



**Job Title:** Creative Services Production & Operations Assistant

**Reports to:** Senior Manager Planning and Project Management

**Location:** Atlanta, GA

### **Who we are**

UP Entertainment, home to UPtv, UP Faith & Family and AspireTV, is the destination for positive and authentic storytelling that is relevant to each network's audience. UPtv, the trusted network for uplifting entertainment, offers exclusive premiere movies, uplifting theatricals and beloved series. UP Faith & Family, America's favorite streaming service for families, gives instant access to the best in family and faith-friendly entertainment anytime, anywhere, and AspireTV is the leading network for Black and urban lifestyle programming.

### **Who you are**

You are a hands-on, "roll-up-the-sleeves" kind of creative person who thrives in a fast-paced, team environment and who can conceptualize ideas and execute them as well. You have the ability to generate ideas, a strong attention to detail and great follow through. You work quickly and efficiently in a team environment. You're anxious to learn how to create compelling and innovative messaging within brand guidelines, and have the range to help establish standards for new brands. You have the ability to produce a variety of solutions to a given problem, both independently and as a team player. You have the ability to manage multiple projects simultaneously under tight deadline. You seek opportunities to present creative work to internal teams. You are organized, detail oriented and have a dependable personality and are a hardworking individual with excellent verbal and written communications skills.

### **What you will do**

The Creative Services Production & Operations Assistant is an entry level growth position with Creative Services team in an administrative and production support capacity. This is a unique "hybrid" position that involves attending creative and marketing strategy meetings, contributing ideas in strategy and brainstorming sessions, learning the "brand voice" for all UP Entertainment divisions and in general, becoming a valuable contributing member of the Creative Services team in a myriad of areas. You will be responsible for a wide range of duties, including:

- Assist in the quality check and delivery of promo and graphic elements to network master control.
- Maintain and monitor the Production Service Request system.
- Maintain the media management/back up process for all promotional elements and projects.
- Shoot footage archival support/media management.
- Create, organize, maintain archive/library in the Media Pulse library system for our content.
- Help organize and code department invoices and expense reports.
- Engage in producer & production support, i.e. pulling clips for producers and internal partners, finding photos/art for designers, monitoring production service requests, providing production assistance on departmental shoots as needed, etc.
- Occasional graphic design back-fill for smaller projects.



- UP Faith and Family project support – attend meetings, ensure delivery, create archive of all produced projects for the service.
- Work with the CS graphics team to create key art and graphic elements for UPtv, UP Faith and Family and AspireTV.
- Additional duties as assigned.

### **What skills and experience you will bring to the table**

#### Education/Experience

- *Required.* Bachelor's degree or equivalent years of experience. Must have some degree of creative and/or design experience with samples of work showing skill set working on a variety of projects.
- *Preferred.* Bachelor's degree in Art, Broadcast, Communications, Film, Graphic Design, or Journalism. Graphics background is a plus.

#### Technology Skills

- To perform this job successfully, an individual should be proficient in Microsoft Office applications, especially Power Point and Excel.
- Familiarity with Adobe Creative Suite (Aftereffects, photoshop, illustrator and premier)

#### Other Essential Skills

- Strong verbal and written communication skills, including presentations.
- Exceptional organizational skills and the ability to work independently and collaboratively as a team.
- Self-motivated and results-oriented.
- Must be able to work well under pressure, escalate when needed and quickly adapt to change in a fast-paced work environment.
- Strong attention to detail and the ability to multitask is a necessity.

### **Application Process**

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/35590-creative-services-production-operations-assistant>

For information on our company, visit [www.uptv.com](http://www.uptv.com)