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# Example of Programming Manager Job Description

Our company is searching for experienced candidates for the position of programming manager. 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 programming manager

* Work closely with several internal departments including label relations, social, video production, event and commercial
* Be the client and commercial teams main point of contact (for projects)
* Update the team, both internally and externally on deliverables keeping the commercial to date through meetings, calls and sharing of project timelines
* Maintain communication with client responding to feedback and sharing with internal team and third party production companies
* Attend client update meetings, with our commercial team, preparing relevant documentation and reports
* Manage workflow and input of internal teams
* Expertise in managing project budgets and ensuring projects are completed within budget constraints
* Liaising with our commercial team to create detailed project specifications and briefs
* Taking ownership of the entire lifecycle of the project
* Regularly update the team on progress, and ensure project tasks are completed on time

## Qualifications for programming manager

* Must be a self-starter and problem solver who will develop open lines of communication with other areas in the company
* Ideal candidate will be a strong team player and leader, with the ability to motivate and delegate
* Financial knowledge a plus
* At least 4 years experience in the broadcast or cable industry in production, programming, or development
* At least 1 years of specific network/cable buying experience desired
* Extensive relationships with the production community