



Job Title: Sales Planner
Reports to: VP, Pricing & Planning
Location: New York, Chicago
FLSA Status: Exempt

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, UP Faith & Family is the leading streaming service for families who desire faith-friendly and inspiring entertainment for the whole family. It 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.

What you will do

Develops media proposals and works directly with Account Executives and Pricing & Planning.

Essential Duties and Responsibilities

Work with advertising agency contacts and other advertising sales personnel to ensure that administration aspects of accounts are in order.

Build, revise and maintain all sales proposals for AEs. Compile proposal requests and reweights as needed.

Assist in the compilation and enhancement of upfront and scatter pricing and planning tools: reweight charts, pricing guide, etc.

Receive registered budgets from agency buyers.

Help prepare presentations for agencies/clients and foster effective relationships with all external contacts.

Compile and review order letters.

Actively track under-delivery and liability, offer out ADU packages and ensure advertiser delivery.

Work with pricing & planning on preparation of stewardship report and analysis.

What skills and experience you will bring to the table

Preferably a bachelor's degree from a four-year college or university; at least 1+ years related cable experience; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite including Word, PowerPoint, Excel, and other relevant internet software. Dealmaker a plus.



Other

The company requires employees who come into our offices be fully vaccinated against COVID-19. We will comply with applicable law regarding exemptions and/or accommodations to the vaccine requirement, such as religious or medical exemptions.

To apply for this position please follow the link:

<https://app.trinethire.com/confidential/jobs/51641-sales-planner>

For information on our company, visit www.uptv.com