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## **JOB DESCRIPTION**

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**Title:** Measurement Audit Operations Manager  
**Area:** New York Area, USA  
**Salary Range:** \$110,000 – \$150,000

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The Media Rating Council (MRC) is seeking an individual with industry experience in media research and measurement, and a strong knowledge of the issues related to the media and advertising industry, with emphasis in digital and emerging measurement methods, to join its New York-based full-time staff in the role of Measurement Audit Operations Manager.

This individual will contribute to all MRC activities, with special emphasis on management and oversight of digital MRC audit-related activities in coordination with digitally-focused MRC leadership personnel. These tasks will include managing audits on behalf of MRC, reading and synthesizing the content of audit reports, determining and prioritizing areas identified in audits as non-compliant with MRC requirements, summarizing and communicating relevant findings in writing to measurement services and MRC members, and following up on issues to bring these projects to successful closure.

In addition, the Measurement Audit Operations Manager will perform such other duties as assigned by the senior management of the MRC in support of its auditing, accreditation, and standards setting activities, which are aimed at advancing the MRC's mission to promote the availability of valid, reliable and effective measurement to the media and advertising marketplace.

Specific responsibilities of the Measurement Audit Operations Manager will include the following:

- A leading role in support of MRC's audit and accreditation activities, inclusive of audits of services in various media and advertising measurement lines, with an emphasis in digital, but also including Television, Radio, Print, Out of Home, Cross-Media measurement, as well as other emerging measurement methodologies (i.e., big data). This role involves:
  - Reviewing audit reports and identifying and interpreting audit findings as they relate to applicable standards compliance criteria to help inform MRC audit conclusions.
  - Participating in, and, as directed by MRC's senior management, leading meetings to review and discuss audit results with MRC member committees.
  - Performing appropriate follow up actions on assigned audits, including summarizing audit findings and accreditation outcomes, preparing written communications directed to measurement services, coordinating with CPA auditors engaged by MRC, overseeing measurement services' remediation processes as necessary, and acting to bring annual accreditation processes to timely conclusions.

- Maintaining ongoing relationships and serving as an initial primary point of contact with services that are engaged in the MRC's accreditation process.
- Assist in reviewing and approving audit scope, cost and coverage
- The ability to effectively represent MRC to internal and external constituencies, including MRC member organizations, accredited measurement services and services seeking accreditation, both in the U.S. and elsewhere, and to other industry organizations and bodies.
- Support Standards setting activities including research, data analytics and organizing feedback.
- Support MRC member relationships including subject matter reviews, creating and delivering educational materials and serving as an ongoing audit matter point of contact.
- Assist as needed with other organizational projects and priorities, including providing assistance with logistical support, as assigned by senior management.

Job Requirements:

- A minimum of 5-8 years of experience in positions involving both the use of media and advertising research products and an understanding of media and advertising research methodologies, including digital measurement techniques and practices. The ideal candidate will have first-hand experience with organizations that are directly involved in the buying and selling of media and advertising, and the ability to effectively bring these perspectives to MRC accreditation deliberations.
- Bachelor degree required, preferably in media, business, statistics/data science, information technology, research or the social sciences. An advanced degree is a plus.
- A strong understanding of the media industry and advertising marketplace is critical. An understanding of or prior direct experience participating in MRC accreditation proceedings as an organization's MRC member representative is also considered a strong plus.
- Strongly demonstrated written and verbal communication skills are essential to this position, as is an above average capacity to manage project details.
- Strong capacity to work independently and function within the framework of a small organization, including proficiency with technology used by MRC to support daily activities.
- The position requires a demonstrated ability to successfully manage multiple projects simultaneously to their conclusions with a minimal amount of day-to-day supervision.
- Knowledge of current developments in media and advertising measurement practices, both in the U.S. and globally, as well as a strong knowledge of the media industry in general, is required. Prior experience with digital measurement as well as cross-media, big data and other emerging measurement methodologies is a strong plus.

- Experience working with and communicating with senior management level personnel of organizations involved in the buying and selling of media advertising, and/or media measurement-focused organizations and media industry trade associations, is highly desirable.
- Must have the ability to work in-person at MRC's NYC office as necessary.

**Qualified applicants should submit a resume and cover letter detailing their interest in and qualifications for the position via email to [hr@mediaratingcouncil.org](mailto:hr@mediaratingcouncil.org)**  
**Applicants should clearly state Salary Requirements in their cover letters. Applications received that do not include Salary Requirements will not be considered.**