



TRAFFIC COORDINATOR (Full Time)

Position Overview:

The Country Music Hall of Fame and Museum is recruiting a Traffic Coordinator to facilitate project workflow within the museum.

Duties include internal trafficking of projects, through paperless application (Basecamp) and by personal hand in some cases. These duties consist of aid in creating schedules, tracking project progress, routing work for review and approval, opening and closing projects, and delivery of final files to vendor as directed, all done within the structure of an "agency" model.

The position will report to the Traffic and Assets Manager, and is full-time on site and requires a minimum of one year of experience in traffic coordination, preferably within an agency environment.

Specific Duties Include:

- Attend weekly production status meetings
- Aid in organization of both paper and electronic files, including briefs, schedules, reference material, specifications, and legal requirements.
- Open and update projects in database and facilitate accurate feedback and tracking.
- Aid in creation and development of schedules for high volume of work.
- Create and maintain project deliverables lists.
- Maintain and distribute weekly "hot sheet" of project priorities to team members.
- Route design layouts and production files for internal review.
- Other duties as assigned

Key Qualifications

- Bachelor's Degree in related field
- Ability to process and organize information quickly
- Solid understanding and command of project management tools, specifically of Basecamp
- Flexibility in accommodating deadlines and working under pressure



- Strong communication skills
- Skilled at working with different teams internally
- Knowledge and experience with design and production process
- Working knowledge of Microsoft Word and Excel
- Some understanding of Photoshop and InDesign, and rich media assets (e.g. Quicktime/Motion Graphics, Flash, GIF animations, CSS/Java Script)

Additional Information:

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

To apply for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to hresources@countrymusichalloffame.org

No phone calls please.