

JOB DESCRIPTION

Job Title: Production Assistant

Department: TV.com

Job Purpose: The production assistant will ensure that TV.com's UK site is kept as up to date as possible. This includes checking and adding information about new shows, uploading graphics, photos, information and links about shows and stars, and making sure the main pages of the site change on a daily basis, with UK shows highlighted.

The production assistant will also keep in touch with the UK community on the site, and gather feedback and suggestions as appropriate. They will also be in very regular communication with the US and AU TV.com teams.

Reporting Line: TBC

Direct Reports: N/A

Working Relationships (internal/external): Production Editor, GameSpot
US and AU TV.com team
Users

Main Tasks and Responsibilities:

Site programming

- Ensuring that the front door, genre pages, Video page, Downloads page, All Shows page, and main Pictures hub all change on a very regular basis. This will include sourcing images, and planning the workload so that the design team can ensure graphics are created on time.
- Update the 'Downloads' module on the front door using the 'Downloads' tool in Airwolf
- Update the 'Spotlight' module on the front door and Features page with latest/most popular current feature

Data

- Create new showspaces for upcoming shows based on research into future schedules
- Research show requests from users and create new shows for the site as appropriate
- Check assigned entertainment web sources for news and other show/celebrity updates and add that info to our tracking tool (URL of source, source title, headline, one-liner either from the article or one we create summarizing the article, author)
- Follow processes to ensure the US team are aware of new shows, stars added

Community

- Respond to queries and requests from the UK community
- Build relationships with editors of key UK shows
- Organise competitions for UK users to take part in

Process Photos

- Download photos from sources such as WireImage and the network press extranets
- Process them with our photos tool and save to the live site

DVDs

- Every week update the 'New DVD Release Roundup' module on the front door using the DVD Roundup tool in Genie

Larger Data Projects

- Help out with any other data projects as they arise.

Other sites

- Help the GameSpot UK production editor with data/production tasks as appropriate

Experience/Skills:

Desirable – Product and market knowledge of UK TV market. A passion for TV and a wide ranging knowledge of current and archival television events, episodes and stars is helpful. Must be computer literate and have a high level of attention to detail.

Desirable – HTML and Photoshop experience

Competencies for Success:

- Composure
- Priority Setting
- Perseverance
- Drive for Results
- Time Management
- Functional/technical skills
- Organising
- Learning on the fly
- Process Management
- Interpersonal Savvy

To apply for this position, please email your CV with a covering letter stating your salary expectations to recruitment@cnet.com. Please state clearly in the subject line which post you are applying for.