



Are you looking for a new challenge in the international media environment? You are also enthusiastic about films, television and TV series? Then we could perhaps soon welcome you as a member of our Sony Pictures team!

Sony Pictures Entertainment Deutschland GmbH (SPE) is part of the SONY Group and is also one of the most important companies in the entertainment industry in Germany. Our Distribution & Networks division is active worldwide in TV licence trading and also specialises in the distribution of films and series on Blu-ray, DVD and VoD. In German-speaking countries, Distribution & Networks operates the action & entertainment channel SONY AXN, SONY CHANNEL, which focuses on outstanding European series, and the anime channel ANIMAX.

For our location in **Munich or London**, we are looking for a full-time employee for a limited period of at least 9 months as soon as possible:

Programme Coordinator (f/m/d) German-speaking TV-Stations / Networks GSA

Key responsibilities

Programming:

- Working closely with the Programming Manager in producing linear and on-demand schedules (in the scheduling software Vision and Bebanjo) and marketing information each month for each service.
- Gathering, compiling, writing, and maintaining German-language metadata, producing and distributing listings information to relevant platforms
- Liaising with the Creative, Content, Traffic, and Marketing teams in London/Munich/Miami/Panama to ensure support for key programming and initiatives across the schedule
- Liaising with internal parties across different sites as a support contact for programming and acquisition information
- Creation of reports and Purchase Orders for external vendors, keep vendor information up to date in internal database, coding and approving of invoices

On Air:

- Creating a monthly list for Sony AXN & Sony Channel, based on the briefs from Marketing team
- Keeping track of ongoing promotions, VOD promotions and Fillers on-air
- Media Planning Function: to independently schedule and decide on priorities for ongoing VOD promotions
- QC support for the new On-Air Producer

Your profile

- University degree educated or equivalent
- Experience in working in TV programming/scheduling/distribution (research within a TV channels environment or adjacent industries) or a certain programming/editorial experience gained by way of an internship
- Good understanding of the TV and entertainment business in GSA/ EMEA
- Self-directed, adaptable approach, ability to multi-task under pressure and work towards clearly defined goals
- Strong interpersonal communication skills in an international environment
- Highly developed and demonstrable IT skills and knowledge
- Strong eye to detail in literacy and numeracy
- Native German language skills and fluency in English essential

Do you see a challenge in these demanding tasks? If so, please send your application documents, stating your salary expectations and earliest possible starting date, preferably by e-mail to bewerbung@spe.sony.com. Discretion and the observance of blocking notes are a matter of course.