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# Example of Presentation Scheduler Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of presentation scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for presentation scheduler

* Assist with the management of Contra and Sponsorship on the channels
* Create daily presentation schedules, ensuring that available promotional airtime is effectively predicted for promo optimisation and programme timings are correct, liaising with the programming team to facilitate changes as required
* Review promo optimisation output and ensure the scheduled events reinforce overall editorial and compliance quality of the channel
* Liaise closely with relevant Programmers, Programming Assistants and Marketing to maximise synergy between on-air and off-air communication
* Be the point of call for Foxtel Media & Playout, managing commercial break imports and schedule delivery for broadcast, delivering to strict deadlines
* Have an open and adaptable attitude to scheduling practices, keeping in line with ever changing viewer behaviour

## Qualifications for presentation scheduler

* Maintain accurate promo inventory records, including but not limited to available dates, channels, audience targeting information and effectively communicate changes across the wider department
* Work with Production team to effectively manage promo delivery deadlines
* Maintain an up-to-date knowledge of which promos are available for transmission and keep a detailed record of their length, tone and content
* Manage and maintain campaign data entry into the promo optimisation booking system, following instruction from the Media Planner
* Forward plan airtime avails and subsequent break manipulation on monthly cycle to assist in the forecasting of audience avails
* Address any Promo Prep issues and communicate relevant information to Creative Production and Presentation teams