



Marketing Coordinator

Location: Los Angeles, CA

To apply please send your resume, with the **email subject of Marketing 2020**, to careers@telescope.tv

Job Description

Telescope is seeking a Marketing Coordinator, who will be an outstanding addition to our Telescope Marketing & Strategy team. You will play a fundamental role at Telescope by serving as the primary foundation of support in the creation of Telescope's varied creative marketing and strategy initiatives. This position is front-and-center in the strategy, creation, development, and execution of Telescope creative marketing campaign launches and strategic sales pitches. The right person for this role is someone who is energized by working in a fast-paced creative environment and possesses a strong ability to handle multiple tasks concurrently while prioritizing and following through on vital department projects. This person should have a robust attention to detail and the ability to analyze and interpret data to derive insights.

Skills & Duties

Responsibilities

- Assist the VP of Strategy & Creative Services in the development of Telescope's creative assets, marketing plans and client decks - including project management, campaign archiving, data analysis, tracking key department goals and much more.
- Compile and prepare creative material for presentations and decks
- Collaborate with multiple teams and individuals across the organization, including Sales, Operations and Design
- Build and maintain essential team documents and assets, including campaign archives, social media campaigns/assets, client presentations, and department best-practices guidelines.

Minimum Qualifications

- BA (in Marketing, Strategy, Communications, or related area preferred)
- Excellent project, time management, and organization skills
- Proficiency in sensitive asset management, distribution, and tracking
- A passion for ownership and seeing a project to completion
- Comprehensive note taking ability and follow through
- Detail oriented with strong ability in written and verbal communication
- Outstanding skills with Adobe and Microsoft Suites (Excel, Outlook, Word, PowerPoint)
- Experience and awareness of the social media platforms and functionality
- Positive attitude with the ability and desire to collaborate with people at all management levels, to strengthen cross-team relationships, and champion Telescope's business goals
- Interest in copywriting and story telling
- Data analysis experience
- A passion for creative problem solving
- Attack every single day with a "can do" attitude and a hunger to continuously improve



Perks

- 16 paid days off per year
- Most national holidays paid per year
- Comprehensive medical, dental, vision insurance, and 401k match (up to 100% of 6%)
- Partially paid cell phone coverage
- Holiday parties for all employees
- 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. We create the software that handles all parts of the voting, and now we are going after social as well. We work with massive scale, big data, and cutting edge technology. Our technical environment is full of passionate employees who enjoy what they do every day.

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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