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# Example of Coordinator, Programming Job Description

Our growing company is searching for experienced candidates for the position of coordinator, programming. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, programming

* Maintenance of Musicmaster library
* Monitors assigned specialty programming for content and technical quality control
* Develop an understanding of and perform audio editing for breaks, interviews and specialty shows
* Produce weekly analytics reports chronicling usage metrics for the SEC Network digital platform
* Compile weekly and monthly reports (i.e., Box Office Mojo Weekend Box Office, Rentrak calendar changes, box office actuals, exhibitor relations calendar)
* Receives daily assignments from Executive Producer for Tom Petty Radio, Senior Director Music Programming Operations or Manager Music Programming Operations and Program Director
* Execute promo Campaigns into WideOrbit Network, through coordinating with Programming, On-Air, and Ad Trafficking
* Coordinate with the Operations team in program delivery
* QC the channel broadcast
* Contingency Planning - provide Master Control supervisors with fill instructions and contingency plans

## Qualifications for coordinator, programming

* Must possess cross-cultural awareness and sensitivity
* Supports programming manager & event manager to plan, organize, execute installations and removal of exhibitions, programs and events inside The Project Space
* Maintains relationships with artists, curators, designers, musicians, and other professionals associated with The Project Space
* Conducts tours with artists, curators, designers and other industry representatives as needed and assigned by the programming manager
* Supports programming manager in preparing and designing presentations, reports and other materials for important meetings and business planning
* Updates Studio Program / Event Calendar as necessary