



JUNIOR DIGITAL PRODUCER

Producers Dept, Temp-to-Perm 6 Month Contract
October 2022, Tommy UK

WE ARE TOMMY, ARE YOU?

Are you an intelligent, proactive doer who is proud to see projects from inception through to delivery? Are you keen to build on your digital experience and learn to create campaigns across online advertising, social content, and AR lenses? Do you love tech innovation, social, and making cool stuff?

If so, you might be the person for this job. We are looking for a promising Junior Digital Producer to join our close-knit and exceptionally talented team producing award-winning work for the likes of TikTok, Amazon Prime Video, Netflix, Tesco Mobile, Sony Pictures, and Warner Bros. A Junior Digital Producer at Tommy will both support more senior Producers on projects and learn to take on projects independently.

We search out the most talented individuals we can find, but a positive attitude and a passion for seeing great work through as part of the team are qualities on which we won't compromise. The Producer team at Tommy ensures the integrity of our work by carrying these qualities through every phase of each project whilst keeping the good work on track. This is a role that actively engages with individuals across the agency (all three global sites); so, please, if you want to blend into the wallpaper apply to some other agency.

RESPONSIBILITIES

As a Junior Digital Producer 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 project team, and seeing projects through from concepting to delivery. Initially you will shadow a more senior Producer to do so, but eventually you will do so on your own.

The role of a Junior Digital Producer is to:

- Support projects throughout the process from concepting through planning, creation, QA, and delivery -- as part of a team or independently
- Gather requirements and collate briefs on new projects
- Create estimates, project plans, SOWs, CRs, functional specs, DAFs, PORs and all other project documentation
- Track project costs and keep project budgets with weekly and monthly reporting
- Brief and support all members of your project team as they work through your project briefs
- Contribute to agency-wide resource planning



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- Support the ongoing improvement of efficient process that makes life easier for all
- Liaise with our Resource Manager to source freelancer talent (designers, developers, creatives, strategists, etc.) and to ensure the quality and timeliness of their work
- Run BAU banner work, TikTok BEs and AR Lens projects, social asset creation, and other light-lift projects independently
- Support more senior Producers in larger projects and campaigns across the range of digital, social, AR, DOOH, and experiential

SKILLS AND EXPERIENCE

A Digital Producer is expected to have and to develop a number of skills. The successful candidate for the Junior Digital Producer role will have some mix of existing experience and skills as well a great desire to develop in areas they are not already adept in.

You must have

- Basic familiarity with writing essential digital project management documents such as Statements of Work, Change Requests, Project Plans, Functional Specs, and Creative Briefs
- At least introductory-level project management as a discipline
- A basic understanding of how technical aspects of digital and AR projects work (enough to ask 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 the basic capabilities and limitations of design, editing, and development software and languages (including but not limited to Photoshop, Premier Pro, After Effects, HTML5, SparkAR)
- Up-to-date understanding of the qualities and capabilities of all major social channels and a sense of what "works" and what doesn't
- A strong awareness of innovative technologies and a willingness to try new things
- An good sense of responsibility and attention to detail which you've learned to channel through digital production and project management
- An intense desire to impress clients and audiences at every opportunity



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We'd also like to see

- Online advertising campaign management – including the ability to translate media plans into cost estimates and project plans; the ability to manage production of everything from standard formats through to rich media home page takeovers and familiarity with ad servers
- A portfolio that includes digital projects delivered for entertainment or brand clients, alone or as part of a team
- Project Management qualifications such as Agile Scrum, PMI, etc.
- Experience with Productive, Trello, Harvest, TeamGantt, and a variety of other digital project management tools

GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Junior Digital Producer, get in touch with us at work@thisistommy.com. Send your CV and portfolio along with a cover letter email explaining why you are the best person for the job.

We're committed to furthering equality and diversity in the creative industry, so we'll be especially happy to see applications from diverse or underrepresented backgrounds. Tommy believes the advertising industry should reflect the world to which it speaks.

Local applicants legally allowed to work in the UK and able to work in our London office only, please. If you're a recruiter, please don't call us. We'll call you.