

CONTENT OPERATIONS COORDINATOR



XUMO is looking for a content operations coordinator to join the content operations team. XUMO is a leading, global, free, ad-supported streaming service. This position will be responsible for supporting the content operations team in ensuring all deadlines are met, channels launched and quality reports completed. This position is critical to the success of the content operations team and will support all facets of the department from on-boarding to on-demand and linear programming to programming stunt executions.

Millions of viewers tune in to the 190+ channels available on XUMO every day. Your role within the content operations team is integral to growing the amount of time those viewers spend on our channels. You must have a background demonstrating strong organizational and prioritization skills. Experience in asset, content or database management as a plus.

Qualifications

- Bachelor's Degree preferred or equivalent work experience
- Minimum 1-2 years' experience in program scheduling. Streaming preferred.
- Proven experience in Scheduling, Operations, and Research
- Demonstrated strong time-management, prioritization and organizational skills
- Demonstrated strong strategic and analytical planning and problem-solving skills
- Strong interpersonal skills, with the ability to cultivate relationships and negotiate with internal clients
- Ability to meet deadlines and partner timeline expectations
- Experience with manual delivery systems such as Aspera, AWS S3 or FTP is a plus
- Proven strong written and oral communication skills

Roles & Responsibilities

- Effectively and clearly communicate open projects and tickets internally within the content operations team.
- Help prioritize work understanding inbound requests and upcoming deadlines across the business.
- Work alongside and support the entire content operations team to plan, manage and document the primary roles and responsibilities of each member.
- Execute ad-hoc content operation requests from internal and external partners.
- Work closely with marketing on all stunts and programming to understand each initiative and ensure tickets are assigned and progressed appropriately.
- Support the onboarding team to ensure all steps are accurately documented and communicated to each partner.
- Follow directions to a tee to maintain the team's' standard operating procedures.