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# Example of Media Assistant Job Description

Our company is growing rapidly and is looking to fill the role of media assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for media assistant

* Oversee the media management process of the Sports Library staff and DMCs with daily supervision of content requests and search needs
* Content rights vary widely based upon what the content is and where it will be used and can be complex and confusing
* The escalating costs of rights infringements actions demands a closer monitoring of content usage rights
* Coordinate with production and studio operations to facilitate operator training and assistance on an ongoing basis
* Create and deliver accurate and timely reports that highlight spend and efficiency engagement with the content and how paid media supports that engagement
* Assist in project delivery with other office and for specific analysis of television and website content
* Support in report writing and analysis
* Sit in the client's office daily
* Research new digital media opportunities
* Attending media seminars and presentations

## Qualifications for media assistant

* Online based experience desirable but not essential
* Strong verbal communication and excellent interpersonal skills are required
* Must possess working knowledge of StatCrew software – inputting and calling for various sports
* Must possess good writing and editing ability and knowledge of AP style
* Must also possess excellent communication and organization skills, problem solving and decision-making skills that produce results in a fast paced team environment
* Experience shooting and editing video with Apple’s iMovie and/or Final Cut software