

<b>Job title</b>	<b>Media Coordinator (iPlayer)</b>		
<b>Job family</b>	<b>Technical Production</b>	<b>Band</b>	<b>B</b>

**Job purpose**

Working with the iPlayer Publishing Team and the Media Hub, this role will be responsible for the delivery and publication of ‘non-linear’ and archive iPlayer content. It will involve working with Content Teams, CDO, and iPlayer, ensuring all assets are compliant and delivered in time for content to be scheduled.

- Key responsibilities and accountabilities**
- Liaise with contacts (internal and external) to see through all stages of final delivery through to publication and ensuring agreed assets are provided and signed off by the appropriate Executive.
  - Facilitate deliverables meetings and advise on delivery requirements.
  - To enter programme metadata into WON, iBroadcast and iSite (TV/On Demand Scheduling Systems)
  - To help maintain ‘off schedule’ plans and execute the strategy for Premieres, Exclusives and Previews, provide support to those production teams delivering content for iPlayer and ensure content publishes smoothly to platform.
  - Manipulation of availability windows for any brands publishing as a boxset.
  - Contribute curation ideas and maintain an up-to-date knowledge of children’s trends. To help track competitor on demand output and performance and apply findings.
  - To cover for other Publishing and Media Co-Ordinators
  - Coordinate the delivery and compliance process for productions, dealing with asset and deadline queries, providing accurate and timely responses, and raising urgent issues as soon as possible
  - Ensure that all delivery paperwork is in the correct format and be responsible for accurately inputting into the relevant systems including but not limited to compliance, billings, Portable Applications Standards Committee (PasC), Silvermouse, residuals. Inform the relevant parties when all paperwork has been received in order for production companies to receive payment.
  - Organise viewing copies/file collections and distribute where appropriate.

- Knowledge, skills, training and experience**
- Essential**
- Excellent IT skills and experience of Word, Excel, PowerPoint and database management systems.
  - Experience in an administrative role, coordinating projects, prioritising work, meeting changing deadlines and knowledge of the post production process.
  - Experience of accurately and effectively dealing with large volumes of information and a high attention to detail.
  - Good communication skills, written and verbal, when dealing with contacts both within and outside the BBC.
- Desirable**
- A basic understanding of the commissioning, production, finance and schedule process including an appreciation of the role and requirements of colleagues in CDO, Discovery and iPlayer.

- Experience of broadcast management systems such as What's On or iBroadcast.
- An understanding of programme rights profiles, rights management, production finance and knowledge of the paperwork system Silvermouse.

<b>Job impact</b>
<b>Decision making</b>
<b>Scope</b>

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content / Content Support / Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*