

Example of Programming Coordinator Job Description

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

Responsibilities for programming coordinator

- Assist with talent relations for show shoots, events, promotional, shoots
- Create and maintain TCM's US and Canadian schedules
- Distribute TCM's programming grids and schedule changes
- Assist with selection of Daytime programming
- Select air versions and create monthly versions report
- Update qualitative title information (director, star, storyline)
- Works with Editorial group to create Now Playing Guide export
- Maintain scheduling timeline so the department meets deadlines
- Communicate programming information to other departments, outside vendors and viewers
- Preparation of programming and company reports

Qualifications for programming coordinator

- Excellent database management and computer skills, including Microsoft Office Suite
- Independently manage execution of smaller events such as lectures, screenings, album listening's, , and as assigned by event manager
- Recent grad with 1-4 years work experience in contemporary art and/or a similar creative field
- Experience planning and producing small and large-scale events, programs and / or art installations

- Strong sense of responsibility, organizational skills, and thorough attention to detail