



## JOB DESCRIPTION

**JOB TITLE:** Data Entry Production Associate

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**BASIC PURPOSE:** Maintain accurate listings information for assigned stations to include program creation and entry of television schedule listings information and subsequent updates as assigned by the manager and/or upper management. This position includes heavy data entry with attention to detail, excellent grammar and spelling, communication with vendors for schedules and other needs, ability to multi-task, deadline driven assignments, and inter-departmental communication skills. This position is based on deadline and production requirements, monthly production expectations as measured by monthly metrics compilations, continual airing updates, and flexibility to handle tasks at a moment's notice. Production Associates are expected to attain in-depth knowledge both of the broadcast television industry and the internal policies and practices of Red Bee Media.

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### **MAJOR RESPONSIBILITIES:**

- Creation and entry of all airing schedules and updates as assigned.
- Creation and entry of new vendor schedules.
- Creation and entry of all required program database information as assigned.
- Proofreading other team members' schedules.
- Checking e-mail for updates and schedules for all stations assigned and clearing inbox by end of the day.
- Ongoing contact with vendor/programmers via email and telephone.
- Ability to meet and maintain minimum established monthly production requirements, as measured by metric compilations.
- To maintain Tier 1 status, the Production Associate must meet or exceed a monthly production score set forth by the department.
- Adhere to all deadlines as set by Production Manager and/or upper management.
  - Stations on the weekly edit cycle are required to be completed through the next 28 days by end of day Friday.
  - All updates within the next 21 days need to be completed the same day they are received.
- Respond to all reports received from Production Manager and/or upper management correctly and in a timely manner.
- Responding to and acting upon all team reports to include but not limited to:
  - Invalid reports
  - TBA Reports
  - Missing Program Reports
  - New Title Reports



- Audits
  - Client Reports
  - Internal Communications requiring schedule verification or corrections.
- Detailed notes regarding any unique or unusual information must be entered into Editing Software Station Notes.
- Refers to Procedures Manual to ensure compliance with departmental expectations.
- Submits a daily report to Production Manager.
- Performs other duties as required or appropriate.

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#### REQUIRED JOB SKILLS:

- Excellent data entry skills with attention to detail.
- Excellent organizational skills.
- Ability to speak with outside vendors in a professional manner.
- Ability to use all tools provided for research.
- Must be a team player.
- Ability to multi-task.
- Knowledge of Microsoft Word, Excel, Outlook, Internet Explorer, and Search Engines.
- Type 40 words per minute.
- Knowledge of Microsoft Word, Excel, Outlook, Internet Explorer, and Search Engines
- General User Minimum Requirement: 15 mb download / 2 mb upload  
General User Recommended: 25 mb download / 5 mb upload
- Full time position – 40 hours per week Monday-Friday 8-5

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#### OUR BENEFITS:

- Medical, Dental, Vision, Life, Disability Benefits
- PTO Pay
- Holiday Pay
- 401(k)
- Starting pay \$11.00 per hour

You may submit your resume and cover letter to [employment@fyitelevision.com](mailto:employment@fyitelevision.com)