**Job Title: Sales Planning Director, International Television Sales (MAT Cover – Fixed term 1 year)**

**Reports to: EVP & Head of EMEA, International Television Sales**

**Location: London, UK**

**Main Responsibilities:**

To support the Sales Team with the administration process of all sales agreements and with the identification of potential revenue opportunities across the EMEA region by assisting the EVP Sales and EVP of Sales Planning & Analysis as requested. Manage and support co-ordinators in pre-and post-sales administration of deals across all media and train support staff when required.

**Sales Administration:**

* Point person for the EMEA sales team for all system, process, deal & document related administration. Acts as a key inter-departmental information conduit between the UK & Home Office;
* Collate & action all queries raised by team members and offers assistance with solutions;
* Ensure each deal receives appropriate management approvals & is entered into systems accordingly;
* Assist with tracking of pending contracts, together with the relevant sales executive & co-ordinator. Awareness of any specific contractual stipulations that must be included in long form agreements such as catch-up restrictions for Global SVOD deals, and communicate this with sales;
* Maintenance of all shared online departmental files. Ensures all key documents relating to new programming, holdbacks, availabilities, client program feedback, broadcaster landscapes & broadcast information are up to date. Ensures the sales team saves their work into the shared drives and that they are aware of the most recently updated documents;
* Facilitate future sale opportunities for sales team by; running regular product expiry reports to increase renewed sale possibilities & liaising with the international film team to ensure no extensions are applicable due to under recoupment and where possible, track windowing for all film product to ensure each window is fully exploited;
* Assist in providing ideas for new sales methods, drafting opportunities & marketing of programming including bespoke sales packages for clients, thematic or otherwise;
* Assisting the Head of EMEA sales in providing information to Sales Planning team, when required, including sales estimates for new programming;
* Creating a quarterly report for the Head of EMEA sales ahead of the UK Board Meeting.

**Sales Planning:**

* Liaison with Home Office Sales Planning Team on the tracking of sales targets by Sales Person (Sales Written, FY Revenue) and facilitate key deliverables / deadlines.
	+ Act as the budget (Sales Hub) point person for the UK office;
	+ Track new series within Airtable;
	+ Assist Sales Team with entering & updating budget projections, ensuring that deals in progress are accurately captured in Sales Hub and timing assumptions noted;
	+ Review weekly contracted master data to ensure projections have been adjusted accordingly;
	+ Work with the Sales Team to identify where and when (based on avails) there may be opportunities to license content;
	+ Coordinate with Operations to ensure the status of deals submitted for approval via Sales Hub is known and regularly communicated to the Sales Team. Point person for the UK office to move things along where needed; Participate in regular Sales Planning/Sales Team calls to review the status of deals in the pipeline and to identify potential risks/opportunities (with deal execution, timing);Create weekly EMEA budget reports & share UK budget updates with UK finance when required;
	+ Oversee the EMEA deal review process by collating deals, circulating the agenda, attending review meetings, ensuring deals have been uploaded to Sales Hub & communicating approval status to Legal, Ops & all relevant teams;
* Ad/Hoc requests (e.g., coordinating greenlight or Library estimates, one-off avails analyses, sales history reports, quarterly budget reports etc…)

**Qualifications and skills:**

* Ability to demonstrate experience in the television distribution industry in sales, acquisitions or broadcasting;
* Good understanding of film and television rights and film windowing;
* Thorough understanding of contracts, clauses and television licensing language/terminology;
* Must be detail oriented with strong organisational skills and the ability to multitask;
* Advanced Excel skills and proficient in PowerPoint;
* Experience in Airtable, Box, Tableau, Salesforce/Sales Hub
* Excellent interpersonal skills: ability to communicate effectively both written and oral;
* Self-motivated, can work independently and able to prioritise to meet deadlines.

**Our objective is to source for candidates who demonstrate the Lionsgate values:**

* **Collaborative** - a great team player who works well alongside all stakeholders
* **Passionate** - an ability to enrol, involve and motivate others with your ideas and plans
* **Innovative** – a creative flair, with the ability to think differently and offer new solutions and ideas
* **Inspiring** – demonstrate drive, tenacity and commitment to the job in hand
* **Integrity** – remaining true to the company’s values and always acting with positive intent