Our innovative and growing company is searching for experienced candidates for the position of manager, programming. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manager, programming

- Keep the development processes moving forward, while helping to find and enhance new projects
- Maintain focus on our current programming by coordinating with producers, agents, and production companies regarding production calendars, staffing, show delivery
- Keep department aware of important shoot dates (and implementing these dates in our calendars)
- Connect with other internal departments by attending staff meetings, reviewing scripts and other projects at the network, and coordinating with marketing, business affairs, sales, scheduling
- Help keep department up to date w/ other programming and helping to follow through with creative directions and various issues as it applies to each division
- Maintain relationships w/ producers, agents, through regular communication and meetings
- Help us become aware of noteworthy producers and potential talent, get an idea of the competitive landscape, and stay in tune with various projects in development
- Review on-air promos and coordinate with promo and marketing departments re show campaigns
- Make sure the show's creative directions are reflected in the campaigns and help these departments in answering questions
- Provide ongoing research of various producers, production companies, hosts,

Qualifications for manager, programming

- 3-6 years' experience managing projects and clients ideally within a creative content environment
- Enjoys working in a fast-paced, goal-minded team environment
- Very strong copywriting and editing skills with an eye for headlines and impeccable attention to detail
- Innovative, creative and curious with the confidence to share your ideas and take initiative to bring them to fruition
- Avid user of social media in your own personal life and a passion for digital
- Experience using social media tools like Sprout Social, Hootsuite or Crowdtangle, Content Management Systems (CMS), and Photoshop a plus