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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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for air coordinator

* Sign and actualize invoices for on-air production
* Order and manage dubs for various internal and external bodies and organize couriers
* Organize ingest and liaise with Network Presentation/Operations with regards to airing
* Material correctly
* Source promotions to be re versioned & program dub requests for new promos
* Ensure all on-air promos are completed accurately, to highest technical standards, on time and within budget
* Quality check editorial on all on-air promos and make QuickTime and/or viewing copies
* Collect and file scripts for on-air production and liaise with external production houses to assist in the creation of new promos,if required
* Assist Senior Promotion Producer on re-scripting of reversions, edits and audio sessions (\*)
* Ensure the monthly promo production schedule is updated and liaise with BSO Dept

## Qualifications for air coordinator

* Knowledge of the Middle East Television marketplace
* Position’s primary network responsibility is LMN but will also support Lifetime and FYI when needed and on occasion will work on other brands (A&E & History)
* Schedule on-air promo elements into the PACE traffic system
* Must be able to make educated decisions and suggestions on placement of promos based on audience composition and priorities
* The ability to work closely with others a must
* A general knowledge of the television industry is important, strong knowledge of current TV industry/landscape/formats