



Job Description

Job Title: Creative Services Production Coordinator
Reports to: Senior Director, Creative Services
Location: Atlanta

Summary

The Creative Services Production Coordinator is responsible for facilitating efficient post-production work-flow and asset management for Creative Services. This responsibility includes management of the promotion and post production grids.

Essential Duties and Responsibilities

- Work with Programming and Creative Services producers to manage promo grid including:
 - House number assignment & promo grid maintenance.
 - Content delivery assurance with broadcast operations center and UP Operations.
- Work with department head to maintain and manage production grid including:
 - Facilitating project workflow.
 - Timely fulfillment of all Creative Services projects both in- and out-of-house.
 - Acting as a department liaison between Marketing, Digital and On-Air for all creative.
- Manage all network graphic requests:
 - Distribute monthly graphic request lists to Associate Art Director.
 - Facilitate graphic QC process to ensure all graphic/text elements are accurate and ready for air.
 - Coordinate graphic delivery to broadcast operation center.
- Work with UP librarian to integrate Creative Services assets into UP's Xyetch library.
- Work with department head to Manage Production Services Requests
 - Log, track and manage billing of all inter-departmental production requests
- Track and ensure timely delivery of all Creative Services Ad Sales commitments

- Responsible for tracking and coding all Creative Services invoices
- Facilitate drafting Independent Contractor Agreements with legal and independent contractors.
- Responsible for organizing, storing & filing Talent Release Forms
- Manage Creative Services department's logistics
 - Post house scheduling, announcer booking, shipping and content acquisition
- Performs other related duties and tasks as necessary or as assigned

Education/Experience

Bachelor's degree (B. A.) from four-year college or university; and two to three years related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Word, Excel and PowerPoint.

Must have grasp of media management and archiving.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptyv/jobs/6880-creative-services-production-coordinator>

For information on our company, visit www.uptyv.com