



Example of Content Coordinator Job Description

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Our innovative and growing company is looking to fill the role of content coordinator. 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 content coordinator

- Leverage data and analytics to inform content streams and tactics
- As bandwidth allows, provide support to other marketing communications initiatives and programs such as media partnerships, events and conferences as needed
- You will be responsible for ordering content for Turner EMEA media distribution (linear and non-linear, syndication)
- You will co-ordinate technical consultation to Turner EMEA for content workflows
- You will oversee the content workflows in the Turner MAM for all Turner EMEA distribution platforms from source to destination, providing intervention and support as required
- You will co-ordinate the Programme Operations elements of new channels and services and ensure all programme content is available in a timely manner for launch
- You will be ensuring Content & Technical Operations, Programming & Sales and all relevant departments are up to date with current delivery schedules
- You will be relaying technical specifications to clients and vendors working with Technical Operations and Channel teams to resolve technical and aesthetic issues with broadcast material
- You will liaise closely with Turner EMEA office including London external vendors around Europe
- You will place work orders in the company's chosen system and ensure

Qualifications for content coordinator

- Bachelor's Degree and a minimum 2-3 years of relevant photo/editorial experience
- Knowledge of the stock photography
- Fluency with web design, online media, and metrics a plus
- Significant years' experience of the broadcast industry desirable
- Understanding of analytics tools and ability to optimize content as needed
- Extensive understanding of how different content formats (articles, photos, videos,) are best used