



## Digital Producer

Location: Los Angeles, CA

To apply please send your resume, with the **email subject of Ops 2005**, to [careers@telescope.tv](mailto:careers@telescope.tv)

### Job Description

The Digital Producer reports to the VP, Digital and is responsible for managing the production process of interactive web products including: trivia, polls, data visualizations, play-along experiences and more from concept to final delivery. The Digital Producer works with designers and developers, as well as the clients to ensure smooth process flow and successful campaigns. Working daily with social media platforms: Facebook, Twitter, and Instagram. The ideal candidate has the experience with digital applications, strong attention to detail, and have a positive attitude. Telescope is a small company which is growing rapidly with huge growth potential for skills and projects.

### Skills & Requirements

#### Minimum Qualifications

- Bilingual fluency in Spanish **required**
- 2+ years of agency-side experience as a digital producer
- Extreme attention to detail at all times
- Experience of assisting on projects with web and mobile development technologies
- Knowledge and interest in social media platforms - including but not limited to Facebook, Twitter, Instagram - as well as new developments in the social space a big advantage
- Ability to utilize cutting edge technology
- Experience of being on a team developing a site from conception to launch
- Creativity with the ability to define an engaging user experience
- Client exposure and experience with managing client expectations
- Experience dealing in quick turnaround projects
- Excellent verbal, written, and presentation skills
- Competencies in Trello, Google Analytics, CMS campaign maintenance, issue tracking software tools and communications tools are a bonus

#### Responsibilities

- Manage the production of desktop, tablet and mobile applications with social network integration from concept to final delivery
- Work with designers and developers, as well as the clients to ensure smooth process flow and successful campaigns
- Manage all aspects of assigned projects, working with designated clients



- Develop working knowledge of in-house technology solutions
- Develop project specification through meetings with sales team and clients
- Strategic input to clients on best solutions for maximizing response rates and consumer friendly mechanics
- Prepare project plans and timelines
- Plan and build applications using our platform
- Document writing including conference call notes, statuses and reports

### Perks

- 16 paid days off per year
- All national holidays paid per year
- Comprehensive medical, dental, vision, life insurance, and 401k (up to 100% of 6%)
- Free parking (or stipend depending on location)
- Partially paid cell phone coverage
- Fully stocked kitchen with snacks, drinks, and Starbucks coffee
- Casual work attire

## About Telescope

The work environment at Telescope is exciting, engaging, and constantly dynamic. We have major media clients who depend on us year over year to deliver amazing products and support their live TV vote shows. We also have close partnerships with social networks such as: Facebook, Twitter and Instagram to which we deliver fan engagement products.

Telescope Inc. has been responsible for the most successful television and live media participation shows in the last decade: *American Idol*, *The Voice*, *Dancing with the Stars*, *So You Think You Can Dance*, *AMA*, *VMA*. We also work with Coca Cola, NASA, Project Greenlight, and others.

**Telescope Inc. is an equal opportunity employer** which does **not** discriminate against: race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veterans, or any other protected class.

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