

# Jobs that are out of this world.



## Programming Support

### Who we are:

Discovery Networks Southern Europe is one of the major markets of Discovery Networks International, the international division of the number 1 media company in the world for non-fiction content with almost 3 billion subscribers in more than 220 countries worldwide.

Thanks to the important growth that accompanied the evolution of its offer in recent years, Discovery Southern Europe has become in 2014 an even more strategic region, which includes Italy, Spain, Portugal and France, with headquarters in Milan and a team of over 450 people including Eurosport, distributed in 7 offices.

### The Talent Team:

Discovery's Global Talent Management team recruits the best talent on the planet. It takes a cast of incredibly talented, passionate, creative individuals to make amazing television programming and our team sets out to find them. Oh, and we will find you!

**Position Summary:**

This is a position for supporting some key areas of the programming department. The Programming Support will support NOVE channel team in different activities

**Key Responsibilities:**

- Help NOVE channels' planners in all daily tasks
- Monitoring local and international planning strategies of competitors
- Working on schedules and internal reports
- Attend monthly meeting to help presenting the monthly channels highlights

**Requirements:**

- Minimum intermediate knowledge and experience of MS Office, specifically Excel and Word.
- Planning and organizational skills, with the ability to meet deadlines under pressure
- Good attention to detail and the ability to multi-task.
- An analytical approach with problem-solving skills.
- Team player and able to work effectively on own initiative when required.
- Interest in and awareness of TV scheduling practices.
- Pro-active approach to work
- Ability to communicate at varying levels
- Strong presentation skills