



Company Profile: Montverde Academy is a coeducational independent boarding and day school that serves grades Prek3 – 12. The school community is comprised of 1400 students from over 80 countries. Montverde Academy currently has 3 gyms and 1 outdoor court. Montverde Academy sponsors a Varsity and Middle School team.

Job Title:	Sports Information Manager/ Media Arts Teacher	Reports to:	Communications Manager/ Director of Athletic Operations
Job Classification:	Full-time/12-month	Department:	Athletics

Basic Function: Coordinate, market, and promote the athletics program of Montverde Academy

Primary Responsibilities

- Maintain the Montverde Academy athletics website (mvasports.com) and all other electronic communications, including social media
- Write and edit promotional materials including press releases, newsletters, programs, and brochures
- Support athletic marketing and event promotion
- Respond to request from media personnel and develop media relationships
- Organize and supervise photo sessions for all sports
- Ability to create player and coach video profiles and interviews
- Design, write, and oversee the production of printed athletic promotional materials
- Responsible for all data entry into athletic calendars
- Assist Recruit, train, and schedule statisticians/book keepers for home athletic events
- Manage statistical data for all athletic programs
- Serve as the primary liaison between local/national media and student-athletes/coaches for assigned sport(s).
- Plans, organizes, and facilitates, including but not limited to, press conferences, press releases, interviews, photoshoots, written content, statistics, and game operations for assigned sport(s).
- Promote student-athletes for a conference, regional, and national awards and honors
- Potential instruction of sports journalism students to develop their leadership, writing, and technical skills to produce the school’s media materials and publications
- Collaboration between multiple departments
- Perform miscellaneous job-related duties as assigned

Minimum Qualifications

- Excellent communication skills (verbal and written)
- Excellent interpersonal and organizational skills
- Ability and willing to work nights, weekends and holiday hours
- Must be goal driven and ability to meet aggressive deadlines
- Strong interest and knowledge of sport
- Strong writing and storytelling skills
- Bachelor’s degree from an accredited college/university
- Have a valid driver’s license and be able to drive
- Must be able to lift 10 – 20 pounds
- May be required to sit and stand for extended periods of time