



Example of Entertainment Coordinator Job Description

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Our company is growing rapidly and is looking for an entertainment coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for entertainment coordinator

- Support the Fact Ent Commercial Manager with inputting programme data and submitting programme offers onto CILS
- Liaise with sales teams to ensure that programme projections are submitted in a timely manner, output projections and prepare dcf's ready for the acquisitions team to review within the given time frames
- Attend debriefs with sales teams and produce detailed feedback reports for in-house and indie producers
- Log and ensure that screening materials are digitised and can be accessed by the team international sales teams
- Maintain a production database – providing a source of key available producing and presenting talent
- Update programme deal trackers and pipelines as required
- Liaise with Events teams on the organisation of any special events involving the team, for instance at programme markets such as Mipcom and Showcase
- Support the Fact Ent Programme Manager with the regular Factual Entertainer Update, sourcing and updating ratings, programme information and images
- Act as a first point of contact for programme queries
- Generates, tracks, and maintains log of all in-process and completed central requests (accounts payable, contracting, etc)

Qualifications for entertainment coordinator

- Experience working on a cohesive brand and a solid understanding of brand management
- Experience in executing digital campaigns a plus!
- A passion for television a plus!
- Knowledge of Business Objects and SAP preferred
- Strong understanding of and passion for sports (all sports or category specific), entertainment and pop culture
- Research analytics knowledge is a must