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Deadline: Open Until Filled

Freelance Media Management Associate

at MLB Network
Secaucus, NJ

POSITION SUMMARY: Handle daily tasks relating to content management for the Company's file based systems. This includes daily monitoring and review of new content being ingested into the systems, facilitating and assisting production personnel in retrieval of content, screening and editing of content, creation of content metadata, and content file management. Handle video conversion for acquisition and distribution of assigned media asset management systems.

RESPONSIBILITIES:

- Coordinates with MLB Network, NHL Network, and third-party personnel to ingest and deliver required digital assets.
- Assists departments in media research and locating desired digital assets across enterprise-level asset management systems and third-party archive systems.
- Provide first level technical support for video production & content management workflows, MLB's DIAMOND / DIAMOND on ICE content management solutions and Oracle's Front Porch Digital DIVArchive content storage management solutions.
- Extensive interface with production staff to keep track of show records, interviews, demos, feeds, ENPS rundowns, etc., for the purposes of managing the server media assets, and entering keywords and descriptive metadata for those assets.
- Import files with various audio and video formats and codecs from FTP and various media.
- Basic editing, clipping, converting, and sending of video and still images. Create DVDs and email-able formats.
- Work closely with the Marketing and PR departments to cut and upload Network content to various social media platforms, including, but not limited to, MLB.com and NHL.com

SKILLS & EXPERIENCE: The ideal candidate must have most if not all of the following skills and experience:

- Individual must interface in a collaborative manner with various internal departments
- Ability to work well and multitask in a fluid, live broadcast 24/7 environment.
- Ability to work a flexible schedule, including nights and weekends.
- Must be detail oriented, meticulous and able to maintain confidentiality.
- Must be able to work independently yet strong collaboration skills are required.
- Strong problem-solving and troubleshooting skills are highly desired.
- Strong written and verbal communication skills needed to participate in show meetings and to create and distribute daily emails to a large group of individuals.
- Ability to prioritize work and to be a proactive thinker.
- Very strong computer skills: Experience with any of the following software is highly preferred – Adobe Premiere Pro, Adobe Creative Cloud tools, and other NLE and broadcast applications.

EDUCATION: Bachelor's degree or equivalent; Broadcast/Television Production degree is preferred.