



Example of Entertainment Coordinator Job Description

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

Responsibilities for entertainment coordinator

- Providing efficient support services to all members of the entertainment department
- Coordinating various aspects of the daily operations of the department
- Providing timely ongoing efficient client service at the direction of Account Executives
- Maintaining live and lapsed filing system including the creation of files
- Processing medical letters and dealing with medical issues for cast insurance coverage
- Inputting documents and invoices on Xpress and Ruben
- Reporting claims and managing claims files
- Processing renewal letters and following up with clients for renewal instructions as required
- Providing day to day servicing on assigned accounts
- Receiving policy contracts from Insurers and reviewing to ensure apparent client needs have been met

Qualifications for entertainment coordinator

- Must have extensive knowledge in social and digital media trends/platforms
- Previous experience in public relations, communications, marketing, or related field preferred
- One year related experience and/or training required
- Willing to contribute creatively on an administrative level

- Assisting department with general correspondence, underwriting reports and client proposals/presentations