<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Media Production Coordinator</th>
<th><strong>Department:</strong></th>
<th>Publishing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>Corporate Offices, Tulsa, OK.</td>
<td><strong>Reports to:</strong></td>
<td>Group Publisher</td>
</tr>
<tr>
<td><strong>Salary Range:</strong></td>
<td></td>
<td><strong>Position Duration:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>☒ Exempt ☐ Non-exempt</td>
<td><strong>Expected Work Hours:</strong></td>
<td>8am-5pm, Monday-Friday</td>
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<tr>
<td><strong>Wage Status:</strong></td>
<td>☒ Salaried ☐ Hourly</td>
<td><strong>Type of position:</strong></td>
<td>☒ Full-time ☐ Part-time</td>
</tr>
<tr>
<td><strong>Tax Status:</strong></td>
<td>☒ W2 ☐ 1099</td>
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</table>

**GENERAL POSITION OBJECTIVE**

Assist with print and digital media production, including but not limited to magazines, websites, e-newsletters, etc.

The position provides an administrative support role to our sales representatives. This includes responding to customer/prospect requests, scheduling and record keeping.

The position will build and maintain positive working relationships with internal and external customers.

The position requires an in-depth understanding of a variety of core business concepts, practices and procedures, as well as meticulous attention to detail of critical business functions.

**POSITION DUTIES**

**SALES SUPPORT / CUSTOMER RELATIONS**

- Maintain great relationships with customers.
- Record advertising schedules and exhibit space purchases.
- Prepare personalized media calendars and creative material specifications for customers.
- Solicit ad material from customers verifying that it meets specifications.
- Conduct proofing to ensure proper content prior to going to distribution.
- Maintain ad performance metrics for sales staff and clients.
- Solicit and maintain online buyers guide listings.
- Update sales team with open e-newsletter positions.

**CIRCULATION MANAGEMENT**

- Maintain magazine and e-newsletter subscription additions and deletions.
- Prepare bi-annually publisher’s statement.
- Complete annual statement of ownership form for USPS.
- Process vendor invoices for payment.

**EXHIBITOR MANAGEMENT**

- Solicit logos and sponsorship deliverables from exhibitors.
- Communicate important deadlines
- Field questions and support exhibitors
MEDIA PRODUCTION

Magazine, print

- Collect ad material from clients
- Coordinate circulation with KMPS.
- Verify ad percentage compliance with postal regulations and communicate results to printer.
- Itemize print copies on distribution request form and provide to Publishers Press.
- Determine postage. Code and process check request.
- Reconcile and code printing invoice.

Magazine, digital edition

- Solicit from hyperlinks from ad clients.
- Provide creative services department with hyperlinks for ad pages.
- Distribute verified final copy to digital subscribers.

E-newsletters

- Place ads and white papers into e-newsletter software.
- Output html and text files and transfer into the circulation service software to create e-newsletters.
- Conduct test blast to confirm accuracy with content, links and verify spam filter results.
- Coordinate which white papers and house ads to run in each issue. Record on production spreadsheet.

Website Banners

- Upload banners and create the campaigns in AdvertPro.
- Create client campaigns (number of impressions, contextual categories or run-of-site).
- Monitor impressions making adjustments as needed to fulfill required impressions.
-Compose campaign performance reports for clients

Sponsored White Papers

- Collect white papers and abstracts from clients.
- Upload PDF to library.
- Orchestrate monthly alert e-mail broadcast.

KNOWLEDGE, SKILLS, ABILITIES, AND EQUIPMENT USED

KNOWLEDGE

- Digital Media Formats (html, pdf, various image formats)
- Software Applications (Excel, Word, Adobe Acrobat, Outlook).
- Printing Processes
- Publication and Circulation Accounting and Compliance
- Customer and Personal Service
- Accounting and Purchasing
SKILLS
• Planning
• Proofing
• Customer Relations
• Active Listening
• Social Perceptiveness
• Time Management
• Critical Thinking
• Judgment and Decision Making
• Reading Comprehension.
• Writing
• Coordination
• Conflict Management

ABILITIES
• Oral Expression & Comprehension
• Speech Clarity
• Deductive Reasoning
• Problem Sensitivity
• Written Comprehension & Written Expression
• Fluency of Ideas
• Originality
• Negotiations
• Conflict Management
• Ability to lift 20-25 pounds in a general office setting

PERFORMANCE BEHAVIOR COMPETENCIES
The following list describes the performance behaviors necessary to meet the minimum requirements.

• Integrity
• Dependability
• Cooperation
• Results driven
• Adaptability
• Innovation
• Creative conceptualization
• Developer-multiplier
• Attention to detail
• Initiative
• Self-control
• Analytical thinking
• Flexibility
• Professionalism
• Strategic agility
• Collaboration

MINIMUM EDUCATION, CERTIFICATION, & LICENSURE QUALIFICATIONS
• Requires minimum of Associates degree from an accredited college or university.
• Experience in media production and circulation management preferred.

Note: Nothing in this job description restricts management’s sole right to assign or reassign duties and responsibilities to this job at any time.