



## **Job Description**

### Distribution Manager

- 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 Manager leads LumoTV's content distribution, rights management, and audience reach across platforms and markets. The role is responsible for ensuring LumoTV's programmes are delivered, promoted, and positioned to maximise audience impact, visibility, and revenue. The Distribution Manager also oversees audience engagement, festival and award submissions, and programme premieres, ensuring LumoTV's output reaches and resonates with diverse audiences.

### **Key responsibilities:**

- Implement LumoTV's overall distribution strategy, including audience engagement, festival, award submission, and premiere strategies.
- Actively sell formats and programme licences domestically and internationally.
- Negotiate and manage deals with broadcasters, streamers, and distributors.
- Explore and secure better TX (transmission) slots on TV channels to maximise programme visibility.
- Manage TX schedules for all LumoTV programming.
- Oversee festival and award submissions for all LumoTV programmes.
- Oversee and coordinate premiere events for new programmes.
- Manage LumoTV's YouTube distribution strategy in collaboration with Communications.
- Oversee rights management, versioning, and content delivery workflows.
- Monitor and analyse audience consumption trends across regions and platforms.
- Coordinate with the Engagement Executive to ensure distribution is audience-first.
- Manage distribution budgets and optimise revenue streams from secondary sales.
- Report on performance metrics (ratings, reach, platform performance) to senior management.
- Supervise and support the Engagement Executive and Distribution Executive in their day-to-day work.

### **Person specification**

**Essential:**

- Significant experience in television distribution, rights management, or content sales.
- Strong understanding of UK and international broadcast, streaming, and digital markets.
- Proven ability to negotiate and manage distribution or licensing deals.
- Experience with TX scheduling and broadcast delivery requirements.
- Strong leadership skills with experience managing and mentoring a team.
- Knowledge of audience trends, analytics, and data-driven distribution strategies.
- Excellent communication and relationship management skills with industry stakeholders.
- Ability to manage multiple projects and deadlines under pressure.
- Experience managing budgets effectively.
- 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 representing an organisation at international TV markets, festivals, or trade fairs.
- Knowledge of accessibility and inclusivity in programme distribution and engagement.
- Experience overseeing festival submissions and programme premieres.
- Familiarity with YouTube or other digital content distribution platforms.
- Familiarity with Asana project management software.
- Passion for television and connecting diverse audiences with compelling programming.
- 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.