

Content Coordinator

Remuneration:	tctc
Benefits:	Medical aid and Provident Fund
Location:	Johannesburg, Sandown Sandton
Education level:	Diploma
Job level:	Mid
Job policy:	Employment Equity position
Type:	Permanent
Reference:	#Content Coordinator
Company:	Primedia Recruiter

Purpose of the role

To assist in administrative process and creative input for reality content and scripted content for local productions commissioned by Primedia Studios

Coordinate all activities to ensure that producers are on-boarded (Engage with Finance, Primedia Studios various department areas, Legal etc.

Job description

Commissioning coordination

- Coordinate the admin on entire local content commissioning processes – sifting, pitching, feedback and selection.
- Coordinate feedback to producers and stakeholders on all unsolicited, commissioned, or licensed content within agreed days of evaluation.
- Ensure that all feedback to producers/scriptwriters/suppliers is accurate and on the correct letter template.
- Assist to finalise all required legal agreements accurately for all content agreements i.e. contracts, barter deals, sponsorship deals and amendments in support of Sales and Legal
- Co-ordinate the administration and submissions for the entire commissioning process of broadcaster and streaming platforms.
- Coordinate diaries for meetings for pitches, status meetings with stakeholders.

Assist with editorial support of local content

- Assist in the editorial process of local content.
- Assist in developing all briefs for open pitches.
- Assist in reading, short-listing, pitching and reviews of produced content.
- Assist in providing editorial feedback on offline content to production houses.
- Ensure that correct information is entered into the commissioning portal.
- Attend auditions of talent, recordings of shows and viewings of content
- Work closely with the Studios team in defining the local content submissions SOP and ensure that it is followed accurately.
- Maintain a database of producers, directors, script writers etc.
- Track PM Studios submissions and update of submissions grid.
- Provide support identifying content that aligns with Studios content strategy.

- Send formal response letters to production companies. Co-ordinate feedback to producers and stakeholders on all unsolicited, commissioned, or licensed content within agreed days of evaluation (as per SOP).
- Schedule Monthly submissions review sessions. Shortlisted submissions, Studio president proposes to Group CEO.
- Co-ordinate the admin on entire local content commissioning processes – sifting, pitching, feedback and selection.
- Ensure that all feedback to producers/scriptwriters/suppliers is accurate and on the
- correct letter template.

Assist with management of production and support commissioning editor and operations manager in:

- Content is correctly delivered and processed within 10 days of TX
- Content has editorial ethos, BCCSA compliant and EPG is correct
- Feedback is provided to producers a minimum of 10 days before TX
- Commissioning portal report is accurate Ensure content material is delivered on time and feedback is provided to producers timeously
- Commission portal report is accurate and up-to-date
- Ensure accuracy of information on contracts and invoices, where necessary follow up with Production houses
- Request Promos and create promo UID's
- Assist with vendor loading
- Share, distribute UID's info to Producers, CE, Transfers and Scheduling
- Perform administration duties - follow up on signed contracts
- Ensure all documents are saved on sharedrive (Scripts, FCC Sheets, music que sheets etc)
- Ensure Producers are on boarded
- Assist in managing all stakeholder relationships (internal and external) by monitoring workflows related to local content.
- Attend all local content status meetings and take minutes which is then distributed to all stakeholders (internal and external) on the same day.

Manage post-production process and Production House involvement

- Create UID's and request from synergy
- Record UID's in detail on synergy and shared drive
- Create and maintain running order; Link program and file numbers
- Ensure timeous re-editing, prepping and ingesting of programmes in line with TX schedules
- Resolve QC fail issues
- Ensure repurposing of existing content happens within delivery time frame
- Ensure content material is delivered on time for all multiplatform
- Have regular check-ins with producers to monitor the progress on production
- Ensure that all production related documentation is current and stored onto the central document repository on a weekly basis (e.g., proposals, production budgets, delivery schedule, agreement, show promo video's etc.)
- Develop and maintain a production checklist per show to ensure that all production related documentation is captured.
- Ensure that status meetings are scheduled with the producers and reports are updated on a weekly basis.
- Serve as point of communication between production and internal team

Management Reporting and Project Management

- Monitoring and maintaining project progress per show and creating status reports.
- Update status per area - Marketing
- Collaborate with the team in defining key project milestones.
- Engage with all project stakeholders to obtain and capture the latest updates on their assigned tasks.
- Ensure that deadline dates and task updates are current.
- Ensure that project timelines reflect the as-is status of the project
- Assisting in documenting the workflow and process of a show/production value chain from beginning to end as per the PM Studios model.

- Ensure completeness of documentation throughout the lifecycle of a program/show.
- Create and maintain a checklist for each stage of the show and the documentation required.
- Ensure document version control and proper naming convention of documents.

Sales/show pitch decks and sponsorships

- Participate in ideation meetings and collaborate on ideas and improvements where necessary to support the sales department.
- Gather requirements for each show or sales deck and brief it into the team/3rd party responsible for producing the deck(s).
- Confirm timelines, scope and ETA for the end product with the 3rd party.
- Ensure that scope aligned with budget prior to commencing with the development of the pitch deck.
- Review the content in the deck to verify that it is in-line with the brief.
- Check-in with the 3rd party regularly to ensure deadlines are met.
- Once pitch deck is developed by 3rd party, maintain any updates and changes going forward.
- Assist the sales department with defining a Barter and Sponsorship tracker.
- Participate in ideation meetings, collaborate on brand integration and barter ideas; and help identify prospective clients where necessary to support the sales department.
- Engage the sales department to obtain updates for the overall status report.
- Coordinate client collateral for on-air elements brand integration.
- Schedule client project meetings.
- Assist with preparing client project status presentation and all the inputs required.
- Ensure meeting notes are captured during the meeting and distributed within 3 working days of the meeting

Legal

- Ensure that the latest and most recent Format License Agreement updates are captured/updated.
- Engage all stakeholders and team members on the updates for their assigned tasks
- Liaise with Finance to ensure that FLA payment dates are captured
- Coordinate inputs required to finalize all required legal agreements accurately for all content agreements i.e. contracts, barter deals, sponsorship deals and amendments in support of Sales and Legal.

Educational requirements

- Diploma in film and television/marketing/scriptwriting/media studies

Skills and experience

- A minimum of 3-5 years' production experience as a production assistant/coordinator
- Understanding of entertainment and broadcasting Industry knowledge and experience
- Production value chain
- Broadcasting value chain
- Contracts management n of economics and politics
- A network of contacts within the media and financial services industry to cover breaking news

Attributes

- Accountability
- Teamwork
- Interpersonal support
- Attention to detail
- Planning and organising
- Prioritisation
- Analytical thinking
- Willingness to learn

- Taking Initiate

Posted on 12 Mar 14:28, Closing date 11 May

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