

Media Production Coordinator Horn Entrepreneurship

Horn Entrepreneurship serves as the University of Delaware's creative engine for entrepreneurship education and advancement. Built and actively supported by successful entrepreneurs and thought leaders, Horn Entrepreneurship empowers aspiring innovators and entrepreneurs as they pursue new ideas for a better world.

The media production coordinator will play a critical role in advancing the marketing efforts of Horn Entrepreneurship, with a strong focus on photography, video production, and social media content creation. This position supports the entire media production process—from concept to distribution—and involves photography, video shooting, editing, media asset management, and equipment oversight. The coordinator will also assist with administrative tasks and special projects, including promotional content for events and campaigns.

Position Details

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 15 to 20 hours per week, typically between the hours of 9:00 a.m. and 5:00 p.m., Monday – Friday. Specific work hours have some flexibility. Work outside of normal business hours will be required for evening and weekend events.

Characteristics

Our ideal candidate must be a team player, work well with a variety of personalities, and exemplify high integrity and strong character. They should also be digitally well versed, enjoy new creative ideas, and be self-motivated. This position will call on the ability to effectively handle multiple projects simultaneously and of varying in length - including short, quick turnaround projects (which take a few hours) to projects that take several months to complete. Additional characteristics include:

- Be detail-oriented and highly organized
- Have strong communication skills and professionalism
- Maintain systems for equipment, photo processing, and media asset organization
- Be skilled in both photography and video production
- Be comfortable producing content for social platforms, including reels and short-form videos
- Be proactive, resourceful, and solution-oriented
- Thrive in a fast-paced environment

Responsibilities

- Capture and edit high-quality photo and video content, including portraits, events, and promotional materials
- Produce creative content for social media platforms, such as reels, short-form videos, and branded imagery
- Assist in conceptualizing and executing strategic photography and video projects
- Complete pre-production tasks such as storyboarding, lighting, set-up, and breakdown
- Handle post-production, including ingesting footage, editing video and audio, managing assets, and preparing content for distribution
- Maintain production equipment and document equipment readiness
- Systematically process, organize, and archive media assets

TO APPLY:

Submit a one-page cover letter, your resume, link to online portfolio or three samples and the name, email address and telephone number of three references. Please send all information to Meg Marcozzi at megm@udel.edu.

**Media Production Coordinator
Horn Entrepreneurship**

- Develop and support marketing interns
- Support administrative and campaign-related tasks
- Contribute to special media projects such as promotional trailers

Requirements

- Minimum of 1 year of experience in media production, photography, or a related field
- Portfolio or samples showcasing photography and video work
- Proficiency with Adobe Creative Suite, especially Premiere Pro, Photoshop, Lightroom, and After Effects
- Strong organizational and time-management skills
- Familiarity with project/task management tools like Asana (or willingness to learn)
- Flexible schedule with some evening and weekend availability
- Must be comfortable working both on and off campus

Additional Skills Desired

- Audio editing and music production knowledge
- Skills in motion graphics and/or 3D design
- Experience with web tools (AEM, HTML, CSS, JavaScript)

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