

Digital Producer

Salary: up to £34,000 D.O.E.

ico Design Partners is an award-winning digital and branding agency and we're looking for a new team member.

Although small, our innovative solutions have created an enviable portfolio and attracts an impressive selection of clients - a sample includes Snog Frozen Yogurt, Penguin, The Science Museum, ubyu, GF Smith, National Museum of Scotland, Heron International, The Crafts Council and Ladybird, to name a few.

Our team has created brands, designed and developed interactive touch screen exhibits, mobile apps, websites and made toy chickens race down a track in response to people flapping their arms. We are interested in the latest technologies and look to integrate social media into our strategies where appropriate.

We are selective with the projects we choose - not just taking on projects for the payment, but ensuring they are interesting projects for us to work on. This ensures each project is different and innovative in its own way.

We are a creative company looking for a technically aware, brand astute, digital producer to come on board. Your attitude and ability is as important as your experience, so we're keen to hear from talented people who have the right ambition and aptitude.

What your role will involve:

Project lead and Account Management - including strategy, budget creation and monitoring, specifications, schedules, procurement, some testing and approvals. You are responsible for ensuring the integrity of the project and its delivery, and although you'll be part of a supportive team, you are given freedom to run the project as you see fit

You'll be the primary point of contact for clients and be expected to develop good client relationships

Preparation of proposal documents and presentation pitches for new projects

Other areas - being a small company, there is the opportunity to get involved in other tasks where time permits so we're interested in people who have a second talent, e.g. UX design, brand strategy development, creative brainstorming sessions. However, managing digital projects and teams should be your passion

What we need you to have:

- A degree qualification
- Minimum 3 years digital project management experience in a small-to medium-sized company/agency managing a variety of web, mobile and interactive projects (ideally in a creative agency environment)
- Excellent organisational skills and the ability to independently ensure tasks are seen through to completion
- A proven record of being knowledgeable, fair and honest in your dealings and negotiations with clients to ensure their respect
- The ability to think on your feet - you're a creative problem solver who is able to think laterally, to consider all options and encourage others to find solutions. You must be analytical and confidently justify the solutions you suggest
- A positive attitude and enthusiasm for the tasks you undertake both independently and as part of a team
- Excellent attention to detail
- Great communication skills - you're someone who is able to understand, interpret and translate technical speak for designers, clients and management - and vice versa - to ensure all team members are on the same page



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- Excellent written skills - you're able to articulate yourself well in emails and documentation
- Current ability to work within the UK and start within 1-2 months. Preferably already living in the London area

What we'd like you to have:

- Experience of helping clients define their marketing, social media and digital communications strategies
- An ability to find the balance between process and productivity - not to get too bogged down with the paperwork but having enough detail to ensure risks are mitigated and all stakeholders have a clear understanding of the project
- Ability to encourage creativity and contribute to it, but to know the limitations of the project (e.g. budget) and be firm in your convictions when required
- An interest in usability and best-practice methods for web, mobile and interactive
- A passion for design, technology and social media that you feed by keeping up to date with the latest developments and changes, primarily in the web and mobile spaces
- Experience or willingness to work on branding projects
- The ability to use a variety of programs would be a benefit, e.g. Excel, Traffic, Axure, Omniplan, Photoshop, Illustrator, InDesign etc
- Experience using Mac

What you'll get:

- The support of an enthusiastic, passionate and talented team
- Management that is supportive and understanding
- A central London studio as your workplace
- The opportunity to take the lead on interesting and varied creative projects
- Remuneration in line with your experience

If you'd like to apply - this is what we need:

Please send a CV and cover letter to:

apply@icodesign.com

Genuine applications only -
no recruitment agencies please.