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# Example of Air Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of air coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for air coordinator

* Manages all Secondary Events through the Phoenix system
* Generates various reports and identifying discrepancies
* Prepares detailed tape lists for each week containing promos that can run and all of their information
* Builds weekly transfer list, creating CID numbers and proofing graphics before they are uploaded and transferred to Atlanta
* Manually times out new programming for graphic placements, including any "sales-friendly" notes that need to be taken into consideration
* Performs administrative duties as needed to support the Operations team
* Ensure all on-air shifts are staffed appropriately and efficiently on a daily basis
* Work closely with the Broadcast Operations department to schedule staff and freelance engineers to cover all on-air shifts necessary to maintain operational reliability for on-air distribution
* Help with the creation and implementation of the broadcast on-air schedule in a backup capacity
* Oversee entry of all promo and snipes into three scheduling systems

## Qualifications for air coordinator

* 1 - 2 years experience in live television or equivalent degree
* Must be able to work independently and proactively with all daily responsibilities
* Must have working knowledge of Microsoft Word, Excel, Outlook
* Strong Interest in Producing Career track
* Organize department resources e.g
* 2 or more years experience demonstrating organizational and administrative experience