



Job Description

Job Title: Programming Coordinator
Reports to: Director, Programming
Location: Atlanta
FLSA Status: Exempt

Essential duties and responsibilities:

- Prepares and distributes approved program schedules, grids, listings and revisions in SIMS.
- Main point of contact for EPG listing services communicating all schedules and changes per deadlines. Also contacts each via phone or email when new original or big event scheduled to ensure accuracy of information.
- Distributes appropriate programming information to Encompass (HD/SD grids/House number grid) and all internal and external contacts on a timely basis based on deadlines (EPG, etc.)
- Responsible for maintaining the standby shelf (if needed), monitoring usage and reporting issues to management.
- Works with VP Scheduling to ensure that appropriate version/length is chosen for time slot by verifying log and communicating issues to VP
- Responsible for selecting and scheduling episodes within a predetermined time slot
- Assist with VOD scheduling.
- Thorough understanding of SIMS and learn how to pull reports.
- Create all weekly promotion templates for manager programming.
- Will learn selector and back up music scheduling
- Other special projects as assigned.

Qualifications and experience required:

- Passion for television.
- Communication skill and teamwork is essential.
- Reliable and attention to detail is a must.
- Desire to take on challenges and grow in the position.
- A self-starter with very strong organizational skills as well as a strong sense of priority and effective decision making skills.
- Must be able to handle several tasks simultaneously while ensuring accuracy under severe time constraints.
- Must be good at follow-through and be able to communicate effectively with fellow employees at all levels.
- Strong sense of interdepartmental needs, deadlines, etc. and the ability to interface effectively with others both inside and outside the company.

Education:

College degree is preferred.

Computer skills:

To perform this job successfully, an individual must have proficiency with the PC platform, MS PowerPoint, Word and Excel. Working knowledge of program management systems is a plus. This position will be required to become an expert in SIMS.

Supervisory responsibilities:

This job currently has no supervisory responsibilities.

Work Environment

The noise level in the work environment is usually moderate.

Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptv/jobs/5845-programming-coordinator>.

For information on our company, visit www.aspire.tv.