Our innovative and growing company is searching for experienced candidates for the position of content administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for content administrator

- Communicate and synchronize with all publishers regarding issues such as incoming content and requesting products
- Monitor and track asset deliveries from providers
- Maintain an end-to-end tracking spreadsheet for all new and existing products from creation to customer release
- Troubleshoot issues with various teams and providers to ensure timely delivery
- Synchronize day-to-day product business needs between various internal and external teams
- Keep everyone informed regarding key issues and anticipate/troubleshoot conflicts
- Recommends new and innovative web uses training and educating employees on the use and benefits of using the Web and the designated WCMS
- Analyze licenses and related agreements to extract rights information relevant to photographs, footage and other creative assets
- Under supervision of attorneys, review and advise internal business partners with respect to advertising and marketing legal issues, including copyright, trademark and other intellectual property rights, and guild requirements
- Attend and conduct regular meetings with internal business partners to structure and advise on all aspects of marketing campaigns, special events, and digital and social activations

- Knowledge of MPAA, Network, Cable and Sports clearances strongly preferred
- Must have experience working with clip licensing, SAG agreements, Guild requirements, content clearances and IP issue
- Understanding of the content authoring/publishing experience with key CMS technology solutions such as Wordpress, Drupal, Sitefinity, Umbraco, Sitecore, SharePoint, and/or Adobe Experience Manager
- Must be able to work collaboratively and exhibit a high degree of teamwork despite tight timeframes and high pressure environment
- Must be adaptable, agile and flexible in a fast paced changing environment
- Must be able to juggle and multi-task