

Job Title: Media Production Coordinator	Department: Publishing
Location: Corporate Offices, Tulsa, OK.	Reports to: Group Publisher
Salary Range:	Position Duration: Permanent
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Expected Work Hours: 8am-5pm, Monday-Friday
Wage Status: <input checked="" type="checkbox"/> Salaried <input type="checkbox"/> Hourly	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
Tax Status: <input checked="" type="checkbox"/> W2 <input type="checkbox"/> 1099	

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.

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