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# Example of Coordinator, Media Job Description

Our company is searching for experienced candidates for the position of coordinator, media. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, media

* Record and report on all incidents involving technology failures
* Assist with maintaining audiovisual equipment and minor repairs as needed
* Independently manage work schedule and clearly report on all assignments
* Monitor media performance, prepare regular status reports
* Verify all shows, commercials and all other materials are ready for air on all stations
* Keep detailed notes from production meetings and digital communications for reference during planning and production
* Manage and schedule the procurement of production deliverables and digital assets
* Identify and coordinate with the appropriate parties responsible for outstanding deliverables
* Act as liaison between marketing managers, vendors and production crew to keep productions on schedule
* Generate weekly audits and progress reports for all current and upcoming media productions

## Qualifications for coordinator, media

* Exceptional communication and the ability to serve as a spokesperson for Facebook
* Strong Graphic Design / Layout competence
* Fluent in Adobe InDesign and Microsoft Office (Word, Excel, and PowerPoint)
* Experience working on municipal agency proposals and processes
* Strong analytical skills to evaluate plan performance against stated objectives to assess overall effectiveness with an understanding of how to use these results for future planning efforts
* Experience within a busy transmission/post-production Media Library