



Example of Entertainment Coordinator Job Description

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Our company is growing rapidly and is looking for an entertainment coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for entertainment coordinator

- Perform basic office manager related duties including ordering office and kitchen supplies, acting as New York office point person
- Compile and distribute weekly Point of Sale (POS) reports for theatrically-released package media titles
- Track top selling titles for major direct sales accounts and provide year-over-year comparisons and analysis
- Complete various ad hoc reports as needed
- Create sales and marketing materials featuring upcoming releases for major retail pitch meetings
- Review internal Home Entertainment trend report and produce presentations for annual trade shows and industry events including CES and Los Angeles Entertainment Summit
- Manage the schedule of in-store and field promotions for new releases and catalogues
- Build market share tracking reports for each retail account and assist sales team in providing latest market information to clients
- This position is a critical part of the Digital Distribution Team, which generates revenue via Electronic Sell Thru, and supports all of the Turner Networks
- This position will focus specifically on Cartoon Network and Adult Swim content and will be responsible for scheduling, developing promotions and leveraging support from our partners

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- Project management and organization skills a must
 - Travel and weekend hours
 - Ideal candidate should be passionate and knowledgeable in mobile games and apps sector and also have understanding of including VR and subscription services/video platforms
 - Collects, manages and distributes team priorities and performance to objectives
 - Monitors incoming meeting requests and manages attendance and preparation for external meetings
 - Tracks and communicates team leadership whereabouts and manages time reporting