

Job Vacancy

Position Title: Content Administrator
Department: Chello On Demand
Location: Amsterdam
Salary: Competitive & Excellent benefits
Contract: Definite (12 months)
Reporting to: the Operations Manager
Closing Date: 14 March 2008

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.

The Role

- Ordering, tracking and ensuring timely delivery of material for required content
- Entering and maintaining content deal parameters in NVoD and VOD content management systems
- Maintaining material and content overviews for all NVoD and VOD services (includes PC Streaming and 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 NVoD and 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 material and content procedures
- Providing support to Operations Department on day to day tasks
- Ad-hoc projects as and when required

The Candidate

- Minimum education MBO or foreign equivalent
- Experience in the media ingest process
- Familiarity with multimedia application in PC environment
- Computer skills (MS Word, Excel, Access) essential
- Well organised, trustworthy and able to multi-task
- Attention to detail and ability to meet tight deadlines
- Enjoy working on own initiative and within a team
- Flexible approach to working hours
- Excellent written/spoken English
- Basic written / spoken Dutch and German a plus
- Knowledge of / interest in broadcast media is a must

If you meet the above criteria and are excited by this challenge, please send CV and covering letter in English to Lisandra Chacon stating current remuneration package by email jobs@chellomedia.com or post

to Chellomedia Programming BV, Human Resources Department, Koningin Wilhelminaplein 2-4, 1062 HK Amsterdam.

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