



## JOB DESCRIPTION

**JOB TITLE:** Description Writer

**BASIC PURPOSE:** Performs creation and entry of television program information as assigned by the team leader and/or upper management. This position includes heavy data entry with attention to detail, excellent writing skills including 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, new vendor ramp-up, continual airing updates, and flexibility to handle tasks at a moment's notice.

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### MAJOR RESPONSIBILITIES:

- Creation and entry of program descriptions as assigned
- Creation and entry of all required program database information as assigned
- Proofreading other team members' descriptions
- Checking central e-mail system for updates and program attributes for all stations assigned
- Ongoing contact with vendor/programmers
- Responding to and acting upon all scheduled and ad hoc individual or team reports
- Ability to meet and maintain minimum monthly production requirements, as measured by monthly compilation of individual productivity metrics.
- Performs other duties as required or appropriate.

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### DESCRIPTION WRITER REQUIREMENTS:

Description Writers are expected to perform up to or beyond a variety of assignment-specific minimums, maintaining production weekly production stats to which they will be held on an ongoing basis, as follows:

- Maintain Edit Log station assignments of primary and secondary priority levels, including at least 3 Best Bet stations.
- Maintain an average written output of 3 Programs (15 Fields) completed per hour.



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## REQUIRED JOB SKILLS:

- Excellent data entry skills with attention to detail
- Excellent grammar and spelling skills
- Excellent communication skills including ability to speak with outside vendors in a professional manner
- Ability to use all tools provided for research
- Ability to multi-task
- Familiarity with the Microsoft Office Suite: Word, Outlook and Excel
- Highly organized and motivated to excel
- Works well in a team environment
- Solid analytical, technical, and problem solving skills
- Self-motivated and willing to work in a fast-paced environment
- Knowledge of Microsoft Word, Excel, Outlook, Internet Explorer, and Search Engines
- 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](mailto:employment@fyitelevision.com)