



Product Coordinator – Live Studio

Location: Los Angeles, CA

To apply please send your resume, with the **email subject of Ops 2007**, to careers@telescope.tv

Job Description

The Product Coordinator reports to the Sr. Product Manager and will take on day-to-day responsibilities assuring the highest quality projects and products are launched. We are looking for a bright, well rounded and organized individual with a keen attention to detail and the ability to rapidly grasp new concepts. Telescope is a small company which is growing rapidly with huge growth potential for skills and projects.

Skills & Requirements

Minimum Qualifications

- 1+ year of professional experience
- Knowledge and interest in social media platforms including but not limited to Facebook, Twitter, Instagram
- Demonstrated ability to learn new technologies and workflows
- Experience or understanding of online video streaming
- Customer or client facing experience
- Excellent verbal, written, presentation and interpersonal communications skills
- Ability to execute under accelerated timeframes and to quickly adapt to changes
- Excellent attention to detail
- Experience with video encoding a plus

Responsibilities

- Develop working knowledge of our Live Studio platform and related technologies and work flows
- Become capable of supporting Live Studio events
- Maintain a high level professionalism at all times while interacting with customers
- Build an understanding of industry practices and requirements to enable the implementation of client projects
- Assist with the operational development of Live Studio by providing clear and constructive feedback to the product and development teams
- Assist Senior Product Manager with all aspects of product management while working with internal teams and clients
- Create and manage documentation for our platform



- Respond quickly to changes in requirements from clients or technical team requirements
- Document writing including conference, status, next steps and reports
- Travel to Live Studio events will be required

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%)
- Occasional catered lunch
- 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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