



Web Producer

APRIL 14, 2010

The web producer coordinates and oversees production for Web/Online related initiatives.

Our Expectations:

- Do great work
- Have a positive attitude
- Embrace rapidly evolving, changing technologies and marketplace realities
- Bring a passion for learning and collaborating
- Attention to detail and ability to juggle multiple projects

Responsibilities:

- Focus on defining innovative and highly effective interactive solutions
- Manage the technical production, testing, hosting and maintenance of all agency and client interactive projects
- Provide oversight from a development perspective in order to maintain knowledge on databases, content management systems, forums, blogs, wikis, document libraries, image libraries, personal pages and news processes
- Coordinates efforts of third-party vendors with internal account team
- Take proactive lead in ensuring optimum website usability and provide educational training for clients
- Additional responsibilities may include:
- Analyzing web measurement data to make recommendations and implement improvements
- Working closely with the design team to ensure designs are translated accurately into visually compelling web pages

Qualifications:

- At least 2-5 years experience managing technical projects from conception to completion
- Agency experience required
- Proficiency with project management tools
- Capable of writing technical documents that encompass requirement documents and technical specifications
- Basic understanding of Flash, SQL, Java, systems integration, HTML, DHTML and database configuration