



Associate Product Manager

Location: Los Angeles, CA

To apply please send your resume, with the **email subject of Ops 2004**, to careers@telescope.tv

Job Description

The Associate Product Manager reports to the Director of Product and is responsible for managing the production process of interactive web products including: trivia, polls, data visualizations, play-along experiences and more from concept to final delivery. The Associate Product Manager works with designers and developers, and clients to ensure smooth process flow and successful campaigns. The position also includes working daily with social media platforms: Facebook, Twitter, and Instagram. The ideal candidate has experience with digital applications, strong attention to detail, enjoys working with new technology, and has a positive attitude. Telescope is a small company which is growing rapidly with huge growth potential for skills and projects.

Skills & Requirements

Minimum Qualifications

- 2+ years of digital production experience at a startup or digital agency
- Experience of assisting on projects with web and mobile development technologies
- Experience of being on a team and supporting product launches from conception to launch
- Client exposure and experience with managing client expectations
- Knowledge and interest in social media platforms - including but not limited to Facebook, Twitter, Instagram - as well as following new developments in the social space
- Extreme attention to detail at all times
- Experience dealing in quick turnaround projects
- Excellent verbal, written, and presentation skills
- Competencies in Trello, Google Analytics, CMS campaign maintenance, issue tracking software tools and communications tools are a bonus

Responsibilities

- Develop an expert understanding of Telescope's suite of digital products and in-house technology solutions
- Create and manage documentation for our platform and product suite
- Be involved in new and innovative products being built at the Company
- Manage the development of products for desktop, tablet and mobile applications with social network integration from concept to final delivery



- Work with designers, developers and clients to ensure smooth process flow and successful development of new product initiatives
- Support digital products and live video engagements with demos and presentations
- Troubleshoot systems and work with company teams to maintain product integrity
- Ability to be on call when necessary and meet client live show demands and expectations (position will include some travel opportunities)
- Ability to support client issues from an operations and technical perspective
- Manage all aspects of assigned projects, working with designated clients
- Prepare product plans and timelines
- Prepare operational documentation and statuses and reports

Perks

- 16 paid days off per year
- National holidays and end of year break paid each year
- Comprehensive medical, dental, vision, life insurance, and 401k (up to 100% of 6%)
- Occasional catered lunch
- Free parking (or stipend depending on location)
- Paid cell phone if on company plan
- 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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