



## **New Role: Channel Scheduler**

### **Job description**

Department: Music

Reporting to: Head of Music

Subtv is an exciting broadcast music channel and playlist curation brand for students' unions. We are seeking a highly motivated and detail orientated individual to schedule our 24/7 music TV channel.

Working closely with the Head of Music, playlist and content teams, you will be responsible for implementing the overarching music scheduling strategy, as well as updating and maintaining the Subtv Broadcast System. In addition to working in a dynamic, fast-paced entertainment, media and technology industry, you will have a direct impact on 1.2M students' music listening habits through TV, digital and mobile touch points nationwide.

### **Specific responsibilities include:**

- Implementing the weekly schedule for the channel.
- Maintaining the Subtv music databases.
- Assisting in the system entry of all grids to required timelines.
- Acting as the primary day-to-day contact for channel administration.
- Ensuring full awareness of all programming across the channel.
- Building up an extensive knowledge of our music library.
- Clearing videos to adhere to OFCOM regulations & ingesting into the Subtv system.
- Creating all documentation for weekly music acquisition meetings.
- Producing weekly reports for distribution to music industry and students' unions.
- Assisting music video acquisitions from submission to final delivery.
- Researching current trends for future programming and forward planning.
- Providing general assistance and support to the Head of Music.

### **Personal profile:**

- Self-motivated and proactive.
- Excellent organisation.
- Ability to multi task and prioritise under pressure.
- Attention to detail.
- Eager to develop skills and knowledge of broadcast systems.
- A music fan.

### **Skills:**

- Analytical, naturally inquisitive and a problem solver.
- Superb communication skills, both verbal and written.
- Experience with MS Excel and databases.
- Intermediate MS Word & MS Powerpoint.
- Adobe Photoshop, desirable but not necessary.
- Knowledge of music scheduling systems, desirable but not necessary.

To apply, please email a brief cover letter and CV with reference "Channel Scheduler" in the subject line to: [music@sub.tv](mailto:music@sub.tv) by 13<sup>th</sup> October. **Please include your notice period and salary expectations in your application.** We look forward to hearing from you.