



Example of Programming Coordinator Job Description

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Our growing company is hiring for a programming coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for programming coordinator

- Create new series and seasons in proprietary scheduling software and set up rules according to programming grids for forecasting and reporting purposes
- Match new creations to existing product in network scheduling software
- Report and analyze various programming metrics
- Create and maintain programming calendar, tracking marketing stunts and distribution initiatives
- Candidate will be detail oriented and will work alongside sports and programming personnel to schedule both live and pre-recorded events and programs throughout the day and broadcast week, by incorporating that information into a program grid
- Responsibilities will also include working to make sure programs conform to the needs of the traffic department and Master Control, including format, structure and technical quality
- Candidate will be expected to work and plan at least a week in advance to populate the program grid, and share information with programming, sports and traffic personnel
- Candidate will need to possess a valid driver's license
- Provide Master Control supervisors with fill instructions and contingency plans
- Types correspondence, reports labels

Qualifications for programming coordinator

- Creative insight and experience working as part of a team with the ability to exercise autonomy to fulfill complicated projects
- Attention to detail, ability to prioritize, multi-task and meet deadlines
- Passion for children's programming, pop culture strong knowledge of Cartoon Network programs
- Research curatorial programming concepts
- Manages and executes social media messaging for The Project Space