



Public Media Network Content Distribution Coordinator

Public Media Network is looking for a motivated professional with a passion for community-driven media to join our team as the Distribution Coordinator. The Distribution Coordinator is responsible for the implementation of programming schedules for five Public Media Network cable channels, over-the-top platforms, radio station, podcast platform, and web-based delivery. The position coordinates the workflow of all content submissions and ensures that programming adheres to our programming policies.

The Content Distribution Coordinator actively implements strategies to maximize community engagement with local content. The position coordinates the publication of a weekly email blast and quarterly program guide.

The Content Distribution Coordinator must be able to maintain a high level of professionalism and customer service when engaging with the public, and be comfortable working both independently and on teams.

Key Responsibilities:

- Plan and implement programming schedules for Public Media Network's cable channels
- Support online and OTT distribution of user-generated and PMN-produced content
- Communicate with community producers and partners regarding program-scheduling details
- Distribute up-to-date and timely programming information to appropriate outlets
- Support live programming feeds

Requirements:

- Excellent organizational and time management skills
- Strong ability to work with databases
- Excellent written and verbal communication skills
- A demonstrated ability and comfort level in interacting with a diverse client base
- Ability to utilize computer-based systems, including Mac OS and Windows, Microsoft Office applications, and content management and programming server

This is a part-time non-exempt position at 20-25 hours per week with a schedule that includes 4-9 pm shifts. The pay rate for the position is \$12 - \$14 per hour.

How to apply:

- Email your resume and cover letter to ltetzloff@publicmedianet.org by June 7, 2019 with "Content Distribution Coordinator" in the subject line
- Please no phone calls or drop ins