JOB DESCRIPTION

JOB TITLE: Data Entry Production Associate

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.

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.
  o Stations on the weekly edit cycle are required to be completed through the next 28 days by end of day Friday.
  o 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:
  o Invalid reports
  o TBA Reports
  o Missing Program Reports
  o 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.

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

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