



# Digital Producer

Tommy LA

Job Opportunity

November 29, 2017

## Digital Producer

### WE ARE TOMMY, ARE YOU?

Are you an intelligent, proactive doer who is proud to own digital projects from inception through to delivery? Do you have a keen appreciation and admiration for process, but the wisdom to use it to improve the running of your projects without allowing it to run you? Are you well-versed in managing online advertising, interactive web experiences, and social content creation? Do you get a little giddy at the prospect of working with innovative technologies you've not tackled before? Do you strive to be your client's trusted guide through project work?

If so, you might be the best woman or man for this job. We are looking for a talented Digital Producer to join our close-knit and exceptionally talented team producing award-winning work for the likes of **Paramount Pictures**, **Amazon Video**, **Tesco Mobile**, **Sony Pictures**, and **Warner Bros**.

### RESPONSIBILITIES

As the new digital producer for our global company, you will be responsible for working across a number of projects and client accounts simultaneously – gathering requirements, creating briefs and project plans, supporting clients and the internal team, and managing projects through from concepting to delivery while utilizing resources spread across offices in three timezones.

You are on the front line of the client experience and will work directly with nearly every member of our staff. Success in this role is key to all that we do, as you will be working to develop internal process at a growing company. Applicants must be comfortable and adept at working amongst teams spread across the globe and in a creative environment that is both fast-paced and sometimes intense. Brainstorming and managing industry-first executions is key to what we do at Tommy, and our Digital Producers should fit into that environment with ease.

### SKILLS AND EXPERIENCE

#### Essential

- A portfolio of high-caliber digital projects delivered for impressive entertainment brands
- Demonstrable experience writing essential digital project management documents
- A thorough understanding of how technical aspects of digital projects work (such as hosting, environment set-up, database management, and similar so as to ask



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the right questions, form a project plan, manage developers on projects) and the ability to translate these actions to laymen's terms to educate your clients when necessary

- An understanding of basic design and development software and language capabilities and limitations
- Understanding of the qualities and capabilities of social media
- Online advertising campaign management skills – including ability to translate media plans into estimates, manage production of standard formats through to homepage takeovers, and familiarity with DoubleClick, Sizmek, and other ad servers

## Helpful

- Experience with Trello, Harvest, Forecast, Slack, TeamGantt, and a variety of other digital project management tools
- Project Management qualifications or training (such as Agile, PMI, etc.)

## GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Digital Producer, get in touch with our LA Director at [work@thisistommy.com](mailto:work@thisistommy.com). Send your resume and portfolio along with a cover letter email explaining why you are the best person for the job.