



Example of Presentation Scheduler Job Description

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Our company is growing rapidly and is looking to fill the role of presentation scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for presentation scheduler

- Ensure live transmission schedules are delivered and communicated effectively to transmission Playout, live production teams and other relevant parties
- Co-ordinate the insertion of commercials in the schedules and accuracy of the As-Runs schedule with the sales/traffic department
- Create programme planning schedules in Zeus (Broadcast Management System) when required
- Assist in providing research for Programming Initiatives for the Channel
- Assist in obtaining break formats for programming
- Scheduling experience with exposure to sports in a live environment
- Operational experience of computer databases (scheduling, rights, etc) and playout
- Experience working in a team and ability to work under pressure
- Although not essential, interest and knowledge in Sport is a major plus, you will be working with it every day after all!
- Previous experience in Presentation, ideally with working with the Zeus scheduling system

Qualifications for presentation scheduler

- Experience using a scheduling software system Focus/ForeTV is essential
- Understanding of the commercial broadcast marketplace
- Understanding of Ofcom code

- Scheduling/Commercial Traffic experience preferred but not essential
- Performing various clerical and administrative duties on a daily basis