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# Example of Presentation Scheduler Job Description

Our company is growing rapidly and is hiring for a presentation scheduler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for presentation scheduler

* Dealing with any adhoc duties as required by the department
* This is a night shift schedule
* Be responsible for the day-to-day running of a scheduling team
* Be the first point of contact for all internal and external client groups
* Double check accuracy of key elements of schedules prior to air and ensure delivery to TX in line with agreed deadlines
* Check monthly macro-schedules, including titles, episodes and templates and break patterns to meet strict deadlines
* Export break patterns to the commercial sales house 2 months in advance (applicable to some channels only)
* Create micro-schedules with on air presentation elements promotions/ idents/Sponsorship /auto menus /end credit pull backs / continuity
* Liaise with promotions department, research and Media Planning to ensure accurate presentation and delivery of all on-air promotional elements in time for transmission
* Assist with building software applications for new concepts continuity, automation of menus (applicable to some channels only)

## Qualifications for presentation scheduler

* A love of music and pop-culture, and interest of the target audience demographic and the current trends in the youth market
* Proven presentation scheduling experience
* A full understanding of the scheduling transmission process
* Excellent communication and flexibility
* First rate attention to detail and accuracy
* Sound understanding of OFCOM commercial regulations and compliance guidelines