



JOB DESCRIPTION

POSITION	Coordinator, Hockey Operations - Video / Analytics	DEPARTMENT	Hockey Operations
CLASSIFICATION	Coordinator	PAY RANGE	
REPORTING STRUCTURE			
POSITION REPORTS TO:	Manager, Hockey Operations - Video / Analytics		
STATUS	Permanent, Full Time		
LOCATION	Calgary, AB		

POSITION PURPOSE

Reporting directly to the Manager, Hockey Operations - Video / Analytics, the Coordinator - Video / Analytics is a specialist who is responsible for managing video preparation, live-game coding, pre-scouts, post-game reviews, player evaluation, team planning and analytics for a variety of teams and programs. The video coordinator will be a leader in these areas to ensure Hockey Canada's coaches and management teams are the most prepared of any nation, at any tournament we enter.

RESPONSIBILITIES

- Execute and manage video operations of assigned National teams, and travel domestically and internationally as required to events.
- Utilize XOS Thunder software and equipment to provide world-class video services representing the Hockey Canada brand.
- Oversee all pre-scouting and preparation of team video needs as directed.
- Create and compile technical packages utilizing XOS, PowerPoint and other software.
- Be a liaison for contract video staff assigned to other National Teams, camps or events, including implementing consistent operational procedures.
- Assist in the building of technical videos for all programs, including the Program of Excellence (POE) seminar, National Women's Teams, National Para Teams, National Men's Teams, goaltending curriculum as assigned.
- Monitor all analytics related to teams and players for assigned teams.
- Assist with inventory packing and control of video trunks, including procurement of equipment and supplies.
- Assist in the management of computer inventory, preparing them for events as well as archiving all data and video presentations post-event to grow Team Canada's database.
- Provide support to Manager, Video with ongoing projects and initiatives.
- Provide support to full-time and contract coaches involved in Hockey Canada as required.
- Provide remote video support to National Teams at events as required.
- Support other departments in Hockey Canada as required.

PERFORMANCE MEASURES

- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
 - Personal characteristics and nature in the office are a match with Hockey Canada's culture
-

-
- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration

QUALIFICATIONS

- 2 years experience in sports administration on related field.
- Exceptional knowledge of hockey coding software, specifically XOS Thunder and all peripheral hardware, including SQL server, computer networking and router applications.
- Experience in operating a variety of cameras and use capture hardware, such as H264 or Cross-Converters.
- Knowledge of video resolutions, codecs and frame rates is essential.
- Excellent understanding of Windows-based computers and operations.
- Strong understanding of video presentation tools, including portable projectors and screens.
- Excellent ability with Office 365 products, including PowerPoint, Excel, Word and others.
- Knowledge and experience with Adobe products, including Premiere Pro, Photoshop, After Effects, Illustrator and other programs is considered a strong asset.
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations.
- Ability to travel domestically and internationally for extended periods of time while working non-traditional hours, including weekends, holidays and evenings.
- Passionate about a career in the sports and entertainment industry.
- Expects highest-quality performance from self and others.
- Strategic thinker and creative storyteller with excellent interpersonal skills.
- High level of poise and professionalism.
- Ability to prioritize workload and solve problems quickly.
- Self-motivated with the ability to work in a team environment.
- Bilingualism (English/French) is an asset.
- Satisfactory Criminal Record Check, including Vulnerable Sector Verification.

WORKING CONDITIONS

- Ability to work staggered hours, evenings and weekends as necessary.
 - Travel requirements will be moderate.
-