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# Example of Media Operations Job Description

Our company is looking to fill the role of media operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for media operations

* Stay current with file based technologies including cameras, encoding (including software), server storage, and computer networking
* Maintain a complete understanding and application of Avid, Mac/PC platforms and peripheral connectivity
* Execute departmental technical specifications and adapt to changing production processes
* Have a working knowledge of computer hardware and basic networking including but not limited to storage, memory, A/V cards and NAS/SAN storage
* Support T&O management, including liaising with playout partners and providing metrics and monitoring KPI's to ensure contractual obligations are met
* Working with internal and external partners as Turner's operational lead for projects such as channel launches, channel enhancements Look at departmental resources & availability to work on potential projects
* Ensure issues are tracked and partner with appropriate support teams to manage issues through to resolution
* When required use data to create presentations / business case, tell department story to leadership, channel heads
* Be across new technologies, to assist with driving new ways of working
* Oversee multiple accounts and/or brands

## Qualifications for media operations

* Strong working knowledge and hands-on experience with content processing and delivery fundamentals including but not limited to transcoding, asset movement, storage, naming conventions, digital delivery technologies
* Strong verbal and written communication skills, must be an excellent communicator with all levels of management
* Must be a proactive and independent thinker who is able to attend to small details while keeping a clear view of the big picture
* Must be able to work late nights, weekends, and on special projects as necessary
* At least 3-4 yrs experience in digital ad operations roles such as an ad trafficker at an e-commerce retailer or agency environment
* Bachelor's degree in Communications, Business, Management, Marketing, or a related field (or its equivalent)