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# Example of Entertainment Coordinator Job Description

Our company is growing rapidly and is looking for an entertainment coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for entertainment coordinator

* Perform basic office manager related duties including ordering office and kitchen supplies, acting as New York office point person
* Compile and distribute weekly Point of Sale (POS) reports for theatrically-released package media titles
* Track top selling titles for major direct sales accounts and provide year-over-year comparisons and analysis
* Complete various ad hoc reports as needed
* Create sales and marketing materials featuring upcoming releases for major retail pitch meetings
* Review internal Home Entertainment trend report and produce presentations for annual trade shows and industry events including CES and Los Angeles Entertainment Summit
* Manage the schedule of in-store and field promotions for new releases and catalogues
* Build market share tracking reports for each retail account and assist sales team in providing latest market information to clients
* This position is a critical part of the Digital Distribution Team, which generates revenue via Electronic Sell Thru, and supports all of the Turner Networks
* This position will focus specifically on Cartoon Network and Adult Swim content and will be responsible for scheduling, developing promotions and leveraging support from our partners

## Qualifications for entertainment coordinator

* Project management and organization skills a must
* Travel and weekend hours
* Ideal candidate should be passionate and knowledgeable in mobile games and apps sector and also have understanding of including VR and subscription services/video platforms
* Collects, manages and distributes team priorities and performance to objectives
* Monitors incoming meeting requests and manages attendance and preparation for external meetings
* Tracks and communicates team leadership whereabouts and manages time reporting