



Job Description

Job Title: Production / Operations Coordinator

Reports to: VP, Production and Content Services

Location: Atlanta

FLSA Status: Exempt

SUMMARY:

Assist with managing content being created and delivered for all UP Entertainment platforms: UPTV, Aspire, UP Faith & Family, Aspire TV Life, and brand web/social media platforms.

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.

DUTIES AND RESPONSIBILITIES:

- Coordinate with outside production partners-acquire shooting and post-production schedules, budgets, cast information, scripts, show treatments, and episode descriptions; assist with legal deliverables, releases, invoices, W-9 forms; assist with communicating production information to Programming, Marketing, Public Relations, and Ad Sales such as show treatments, movie scripts, episode descriptions and cast information; serve as network liaison working to manage network strategies, vision and branding within original programming and production; interface and collaborate with all business units to maintain network efficiencies by funneling information through one point of contact, create and implement strategies to maximize financial efficiencies.
- Maintain active and informative production grid to share with internal partners.
- Coordinate with graphics team for graphics packages needed for outside production partners.
- Assist in production of studio projects and digital shoots-could include camera operation, lighting small set ups for interviews, talent management, set prep, etc.
- Manage production equipment; keep equipment organized, inventoried and up to date.
- Assist with product integrations within original programming-pull clips that feature product integration from content and deliver to Ad Sales for client approval.



- Quality Control on all content for all platforms prior to delivery.
- Understand technical specifications needed for delivery to all outside platforms. Serve as a resource for digital file uploads,
- Create and manage metadata, avails and folder requests for various platforms as needed.
- Assist with the on-boarding process of new partners for SVOD and AVOD; deliver metadata, video files and key art as needed.
- Assist in organizing media library.
- Assist operations team with file delivery as needed.

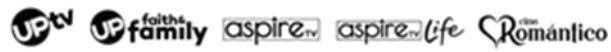
EDUCATION/EXPERIENCE

Bachelor's degree in applicable field; 3 years proven work experience in production and operations role for national broadcast/cable network; Experience with Adobe Creative Cloud preferred.

OTHER:

- This is a hybrid job role, with a combination of telecommuting workdays and in-office workdays.
- The Company has a policy that requires employees who enter our offices to be fully vaccinated against COVID-19. Our policy is subject to and complies with applicable law.

We are an Equal Opportunity Employer. We are committed to equal-employment principles and comply with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the application process and employment relationship are to be non-discriminatory—without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation or any other protected category or class that may be applicable to you in the jurisdiction where you are employed. Moreover, in accordance with federal and applicable state and local law, we provide reasonable accommodations for applicants' and employees' sincerely held religious beliefs, practices, or observances conflict with work requirements and for applicants and employees with known disabilities provided that such individuals are qualified to perform the essential functions of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the company or introduce a direct threat to the health and safety of the worksite employee with a disability or others. Any applicant or employee who requires a reasonable accommodation during the application process or to perform the essential functions of the job should contact a company manager, a company officer or TriNet to request such an accommodation.



TO APPLY:

Submit your application and resume online. <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/74536-production-operations-coordinator>



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