

## Digital Producer

Location: London, UK

To apply please send your CV with the **email subject of Ops 2018**, to [careers@telescope.tv](mailto:careers@telescope.tv)

### Job Description

We are looking for a dedicated and passionate Digital Producer to develop and deliver solutions for a variety of client projects. Reporting to the General Manager, Telescope UK you'll be responsible for managing the production of online, mobile and social projects from concept to final delivery including votes, competitions, live streaming events and play-along experiences.

You will work with a range of clients and must be adept at managing and building client and stakeholder relationships. Part of the role will be to provide operational support for ongoing projects and campaign launches, which will include out-of-hours working, from time-to-time.

To be successful in this role you must be well-organized, flexible, adaptable, personable and able to multi-task. You will be expected to develop your knowledge of Telescope's product set and platform capabilities to help shape client solutions. The successful candidate will be able to demonstrate a keen interest in and experience of working with digital media, as well as an ability to learn complex systems and get to grips with technical information and procedures quickly. The ideal person will enjoy solving problems and planning projects meticulously. An ability to work closely and effectively with technical, UX and sales teams within an agile, remote-working environment is key to this role.

### Skills & Requirements

#### Minimum Qualifications

- Proven project management skills: tracking project milestones, identifying risks, creating contingency plans, leading meetings, and communicating project status to clients and internal stakeholders
- Excellent written and verbal communication skills, including experience in client-facing communication
- Experience of digital production workflows, processes and timescales with the ability to communicate effectively with design, UX and development teams
- Experience of working with digital project management and issue management tools such as JIRA, Trello and Smartsheets
- Excellent attention to detail
- Experience dealing in rapid turnaround projects
- Competencies in Trello, Google Analytics, CMS campaign maintenance, issue tracking software tools and communications tools are a bonus
- Bilingual fluency in Spanish a plus but not required

## Desirable Qualifications

- 2+ years of agency-side experience as a digital project manager or producer
- Experience working with virtual teams and 3rd parties
- Professional experience of social, mobile, and emerging technologies
- Account management: experience of managing client expectations and developing relationships
- Excellent presentation skills
- Competencies in Google Analytics, CMS campaign maintenance, presentation 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

## About Telescope

We are headquartered in Los Angeles, with offices in New York, Barcelona, and now London. The work environment at Telescope is exciting, engaging, and dynamic. We have a range of clients across entertainment, sport, news, and marketing agencies who depend on us year-over-year to deliver amazing products and support their high-profile campaigns. We also have close strategic partnerships with social networks such as: Facebook, Twitter and Instagram as part of their media solutions programs.

Telescope has been responsible for some of the highest profile participation of the last decade working with huge TV shows such as The X Factor, American Idol and Strictly Come Dancing and events such as The Oscars, MTV's Video Music Awards, Red Nose Day and the OneLoveManchester benefit concert. We regularly work with film studios and musicians on their content strategy in social media, brands on their experiential marketing campaigns and sports teams, leagues and broadcasters on their live fan engagement experiences.



**Telescope is an equal opportunity employer** which does not discriminate against race, colour, religion, national origin, age, sex, pregnancy, citizenship, familial status, or disability.

To apply please send your CV with the **email subject of Ops 2018**, to **[careers@telescope.tv](mailto:careers@telescope.tv)**