



Job Description

Job Title: Assistant, Content Services
Reports to: Coordinator, Content Services
FLSA Status: Exempt
Location: Atlanta

Summary

Provide administrative and project coordination support to the Content Services department primarily assisting with the fulfillment of content delivery and multiplatform operations (FVOD, SVOD, OTT, TVE and Program Sales for EST, International & Domestic) for UP, UP Faith & Family, Aspire and other non-linear services.

Essential Duties & Responsibilities:

- Assist in the organization and delivery of content and assets to multiple platforms; ensure quality.
- Organize/track assets including video, captions, key art, metadata; organize workflow.
- Maintain the assets for all services in the MediaPulse library and physical library.
- Provide weekly quality control for all platforms, confirming new assets, auto-renewals, expiring titles, takedowns and captioning.
- Work with Customer Service and Content Services to track and address platform issues.
- Conduct operations of direct to consumer app marketing, i.e. adding “Exclusive” images, additional art sizes, swapping out “new” thumbnails. Implementing key marketing initiatives.
- Assist with the fulfillment of Program Sales (EST, Domestic and International) assets ensuring content and delivery requirements are met. This includes broadcast and digital media deliverables: programming assets, audio stems, metadata, avails, cover art and support materials (music cue sheets, as-produced, transcripts, graphic timing lists, etc.).
- Create and maintain process guidelines for all platforms.
- Help organize and code department invoices and expenses.
- Create and manage meeting notes with media supply chain vendors to improve processes.

Education & Experiences:

- Bachelor’s degree in applicable field.
- Strong verbal, written, and interpersonal communication skills required.
- Must have working knowledge of production operations and procedures.
- Must have ability to organize and handle a variety of detailed tasks simultaneously and to work effectively under deadlines.

Computer Skills

Knowledgeable in Microsoft Office, Word, PowerPoint, and Excel.



Certifications

This job currently has no certification requirements.

Supervisory Responsibilities

This job currently has no supervisory responsibilities.

Application Process

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/29128-assistant-content-services>

For information on our company, visit www.uptv.com and www.apsire.tv