



Job Description

Distribution Executive

- Full-Time (37.5 hours per week)
- Salary according to skills and experience
- Hybrid Remote & London-office based (Will consider a home-based person who can occasionally travel to our office, if beyond reasonable commuter distance)

Role Purpose

The Distribution Executive is responsible for the operational delivery of LumoTV's programmes, ensuring all content is distributed to partners accurately, on time, and in compliance with technical and legal requirements. The role also coordinates quality assurance across all platforms, as well as overseeing logistics for award and festival submissions and programme premieres. In addition, the Distribution Executive supports rights administration and transmission (TX) scheduling, ensuring LumoTV's programming is accessible, consistent, and audience ready.

Key responsibilities:

- Prepare, package, and deliver broadcast-ready masters to domestic and international partners.
- Ensure technical QC, metadata accuracy, subtitling, dubbing, and accessibility compliance.
- Carry out QA checks of all LumoTV programmes across broadcast, VOD, YouTube, and digital platforms to ensure quality and consistency.
- Manage the rights database, including licences, territories, windowing, and renewals.
- Ensuring EDI (Equality, Diversity & Inclusion)-related paperwork (currently on Diamond/Silvermouse) is completed and shared where required.
- Track and update delivery schedules across broadcasters and platforms.
- Manage TX scheduling logistics in collaboration with the Distribution Manager.
- Coordinate YouTube uploads, metadata, and release calendars (working with Communications).
- Monitor post-delivery performance to ensure contractual and technical obligations are met.
- Liaise with legal and commercial teams on rights availability and compliance.
- Support the Distribution Manager in programme sales pitches and catalogue preparation.
- Administer quarterly programme distribution to Channel 4 and Together TV.
- Coordinate premiere events for new programmes in collaboration with the Engagement Executive.
- Coordinate and support festival submissions and award entries with accurate delivery and technical preparation.

- Maintain accurate distribution records and ensure workflows are efficient and well-documented.



Person specification

Essential:

- Experience in broadcast operations, media distribution, or rights management.
- Strong technical understanding of content delivery, QC, QA, and metadata processes.
- Knowledge of accessibility requirements (subtitling, dubbing, closed captions, audio description).
- Working knowledge of television broadcasting operations and Video on Demand platform workflows.
- Excellent organisational and administrative skills with attention to detail.
- Ability to manage multiple projects, deadlines, and partner requirements simultaneously.
- Familiarity with rights databases and contract compliance.
- Good communication skills to liaise with internal teams, partners, and external vendors.
- Proactive problem-solver with a collaborative approach.
- High level of IT literacy, particularly related to MS Office packages.
- A British Sign Language user or, if not, a willingness to learn.
- An interest in LumoTV programmes.

Desirable:

- Experience with YouTube channel management or other digital content distribution platforms.
- Knowledge of UK broadcast scheduling requirements and workflows.
- Experience coordinating festival submissions, premieres, or industry award entries.
- Familiarity with programme sales support and catalogue preparation.
- Familiarity with Asana project management software.
- Passion for television, technical precision, and ensuring content reaches audiences effectively.
- Experience of living or working in the Deaf community.

Additional Information

Employees are also required to comply with all LumoTV policies and relevant legislation.

This is a description of the job as it is presently constituted. It is the practice of LumoTV to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.