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# Example of Coordinator, Media Job Description

Our company is looking for a coordinator, media. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, media

* The volume of creative assets (show dailies, episodes, shoot footage, digital/social content, graphics and print) has increased and new direction to have an asset management system in place for Brand Marketing and Brand Creative
* This position will work directly with Digital Media Manager on workflows and asset management for TBS, TNT and TBS/TNT Sponsorshop teams
* Operates technical equipment and identifies equipment problems and malfunctions
* Handles live operational situations
* Pre-clear orders and revisions Submitted to Inventory in TIM (excludes key clients)
* Email AE/SA TIM number with guidance on what was reduced
* Publish make-good/ dropped spot reports
* Reports to Digital Media Manager and entire market on occupancy and rate attainment levels on an ongoing basis
* Prepare documents for internal and external meetings (incl
* Maintain accurate capabilities information for all media partners (TV, digital, mobile)

## Qualifications for coordinator, media

* Experience with HTML 3.2/4.0/5 at the tag level strongly preferred
* Thorough knowledge of browser compatibility issues for all platforms/major browsers is also a must
* Exceptional communication and the ability to serve as a spokesperson
* Proficient with Microsoft Office and Adobe products
* Understanding of digital media production - file formats, encoding
* Ability to understand technical documentation and explain technical requirements to a non-technical audience