

Traffic Coordinator & Media Specialist

Summary

Support the Believer's Walk of Faith Broadcast by providing and expediting programs to the station for our daily national and international broadcasts. Provide weekly updates and logs of program information to all pertinent parties. Coordinate and correspond directly with producers and the marketing department. Handle all inquiries and changes due to new information.

Essential Duties and Responsibilities

- Prepare broadcast instructions in cooperation with department protocols and traffic them to TV stations per media schedules.
- Create checks and load daily broadcast logs; Generate record schedule daily.
- Maintain tape library to ensure proper storage and operation.
- Create and issue weekly program schedule as determined by management; Verify correctness of programs and issues program schedule changes and/or additions, as needed.
- Coordinate computer operations with program scheduling.
- Determine any problems with the system and confer with the Technical Director and Computer Support to resolve.
- Traffic all jobs within the department including monitoring status of jobs daily, preparing weekly job status reports for management, creative and production team.
- Conducts weekly traffic update meetings.
- Other duties as assigned.

Key Attributes

- Some College is a plus.
- Good communicator.
- Detail oriented.
- Creative.
- Works well independently and with a team and works well under pressure on time sensitive projects.
- Must have knowledge of video compression formats and software.
- Must know different TV broadcast standards and frame rates.
- Ability to troubleshoot different TV aspect ratios and format.
- Must have a working knowledge of both PC and Mac systems.
- Must have a working knowledge of different types of closed captioning formats.
- Must have working knowledge of FTP clients (i.e., Aspera, File catalyst) Ability to work with multiple file formats and aspect ratios.
- Ability to troubleshoot and create new work flows that are particular to broadcast standards.
- Possess excellent analytical, decision making, time, project and schedule management skills.
- Must have the ability to see projects through to accurate and timely completion.
- Operate with a sense of urgency with a high attention to detail and quality.
- Excellent communication, organization and file management skills.