Eclipse Marketing Services, Inc.

Title: Network / Studio Account Coordinator

Location: 240 Cedar Knolls Road, Suite 100 Cedar Knolls, NJ 07927

Job Type: Full-Time (Entry-Level)

Compensation Type: Hourly

Start Date: 6/12/2017

Job Description: We’re looking for an enthusiastic person to join our Account Management team as a Coordinator who would work directly with our network and studio clients.

Primary Responsibilities:

- QC all work to make sure art, dates, etc. are correct before project launch
- Support Account Management team with creative brainstorming, copywriting and strategic planning
- Work closely with major television networks and movie studios such as HBO, Cinemax, ABC, CBS, HGTV, TNT, TBS, Disney, Fox, Paramount, Universal, Sony, etc.
- Obtain artwork and approvals from networks/studios for marketing pieces
- Use knowledge of the entertainment industry to determine which programming gets designated to each project
- Manage network and studio content on client entertainment websites managed by the agency. Includes gathering assets and adding to the site
- Use Adobe InDesign and Photoshop to update marketing pieces with appropriate programming artwork and details
- Determine timelines and due dates for projects

Qualifications:

- Bachelor's degree
- Internship and/or 1 year work history in marketing field
- Excellent communication and interpersonal skills
- Attention to detail and organization
- Excellent proofreading skills
- Knowledge and experience with MS Office
- Experience with Adobe InDesign, Photoshop and Word Press a plus
- Excellent time management skills
- Flexibility and multi-tasking capabilities
- Great at working in a team
- Excellent oral and written communication skills
- Love of TV and Movies
- Sense of humor

Application Instructions: Send resume to careers@eclipse2.com.

About the Organization: Eclipse Marketing Services, Inc. is a creative marketing agency that, for the past 25 years, has been a growth expert in the entertainment and technology industries. All qualified applicants will be
afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.