



## Associate Digital Projects Producer

Location: Remote

To apply please send your resume, with the **email subject of Ops 2021**, to [careers@telescope.tv](mailto:careers@telescope.tv)

### Job Description

The Associate Digital Projects Producer reports to the Associate Director, Digital and is responsible for managing or providing support for the full production process of the company's client facing interactive online, live streaming and social campaigns. The Associate Digital Projects Producer works closely with designers and developers, as well as the clients to ensure smooth process flow and successful campaigns. They will also work daily with the company's proprietary digital products, CMS and across multiple social media platforms, at times directly with our contacts at Facebook, Twitter, Instagram, etc.

The ideal candidate has experience with digital applications across multiple platforms and devices, strong attention to detail, and a positive and enthusiastic disposition. Telescope is a small company which is growing rapidly with huge growth potential for skills and projects. To be clear, this role is focused around production of websites, native apps and other digital based products – **it is not a digital content position.**

### Skills & Requirements

#### Minimum Qualifications

- Prior digital production experience at a startup or digital agency required
- Extreme attention to detail at all times
- A strong desire to own and shepherd a project from beginning to end
- 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, Tik Tok - as well as new developments in the social space a big advantage
- Experience of being on a team developing a site from conception to launch
- Some client exposure and experience with managing client expectations
- Experience dealing in quick turnaround projects
- Excellent verbal, written, and presentation skills
- A desire to lead and make decisions as well as take responsibility for a project's success (or mistakes)
- Competencies in Trello, JIRA, Google Analytics, CMS campaign maintenance, issue tracking software tools and communications tools are expected

#### Responsibilities



- Manage or support 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, from start to finish with designated clients.
- Manage client expectations and communicate clearly with them at all times
- Develop working knowledge of in-house technology solutions
- Develop project specification through meetings with sales team and clients
- Prepare project plans and timelines
- Plan and oversee production on applications using our platform
- Document writing including conference call notes, statuses, contracts and reports

## About Telescope

Where strategy meets technology, you will find Telescope leading the way in audience engagement.

The work environment at Telescope is exciting, engaging, and constantly dynamic. We have major media and brand clients who depend on us year over year to deliver amazing products and support their audience engagement campaigns. We also leverage close partnerships with social networks like Facebook, Twitter and Instagram to deliver best in class 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, America's Got Talent, and MTV Video Music Awards to name a few. We also work with NBA, Sprint, Coca Cola, NASCAR, MLS, NASA, and many others. We power the technology that supports voting, audience engagement, content creation, sweepstakes, and live streaming campaigns. Our employees come from all backgrounds with rich experiences and a fun company culture. Our business is increasingly global, and we have offices in Los Angeles, Chicago, London, and Barcelona.

**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.