



Example of Scheduling Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of scheduling manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for scheduling manager

- Learn movie scheduling intricacies on all platforms to create the best value for our investment and consumer experience
- Back up Program Director as needed with additional movie scheduling functions
- Maintain awareness of the competitive multi-platform landscape and launch tactics with Program Manager in order to identify potential acquisitions and off-network schedule conflicts
- Monitor (with other managers) and manage media news for competitor, technology, social media and industry information for larger group which includes Program Scheduling, Acquisitions, Program Planning, and Program Operations
- Manages and executes all daily Cross-Platform media plans and promotion scheduling across the FX Networks, VOD, DAI VOD, SVOD, FXNOW, EST, This includes interaction with FX Networks Editorial, FNG cross-channel partners and FX Networks Operations for avails, deadlines and tagging
- Create and drive the vision for the function, being the Customer voice to the internal operation
- Remove road blocks for team if needed
- Work closely with marketing, transportation(including OP8 team) , manufacturing facilities, and distribution centers to ensure on time delivery
- Create monthly reports and presentation for upper management both thru meetings and calls and

Qualifications for scheduling manager

- Bachelor's Degree in Film or Television
- Business or relevant APICS or Planning & Inventory Management qualification
- Proficient in MS Office & ERP system utilisation
- Demonstrated SAP or other equivalent system knowledge
- Demonstrated success in change management within Planning & Inventory Management
- Track record in leading the delivery of Inventory KPI improvement