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# Example of Entertainment Coordinator Job Description

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

## Responsibilities for entertainment coordinator

* Support the Fact Ent Commercial Manager with inputting programme data and submitting programme offers onto CILS
* Liaise with sales teams to ensure that programme projections are submitted in a timely manner, output projections and prepare dcf’s ready for the acquisitions team to review within the given time frames
* Attend debriefs with sales teams and produce detailed feedback reports for in-house and indie producers
* Log and ensure that screening materials are digitised and can be accessed by the team international sales teams
* Maintain a production database – providing a source of key available producing and presenting talent
* Update programme deal trackers and pipelines as required
* Liaise with Events teams on the organisation of any special events involving the team, for instance at programme markets such as Mipcom and Showcase
* Support the Fact Ent Programme Manager with the regular Factual Entertainer Update, sourcing and updating ratings, programme information and images
* Act as a first point of contact for programme queries
* Generates, tracks, and maintains log of all in-process and completed central requests (accounts payable, contracting, etc)

## Qualifications for entertainment coordinator

* Experience working on a cohesive brand and a solid understanding of brand management
* Experience in executing digital campaigns a plus!
* A passion for television a plus!
* Knowledge of Business Objects and SAP preferred
* Strong understanding of and passion for sports (all sports or category specific), entertainment and pop culture
* Research analytics knowledge is a must