

Job Vacancy

Position Title: Media Administrator
Department: Chello On Demand
Location: Amsterdam
Salary: Competitive & Excellent benefits
Contract: Definite

Chello On Demand provides NVoD and VoD services principally to UPC Broadband, leveraging its advanced infrastructure and economies of scale to deliver the best premium movie deals and on demand technology solutions for affiliates across the continent. The Content Administrator will join a highly experienced and innovative team.

Main Responsibilities

- Assisting in tracking and ensuring timely delivery of content in the tapeless and tape based workflow to Chello on Demand VOD services (includes Adult Services)
- Updating content status information
- Formatting of required artwork (includes adult material)
- Entering relevant content data in management systems
- Ordering, tracking and ensuring timely delivery of material for required content
- Entering and maintaining content deal parameters in VOD content management systems
- Maintaining material and content overviews for all VOD services (Adult services) based on information from Studios, independent distributors and internal programming department
- Ensuring timely notification of content from providers and Acquisitions Department in order to facilitate materials orders, promotions production and scheduling
- Researching metadata (i.e. synopses, cast information, local age ratings) for all licensed content and entering into VOD content management systems
- Co-ordinating localisation of metadata with internal and external parties
- Requesting, tracking and formatting of press & publicity and competition materials
- Writing and maintaining manuals for content procedures
- Providing support to Operations Department on day to day tasks

Knowledge, Skills & Experience

- Computer skills (MS Word, Excel, Access) to a good level
- Familiarity with multimedia application in PC environment
- Well organised, flexible, trustworthy and able to multi-task
- Good eye for detail and capable of dealing with deadlines
- Able to work on own initiative and in a team
- Excellent written/spoken English
- Basic written / spoken Dutch
- Knowledge of / interest in broadcast media is a must

[APPLY HERE](#)

Or please email your CV and a covering letter stating current remuneration package to

Frank Geuze, Recruitment Advisor
Email: fgeuze@lgi.com

Tel: +31 (0) 20 – 77 83 899

Chellomedia is committed to equal opportunities and welcomes applications from all sections of the community.