

Content Operations Executive/Coordinator

BBC Studios

Seoul, South KoreaPublié : Il y a 2 jours

To support the fulfilment of content, metadata, programming information, artwork and localisation for Content Licensing, Branded Services (Linear and Digital) and other sales activities across Asia. Based in Seoul.

Main Responsibilities

Supports the content fulfilment and asset delivery requirements for:

- Content Licensing: Supply and delivery of content and assets (longform, short-form, artwork, scripts, metadata, etc) to customers based in South Korea
- Branded Services: Our portfolio of channels (BBC Earth, BBC Lifestyle, BBC First, BBC Brit & CBeebies) , BBC Player and partner VOD services
- Other sales and marketing activities: digital marketing campaigns, trade event materials, materials for external sales meetings.

Day to day responsibilities include:

- Content fulfilment and localisation: Work with regional vendors to ensure materials are supplied to the required specifications and delivered on time. Be a key point of contact for all material enquiries.
- Metadata: Maintain monthly EPG & programming information metadata in a timely and accurate manner
- Artwork: Manage digital artwork workflow for both internal and external platforms including for the regional creative teams
- Issue resolution: Communicate issues and escalate to Content Operations Manager and regional leadership if required. Support resolution of issues (delays, issues or rejections).

- Provide ad-hoc support for the Seoul office: Including purchase order raising, compliance filings, business continuity, health & safety

Continuous Improvement:

- Working closely with senior operations and commercial teams to support process improvements across the region in fulfilment workflows.
- Support global operations projects including procurement, playout workflow changes and other global initiatives when necessary.

Decision making and Scope

- Prioritise different tasks supporting different business areas based on understanding of the commercial and strategic priorities
- This role supports the fulfilment of regional revenue so a commercial awareness and understanding of the teams' strategic importance is vital.

Strategic impact/Influence

- Work with the senior operational team to execute future strategies in key areas of responsibility.
- Supports regional teams with differing deadlines and potentially high volumes of requests, especially during peak periods in the calendar year, which are time / business critical.

Reporting structure

- Although this role will report directly into the Content Operations Manager (Singapore) the role additionally requires (daily) contact with internal colleagues based in Singapore, London and across Asia by phone and email as well as directly aligning with the Sales team in Korea. Works closely with, and provides direction on, operational matters to a variety of contacts including Operations teams, Branded Services teams and external stakeholders - including clients and vendors.

Are you the right candidate?

- Excellent organisational skills; close attention to detail and a high level of accuracy.
- Able to react to changes in priorities by reorganising work to meet deadlines and targets.

- Ability to build relationships at all levels of the organisation, both internally and externally. Excellent interpersonal & verbal and written communication skills.
- Have a creative eye for details and image selection and provide solutions through creative problem-solving.
- Proficiency in Microsoft office software (Word, Excel) is required.
- Experience in the television broadcast industry or within digital media distribution and platforms preferred.
- Good command of written and spoken English and Korean necessary.

Diversity matters at the BBC. We have a working environment where we value and respect every individual's unique contribution, enabling all of our employees to thrive and achieve their full potential.

We want to attract the broadest range of talented people to be part of the BBC – whether that's to contribute to our programming or our wide range of non-production roles. The more diverse our workforce, the better able we are to respond to and reflect our audiences in all their diversity.

We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief. We will consider flexible working requests for all roles, unless operational requirements prevent otherwise.

We are committed to improving accessibility in our recruitment and selection processes at BBC Studios. If you would like to make a request for support or reasonable adjustments to complete your application, please email us at reasonable-adjustments.APAC@bbc.com and we will be in touch with you as soon as possible.