



Position: Partner Relations Coordinator
Location: Atlanta, GA
Reports to: Director of Partner Relations

Company

Collegiate Images (CI), an XOS Digital Company, based in Lake Mary, Florida is the centralized licensing and rights clearance agency that manages the distribution of copyrighted intellectual property content, focusing exclusively on college sports. CI partners with copyright holders, including universities, conference, bowls and broadcast networks to define, claim, protect and manage their intellectual property, allowing each copyright holder to control and monetize those rights in the ever-changing rights landscape. CI currently provides these services for video and photographs and licenses this content to sports networks (NFL Network), production companies (Intersport), advertising agencies that produce commercials (EA Sports and Gatorade) and "Hollywood Studios" that produce movies and television shows (Warner Bros., DreamWorks, Disney, etc).

Position

The Partner Relations Coordinator will serve as the day to day contact with a select number of CI's partner universities and conferences educating on the importance of protecting and controlling their media assets and coordinating project approvals.

External Communications:

CI Partners including colleges, universities, bowls, conferences and other rights holders.

Internal Communications:

Partner Relations, Sales, Production and Senior Management.

Responsibilities

- Provide partners with superior "customer" service and support.
- Develop and maintain strong partner relationships with variety of constituencies within partners (universities, conferences, bowls, networks, etc.)
- Assist in servicing current partner needs
- Educate partners on protecting and controlling media assets including video and photographs
- Effectively manage and multi-task partner requests, questions, and projects
- Facilitate and expedite project approvals from partners while educating on new opportunities for additional revenue and exposure.
- Document all project approvals and partner interaction via electronic and hardcopy format
- Responsible for understanding and communicating company projects, creative services, new technologies, policies and procedures to partners
- Stay well informed of current industry trends and effectively communicate this information to partners
- Work with partners to identify and remove infringing video and photo content in the marketplace



Requirements

- Bachelor's Degree (required), Master's Degree (preferred)
- 2 - 3 years prior experience in building and maintaining customer relationships
- Relative experience in college athletics and/or related field
- Proven ability in account management and in managing client relationships effectively
- Strong knowledge of college sports and/or the media landscape
- Creative thinking and problem-solving skills
- Superior communication and inter-personal skills
- Proficient with Microsoft Office (Outlook, Word, Excel, & Access)
- Willingness to travel
- Team player

Apply

XOS Digital is an EOE

XOS Digital offers a competitive salary, a fun team-orientated environment and excellent benefits that include health, dental and life insurance, 401K with company match, short and long term disability, Flexible Spending Accounts, and Vacation, Sick, and Personal time off.

Please submit a cover letter, resume, and references to jointheteam@xosdigital.com. We appreciate the time you spent in contacting us and thank you for your interest in XOS Digital.

Find out more about XOS Digital at www.XOSDigital.com.