

## CURRENT OPENINGS | USA

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Job Title: **Content Operations Manager**  
Department: **Video (Joost)**  
Location: **Santa Monica, CA, USA**

## ABOUT ADCONION

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Adconion Media Group is the largest, privately held independent global ad network and intend to position Adconion next to Google and Yahoo! The holding company is a UK company with corporate offices in the UK, Germany and the US. Our tech headquarters are in downtown Santa Monica, two blocks from the beach. We have sales and media offices around the globe including Germany, France, Spain, Canada, the UK, the US, and Australia with more coming soon. The Adconion network delivers internet and mobile ads using its own technology that provides innovative products and high ROI for advertisers and competitive revenues for publishers. Most recently, Adconion raised US\$ 80 million of funding and since then has acquired Frontline Direct, a US based email and database marketing specialist, HiClip, a video ad server, Red Lever, a premium branded entertainment studio, and Joost, a world class content distribution and monetization platform.

Do you love online advertising, interacting with people and hyper-growth entrepreneurial environments? Are you interested in solving complex problems while learning more about the exciting online media industry and the business world at one of the most progressive online advertising companies? Adconion is looking for a talented and motivated individual with online advertising experience and strong analytical skills to join our team.

Adconion's work environment is fast-paced and intellectually demanding. We work hard, play hard and our passion for online media, technology and building the next global industry leader is at times overwhelming. We strive to provide a corporate culture and structure that attracts and retains super stars. Find out more on our website at [www.adconion.com](http://www.adconion.com).

## THE POSITIONS: CONTENT OPERATIONS MANAGER

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The Content Operations Manager is responsible for working with content partners to deliver content onto our video distribution platform, as well as our internal departments to improve ingestion efficiency and implement the companies' Global Content Strategy.

The position will help and support our content delivery process, working with content owners globally, receiving and handling their content. The Content Operations Manager will be on hand in every step of the process and ensure that content is published in a timely manner. This will involve working with a variety of assets using a number of systems and communication methods, working with media metadata, and following through until content is launched.

The Content Operations Manager is someone that has a sound understanding of the media production chain. Professional experience in the media industry is preferred but not essential. A recognized degree in media, communications or some form of ICT is beneficial.

Due to the nature of the job, the Content Operations Manager has to be very organized and be able to manage a number of tasks at various times. You will be the internal advocate for your assigned content partners, responsible for coordinating their programming needs by navigating between our technical facility, and our marketing team to meet deadlines for launching content on Joost. The Content Operations Manager will work and coordinate efforts with our internal teams.



Besides a sound understanding of the media industry, you consider yourself a natural internet navigator, curious to understand new technologies. You know how to communicate your ideas to people of various backgrounds and realms of expertise. You will be working in a team using a number of systems, procedures and tools to manage the ongoing relationships with our existing and new Content Partners.

## KEY RESPONSIBILITIES

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- Be responsible for managing video ingestion and processing media metadata for the video distribution platform.
- Manage the launch of content for the Content Owners.
- Ensure that delivery objectives are met, working extensively with internal teams.
- Coordinating and problem-solving content delivery flows.
- Follow through on deliveries in a timely manner.
- Proactively seek out opportunities to improve efficiency in the ingestion workflow.

## REQUIRED SKILLS/EXPERIENCE

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These skills give an outline of the desired skills, experience and talent:

- Solid understanding of the media realm: a degree in media, communications or some form of ICT considered favorable, or TV/Internet production experience.
- Software exposure: experience and an understanding of media management software systems, or a demonstrated ability to quickly learn and work with new software systems.
- Communication skills: Solid communication skills, both oral and written; An ability to communicate to technical staff with insight.
- Customer Service Skills: Some background in customer service, and be able to build strong relationships.
- Pro-active problem solver: you have a good general overview of projects that allows you to see possible problems and address them if needed.
- Organized and Independent: Responsible, reliable and very organized. You will need to act fast, be able to work unsupervised, and make decisions on the spot.
- Is also a team player.
- Multi-tasking: an ability to work on many tasks in parallel with an ability to respond quickly to change, and manage communications in a variety of forms.
- Able to prioritize own workload.

## WHAT YOU SHOULD BRING AS WELL

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You must be a team player, able to work across borders and in a global matrixes organization. The successful candidate will thrive in a competitive and fast-moving business environment while adhering to high ethical standards; will exhibit confidence and empathy in discussions with the team and will perform at a consistent and high level with minimal need for supervision or management.

If you think you qualify for the above position please send your resume with a cover letter, including information on your earliest date of availability and salary expectations to [careers@adconion.com](mailto:careers@adconion.com). Please indicate '**Content Operations Manager**' in the subject line.

