



# 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

- Developing and maintaining relationships with the programming groups at each of the networks
- Developing rollout schedule for each new season/volume launch and communicating that rollout to internal groups and partners
- Coordinating marketing support materials for each launch and ensuring all materials meet partner specifications
- Understanding network priorities and positioning of each show and determining how to align launches to support those initiatives
- Developing and maintaining relationships with key partners
- Understanding partner priorities and motivations in order to maximize the potential of our launches
- Coordinating and directing internal operations group to ensure timely delivery of all video files and XML
- Auditing partner sites to confirm content is live and assets are used appropriately
- Consult with corporate sponsors on how to best align their allotted contractual elements (media, signage, print materials, hospitality, ) to achieve designated sponsor goal objectives
- Prepare all event recap documents and support proposal creation in a timely manner following each event

## Qualifications for entertainment coordinator

- Previous Location Based Entertainment experience in a Creative or Production role required
- Strong digital skills, including social media and mobile
- Technical writing, team or event management
- Business or technical discipline (degree or diploma)
- Manage & Curate the format marketing folders ensuring there is a central format promo folder, updating ratings information, pitching materials and collating industry research reports
- Familiarity with Concur preferred