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# Example of Coordinator, Media Job Description

Our growing company is hiring for a coordinator, media. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, media

* Organize, store, and share all event photography and video documentation through museum’s image management system
* Account management.Look after ongoing business for current accounts
* Develop solid understanding of competitive information, specialty research, consumption data, which will help to gain a better understanding of the planning process and final output
* Communicate with media partners to gather space and material due dates/extension dates, obtain online media kits for production specs and gather site served performance metrics
* Schedule internal and team status meetings (weekly/biweekly) to review ongoing initiatives
* Schedules facilities, equipment and staff for HarvardX studio shoots and associated services at 125 Mount Auburn and the Hauser Studio
* Manages logistical planning for HarvardX video shoots
* Coordinates pre-production planning meetings for HarvardX video shoots, including coordination between the HarvardX Media Production and Instructional Development teams
* Coordinates, trains and provides input to performance evaluations for temporary/part-time production assistants
* Ensures proper archiving of all media assets

## Qualifications for coordinator, media

* Intermediate-level experience with Microsoft Office
* Satisfactory results on company test
* Experience coordinating projects and assignment of resources a plus
* Experience supporting enterprise-level audiovisual environments
* Comfortable working with senior managers, executives, and other teams throughout CSN
* Knowledge of audiovisual industry and systems including Crestron/Extron, video conferencing platforms, projection systems, personal computers