

# NANSEMOND - SUFFOLK ACADEMY

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**STIPEND TITLE:** Live Streaming Coordinator  
**DIVISION:** All School  
**REPORTS TO:** Director of Athletics/Director of Technology  
**FLSA:** Part-time, Non-exempt  
**TERM:** Seasonal

## School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

## Job Summary:

The Live Streaming Coordinator serves the important role of running the live broadcast of NSA athletic events as well as academic assemblies and fine arts performances. They will work closely with the department of technology and department of athletics.

## Essential Functions:

- Spearhead the live streaming of live academic, athletic and artistic events including lower school grade level programs at NSA
- Assist the director of athletics, division heads, and faculty in the arts with scheduling the events to be live streamed
- Solicit ads as desired working with the the advancement and athletic offices
- Work with the director of communications to advertise upcoming events on social media
- Maintain NSA's live stream website including posting upcoming events and storing recorded events
- Other related duties as assigned by the director of communications.

## Required Education/Background:

- A bachelor's degree in film, media, journalism, technology, communications or related field, preferred
- Proficiency with Alienware Live Streaming Software
- Experience working with single camera or multiple camera shoots

## Required Skills:

- Ability to understand, capture and stream events at Nansemond-Suffolk Academy
- Ability to troubleshoot WIFI and software issues as they arise
- Self-directed with the ability to work collaboratively and independently

Qualified applicants shall submit a cover letter explaining their interest in and qualifications for this position to Angie Thompson, Director of Finance and Accounting, at [athompson@nsacademy.org](mailto:athompson@nsacademy.org), for further consideration. This is a stipend position.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*