

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PUBLIC TELEVISION 19, INC.
JOB DESCRIPTION

JOB TITLE: Content Coordinator
REPORTS TO: Content & Programming Manager
FLSA CLASSIFICATION: Hourly/Nonexempt

JOB SUMMARY:

Reporting to the Programming & Content Manager, this administrative position provides logistical support for local productions and ensures broadcast schedules are completed on time and support engaged audiences. The ideal candidate will excel in project management, recurring data entry, managing timelines and schedules, streamlined communications, and coordinating tasks across a spectrum of station projects. Successful candidates will possess a passion for smooth project execution and logistics and serving in a support role for a dynamic and creative team.

JOB FUNCTIONS:

- Work with Programming & Content Manager to build and disseminate KCPBS' monthly broadcast schedules with a focus on continuity, accurate data entry, and compliance in broadcast operations.
- Respond to program-related customer questions in a timely and informative manner.
- Coordinate timelines for local productions tracking deliverables and due dates, ensuring stakeholders are informed and ensuring deadlines are met.
- Coordinate and schedule equipment and vehicle needs for internal production.
- Schedule photographers as needed.
- Upload approved video files to digital distribution platforms following best practices laid out by the Kansas City PBS production team.
- Work with the content team to ensure assets are delivered to appropriate project management applications.
- Maintain production vehicle, scheduling regular maintenance and repair, and maintaining registration.
- Work with the Traffic team to ensure timely communication for log entry and communicate broadcast schedule changes, program information alerts from PBS, and ratings to key stakeholders in a timely manner.
- Coordinate the collection of local programming and service metrics to share with marketing team and other internal stakeholders.

- Track production-related grant and corporate underwriting deliverables ensuring contracts are fulfilled.
- Maintain and track tools, subscriptions, and platforms across the production department.
- Maintain the equipment inventory system by identifying missing or damaged items and ensuring proper check-in/check-out protocols are followed by staff.
- Work across departments to maintain open lines of communication about projects and deadlines.
- Ensure key stakeholders have all the information and resources required for maximum efficiency, including the maintenance of calendars, daily scheduling and project management software.
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Exceptional organization, process mindset and demonstrated strong attention to detail.
- Demonstrated enthusiasm for detailed, process-driven work and accurate data entry.
- Ability to work flexibly on multiple projects simultaneously, and across teams.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office Suite.
- Working knowledge of Trello or related project management tools a plus.
- Demonstrate proficiency in utilizing spreadsheets, databases and other organizational software.

EDUCATION and EXPERIENCE REQUIRED (an equivalent amount of training, education and experience will be considered):

- Undergraduate degree in media studies, digital media, Library and Information Sciences, Or a related field preferred.
- Equivalent professional experience will be considered.
- Minimum 1 year in related field required.
- Project management experience is preferred.