

Example of Programming Coordinator Job Description

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Our growing company is looking 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

- Manage E2E process for free preview requests, including securing agreements with programmers, handling promotion and communications and facilitating implementation
- Document and maintain current product packaging and competitive pricing information
- Verification of package and pricing details, collateral material development, in response to cross-functional inquiries
- Assist Video Content team with reporting and analysis of pricing, packaging, channel availability and product, including viewership analysis
- Oversee system related tools to assist cross-functional groups with understanding product definitions and availability, supporting Finance payment systems
- Work with internal functional groups to streamline flow of information to reduce redundancy, improve efficiency and ensure greater accuracy of information provided
- Take ownership of special projects as needed
- Create presentations and communicate to all levels within the organization
- Manage NBA TV and Turner Sports linear and digital program schedule creation, logistics, distribution, and duties
- Generate, update, and distribute daily/weekly reports both internally and externally

Qualifications for programming coordinator

- Experience with data entry and learning new database systems, demonstrated experience with working on multiple projects and/or various pipelines of information and clients also required
- Preferred ice skating background
- Passion for TV and a strong interest in the digital landscape
- BUILD UK coordination - primary assistance with needs from the UK on an on-going basis - coordination stateside support for the program there
- Uploading and maintaining podcast, tagging and properly categorizing our library of content, regular curation and updating of our collections and featured playlists
- Knowledge of admissions and recruitment practices in higher education