




JOB DESCRIPTION

JOB TITLE: Database Enhancement Associate

BASIC PURPOSE: The Database Enhancement Associate will work within structured processes and procedures to ensure that all assigned or workflow-appropriate database records and fields meet or exceed the Company's database standards and requirements as defined by the CAN Initiative, or similar expectations of database accuracy and completion that may be subsequently modified. The Specialist must have a strong technical ability to learn and use software applications. The Specialist must also possess strong analytical and internet research skills, as well as excellent communication, organization and written skills, including the ability to deal effectively with other personnel and departments. The Specialist must also demonstrate an ability to balance multiple tasks and assignments on an ongoing basis, including quickly switching between them as required to adjust to new projects or workflow priority changes.


MAJOR RESPONSIBILITIES:

- Overall responsibility is to ensure the successful completion of all assigned program records and fields contained within the Content Discovery Metadata Management Platform (CD MMP) database.
- Perform data entry tasks to update program records to Company-defined levels of completeness.
- Use new and existing contacts to acquire and/or validate information before entering into the CD MMP.
- Apply a variety of research techniques, such as contacting new and existing contacts, and usage of approved Internet sites and streaming/OTT platforms, sites and applications for onscreen credit verification to gather the information required to be entered into the CD MMP.
- Responsible for providing daily summary reports to the Database Enhancement Team Lead as well as the Content Development Supervisor, including communicating issues, ongoing trends, setbacks and/or successes.
- Provide ongoing feedback to Database Enhancement Team Lead, Content Development Supervisor and/or other supervisory staff and peers on current assignments, including asking questions which may allow for improved efficiencies, output or ongoing corporate knowledge.

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- Work with the Database Enhancement Team Lead, Content Development Supervisor, and other department personnel as required to ensure the program database meets current needs and standards, and immediate attention is brought to cases where these standards have been met and require resolution.
 - Ensure ongoing Contributor, External and Category completion and accuracy for in-production programming on assigned Log stations, with specific focus on episode-level completion for CARM levels 1 and 3.
 - Ensure ongoing Contributor, External and Category completion and accuracy for premiering and in-production programming on assigned Group stations, with specific focus on parent and premiere episode completion.
 - Use custom reports and Excel-based tracking to maintain ongoing awareness of progress being made on program coverage for both Log and Group stations.
 - Perform seasonal analysis on assigned in-production TV Series both prior to and following each airing season to ensure parent-level Contributor start and end dates are up to date, and that parent-level descriptive content is still accurate and does not need to be revised due to any narrative or format changes for such TV Series.
 - Perform title completion by the end of each week for all individually assigned domestic theatrical film releases for that week, including all CAN required fields pertaining to CARM levels 1, 3 and 4.
 - Perform title completion as assigned for all top grossing and/or critically acclaimed or highly rated domestic theatrical film releases from archival years as part of database enrichment and growth, including all CAN required fields pertaining to CARM levels 1, 3 and 4.
 - Perform title creation and/or field completion tasks all required CARM-levels as needed and assigned for OTT or Streaming-exclusive programming.
 - Assist as required for company needs in time-sensitive or OT-required Database Enhancement projects in preparation for conventions, demos and presentations to prospective clients.
 - May require an ability to work in specialized areas of RBM's Software and Products, including newly developed fields or data points as required to meet company/department goals and client needs.
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SPECIALIST REQUIREMENTS:

- Quality Control
 - Perform Quality Control work assignments including Search and Replace tool usage, Entity/Program credit Pull-Aparts and Entity and Program




Name Changes as identified through ongoing assignments, as fielded through company-wide requests, reports and notifications, identified via CAN Review workflows, or delegated by the Database Enhancement Team Lead and/or or other team/dept. personnel. Minimum stats will depend on the volume of such work available to perform, but the Specialist will be expected to perform at least 10 percent of all such activity available on an ongoing basis.

- Reports
 - Maintain and regular report on an ongoing basis an individual assignment tracker to keep awareness of ongoing progress and results for all assigned tasks and projects and ensure timely completion of all deadline-driven workflows.
 - Send an EOD email to the Database Enhancement Team Lead and Content Development Supervisor detailing each work day's activity, providing status updates for ongoing projects, and noting questions or issues which require timely response to ensure assignment completion and accuracy.
 - Provide daily reporting of Quality Control activity on a team-wide tracker to be used for daily reporting to Media Content, Content Analytics, Data Compliance and all Supervisory personnel from relevant production teams.
 - Assist Database Enhancement Team Lead, Content Development Supervisor and/or appropriate Database Enhancement Specialists with tracking, action items and subsequent reporting of CAN Series Locks for priority OTT TV Series, Movies and Specials.

REQUIRED JOB SKILLS:

- Strong research, analysis and problem-solving skills in order to work effectively with all levels of Red Bee Media.
- Excellent data entry skills with attention to detail and accuracy.
- Excellent grammar and spelling skills.
- Daily planning, time management and organizational skills to establish priorities.
- Work independently and as a team member on projects or issues working closely with internal and external parties and groups.
- Self-motivated and willing to work in a fast-paced environment
- Knowledge of Microsoft Word, Excel, Outlook, Internet Explorer, and Search Engines

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- Type 40+ words per minute
 - 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 \$12.00 per hour

You may submit your resume and cover letter to employment@fyitelevision.com

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