



Creative Coordinator/ Media Planner (Paramount Africa)

You will be in charge of implementing the on air media plans, department production tasks, and coordination in order to carry out each project; monitoring department budget; administrative and management issues, etc for all our channels (Nickelodeon, Nicktoons, Nick Jnr, BET Africa, Comedy Central Africa, MTV, MTV BASE, MTV BASE ROA).

You will ensure that all multimedia productions (e.g. visual, movies & promo's) delivery are on-time, to all affiliate and meeting the technical requirements e.g. for TV/Digital broadcasting. You will report to the Creative/ On Air Manager.

Key responsibilities:

Media Planning

- ⤴ Plan all on air promos as per the make list and on-air long-range weighting plan for all our on air channels Comedy Central Africa, BET Africa, MTV BASE, MTV BASE ROA.
- ⤴ Liaise with Amsterdam and ATP teams to ensure all goes to air as planned.
- ⤴ Deliver and schedule all on air GFX as per Make list and LRP
- ⤴ Distribute promos and key art to affiliate in correct spec and on time.
- ⤴ Coordinate in & out materials.
- ⤴ Ensure all final, TX ready materials are delivered, with final materials check, successfully ingested and ready by the relevant deadline for TX or digital publishing.
- ⤴ Attend team meetings for all brands to ensure you are across channel priorities and changes.

Production

- ⤴ Control and monitoring of the local budget. Generate PO requests for local suppliers (freelancers, external vendors), keep track of providers billing issues and fares.
- ⤴ Develop and update the annual planning for local projects. Make clear and accurate estimation in planning the team's resources, balancing between expectations and team capacity.
- ⤴ Booking voice artists and recording sessions. Receive and prepare voice over scripts, materials and mix needs, coordinate materials.
- ⤴ Facilities management and control for the supplier's work.
- ⤴ Make-list update. Following up each project, delivery date, chapter information, etc. Oversee the cart numbers and late delivery requests.
- ⤴ Liaise with Legal department to accomplish the projects in a proper way.
- ⤴ Introduce, use, and improve standardized procedures and systems.
- ⤴ Support to International projects and to the hub evolution.
- ⤴ Following up annual subscriptions.



That's why we want you:

- ⤴ Experience in media production, ideally in a project management role or media management role.
- ⤴ Strong planning, and organisation skills.
- ⤴ Experience in creating, phasing, controlling and responsible for (production) budget.
- ⤴ Excellent influencing and convincing skills.
- ⤴ Well-developed stakeholder management skills.
- ⤴ Ability to define problems, collect data, establish facts, and draw valid conclusions in support of assigned projects.
- ⤴ Experience in digital content management or production, ideally in a digital marketing role.
- ⤴ Technology skills.
- ⤴ Proven experience in working with audio/visual designers who are highly creative people.
- ⤴ Fluent in English. Other languages are a plus.