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# Example of HBO Coordinator Job Description

Our innovative and growing company is looking to fill the role of HBO coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HBO coordinator

* Assist Dir
* Assist in promo setup with accounts
* Assist WB in sales process and solicitation of HBO titles
* Act as key contact and liaison between partners, design and production team
* Coordinate project approval process prior to completion, , copy edits, legal, and production
* Coordinate 360 review process (register participants, facilitate orientation)
* Edit all team presentations, internal/external correspondence, training materials
* Process and fulfill daily internal and external DVD/Blu-ray accommodation orders, including the tracking to ensure timely deliveries
* Create and coordinate domestic and international DVD & Blu-ray product life-cycle schedules from beginning to end
* Moderate weekly departmental status meeting

## Qualifications for HBO coordinator

* Rolls with the punches & has a sense of humor
* 2-3 years of marketing experience at a media company or advertising/promotion agency (entertainment industry experience preferred)
* 2 years’ experience in media environment, preferably in film/TV post-production or broadcast operations
* MS Office skills required (MS Word, Excel, PowerPoint, Outlook, ), SharePoint experience strongly preferred
* Minimum 2 years of experience working at a media company or advertising/promotions agency
* 1-2 years marketing experience within an advertising or media company