Our company is growing rapidly and is hiring for a programming coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for programming coordinator

- Updates presentation materials to be used during admissions presentation before tours and at recruitment programs
- Delivers admissions presentations
- Other duties and special projects as assigned by the Assistant Director
- A successful candidate must be able to work additional evenings and weekends, with some out-of-state travel
- Effectively communicate programming information, changes, to all internal departments, Master Control, Nielsen, and TV listings services
- Monitor program changes issued by each Network and process them within 24 hours, unless the change affects the current week, then process immediately
- Maintains of Musicmaster library
- Assist with the coordination of music projects by compiling research data, and learns how to interpret data
- Maintains Musicmaster library
- Perform general administrative duties - processing invoices, shipping packages, filing

Qualifications for programming coordinator

- Must be willing to work some evenings and weekends
- Able to work independently, in a collaborate team environment, with well-

- Eager to learn new skills and processes, with the confidence to take initiative
- Business Objects, Filemaker Pro and PowerPoint knowledge is desired but not required (but must be willing to learn)
- Responsible for entering programming into systems, including updating, inputting deal memos and contracts