



Commercial Scheduler Job Description

1. Provides direct administrative support to the Corporate Office, Office Manager, & Sales Department
 - a. Prepare Contracts
 - i. Type Contracts
 - ii. Send & Receive Signix Contracts (electronically)
 - iii. Verify Special Terms Clauses
 - iv. Verify that Contracted Rates are correct according to Rate Card
 - b. Enter Signed Contracts into Marketron Visual Traffic Software
 - i. Proof Contract Confirmations for data entry for accuracy
 - ii. Expedite implementation of program logs to ensure that last-minute scheduling changes are made and spots are aired as contracted.
 - c. Provide copy of the Contract & Confirmation to the following:
 - i. Corporate
 - ii. Office Manager
 - iii. Account Executive
 - iv. Writer/Producer
 - v. On Air Host (Specific Daypart)
2. Prepare, Print & Merge Daily Program Broadcast & Commercial Logs in a timely manner
 - a. Ensure Logs are accurate according to Contract and Tailored Plan
 - b. Provide Control Room Official Paper Log on a daily basis
 - c. Download Logs into NexGen System
 - d. Work Logs ahead for preparation of Weekends, Holidays and Inclement Weather
 - e. Format and oversee distribution of daily program logs required by FCC regulations.
 - f. Provide station's departments with information regarding the availability of commercial time
 - g. Reconcile Station Logs
3. Prepare Daily Visual Traffic Back-Up
4. Reporting to Management
 - a. Provide Daily Sales Report (DSR) Totals
 - b. Provide Commercial Inventory (CI) Reports
 - c. Provide Program Inventory (PI) Reports
 - d. Provide Projection vs. Actual Reports
5. Maintain Files according to Station Record Retention Policies
6. Crawford Stand Distribution to On Air Hosts and Employees
7. Responsible for submitting Affidavits