**Job Title:** **Sales Co-ordinator**

**Department: International TV Sales**

**Reports to: VP, TV Sales, German-Speaking Europe & Pan-Regional EMEA**

**Location: London, UK**

**JOB SPECIFICATION**

**Lionsgate is the premier independent producer and distributor of motion pictures, television programming, home entertainment, family entertainment and video-on-demand content. Its prestigious and prolific library is a valuable source of stable, recurring revenue and is a foundation for the growth of the Company’s core businesses. The Lionsgate brand name is synonymous with original, daring, quality entertainment in markets around the globe.**

Lionsgate is recruiting for the role of Co-Ordinator within our International TV Sales team, assisting the VP, TV Sales, German-Speaking Europe & Pan-Regional EMEA in our London office. The successful candidate will have excellent interpersonal skills, possess advanced written and verbal communication skills, and be extremely well-organized and analytical with an ability to work well under pressure.

**Key Responsibilities include:**

* Support VP, TV Sales, German-Speaking Europe & Pan-Regional EMEA by tracking offers and sales and assisting with creating projections and models.
* Assisting with deal preparation, including putting together deal memos and coordinating collision checks.
* Arrange and coordinate complex business travel and itineraries and events for sales executives.
* Ratings and scheduling analysis to help formulate sales strategies and maintain knowledge of market developments.
* Create and model availability lists as required.
* Creating and distributing relevant reports working with rights database systems searching rights availabilities (through SAP and SNAP).
* Becoming fluent in rights management and sales tracking databases and systems
* Prepare market guides and schedules.
* Track the workflow of contracts, amendments, notification processes, liaising with sales admin.
* Maintain proper filing systems (both paper and online) for all deals and contracts.
* Gaining a good understanding of deal memos and distribution contracts and related documents (termination notices, amendments, etc).
* Understanding and assisting with sales and budgeting tracking spreadsheets.
* Coordinating pre-and post-sales servicing, which involves liaising closely with marketing, legal and operation departments to facilitate the deal making and closing process.
* Managing tracking documents: collating all current offers and updating details (fees, license /periods) on a weekly basis, and collating all client feedback on all our content.
* Working closely with all sales related divisions, including the Sales Planning and Operations Manager and the head office in Los Angeles office on new programmes, rights, clearances etc.
* Liaising with clients on Lionsgate mail outs and providing them with up-to-date information on upcoming releases.
* Arranging for screeners/links to be sent to clients assisting with preparation of sales and marketing brochures/lists for clients.
* Working with technical operations to provide information for material delivery. Ensuring the preparation to deliver materials by notifying Operations during the final stages of closing the deal. Follow up once the deal is closed to ensure delivery of materials.
* To undertake ad hoc projects as requested by the EMEA Sales team, to research trends, information or opportunities in their regions, including for example: analysis on broadcasters, platforms, viewership, subscriber numbers, effects on viewing trends, ratings etc.
* To keep abreast of competitor’s product and research and compile market comparisons for specific content where required.
* Accessing external research tools programmes and collating and presenting to the team for consideration.
* Manage and maintain an extensive and busy diary.
* Conference calls involving multiple time zones, setting video conferences, and client meetings.
* Prepare and submit regular and accurate expense reports.
* Scheduling meetings, both internally and externally.
* Collation and preparation of presentations, proposals and contracts using Word, Excel and PowerPoint.
* Occasional ad hoc projects.

**Key Skills Required:**

* Prior experience in a similar role within TV sales advantageous.
* Proactive, self-motivated individual that is able to identify and anticipate challenges before they arise.
* Highly experienced with Excel and Power Point.
* Ability to manage a high volume of work with the highest attention to detail and accuracy.
* Successfully manage and coordinate efforts under pressure and in response to deadlines.
* A creative thinker with the ability to troubleshoot issues quickly and effectively.
* Excellent verbal and written communication skills.
* Excellent organization and problem-solving skills.
* Multi-tasking, project management, and prioritization skills required daily.
* Has excellent interpersonal and relationship building skills, and able to work collaboratively with people at all levels of an organization.
* Ability to react instantly to changing aims and objectives with the ability to operate at a fast pace.

**Our objective is to source candidates who demonstrate our global values:**

**Resourcefulness** – We redefine what is possible.

**Innovation** – We challenge the status quo in order to foster bold thinking and outcomes.

**Collaboration** – We connect people and ideas to ensure all voices are heard.

**Inclusiveness** – We pursue and embrace diverse talent and perspectives.

**Empowerment** – We equip and entrust our people to cultivate growth and advance our mission.

**Integrity** – We respect all individuals and honour our commitments to one another.