity and inclusion. Staying on top of technological advancements is an important facet of the position.

#LI-SH1

### Minimum Qualifications

- Bachelor's degree (4 years)
- 5+ years of college/professional/network live event production (minimum)
- Expert level knowledge in all aspects of live event production; included but not limited to the various positions and equipment required
- Experience managing other live event production professionals in a non-event related capacity
- Have an in-depth understanding of all video production needs. That includes, but is not limited to, ENG camera operator, Adobe Suite (special emphasis on Premier Pro & After Effects), lighting, audio, and staging.

### Preferred Qualifications

- Understanding of and compliance with NCAA, ACC, B1G, ND rules and regulations is imperative
- Knowledge of ESPNs school pcr workflow

### Special Instructions to Applicants

**Department** Fighting Irish Media (11017)

**Department Website****Family / Sub-Family** Communications & Marketing / Multimedia**Career Stream/Level** M 1 Supervisor**Department Hiring Pay Range** Up to \$100,000.00**Pay ID** Semi-Monthly**FLSA Status** S1 - FT Exempt**Job Category** Administrator/Professional**Job Type** Full-time**Schedule: Days of Week & Hours****Schedule: Hours/Week****Schedule: # of months**

## Posting Detail Information

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The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

**Posting Detail Information****Job Posting Date (Campus)** 03/04/2024**Job Posting Date (Public)** 03/04/2024**Job Closing Date** 03/25/2024**Posting Type** Open To All Applicants**Posting Number** S24735**Quick Link for Internal Postings** <https://jobs.nd.edu/postings/33631>

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Documents Needed to Apply

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**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**