Assistant digital project manager

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Salary

Around £24K

We're open to a (realistic) discussions if you feel you are worth more, or if you feel you'd need to work up to this level.

Location

Greenwich, London SE10

We value the benefits of a full-time, studio-based team but we would not rule out other approaches.

Start date

When you're available

We'd rather wait for the right person than rush to employ a compromise candidate.

Applications

CV, cover note and salary expectations

Applications close 27th January

Use the cover note to respond to the job description and let us know why you'd be the ideal fit for our team.

Write to:
Michael Smith
Cog Design
11 Greenwich Centre Business Park
53 Norman Road
London SE10 9QF

Email:
opportunity@cogdesign.com

Overview

This is a chance to make your mark, delivering digital projects for some of the UK's most significant (and fun) cultural sector clients.

We need someone with enthusiasm and ability, to deliver projects beyond our clients' expectations.

You'll be working in an experienced team, liaising between creative clients, designers and developers.

You'll need to be clam, organised, and tenacious. We're looking for a mix of of technical, creative, practical and personable; someone who can grow into a confident project manager.

You'll need to be flexible and adaptable enough pick up on multiple short-term tasks as they drop in.

This is a hands-on, studio based role with a smattering of client meetings, presentations and workshops to attend.

What's it like at Cog?

We are a full-time team of ten plus a wide network of associates with specialist skills

You'll be at the heart of the cultural sector, working with an unparalleled portfolio of clients.

We're a well-established agency, consistently in the Top 100 UK design agencies; an award-winning team of creative thinkers and developers.

Within a generous and supportive team, you'll be given the freedom to make decisions and you'll be empowered to implement change.

Our studio, right next to Greenwich station, has all the things you might expect (including a pool table, a well-appointed kitchen and a cupboard full of fancy teas) and some things you might not (such as an indoor garden and fishpond).

Cog culture

We are obsessed with design and culture; that's how we fill our days (and nights). We fund a monthly team outing where we review one of the capital's cultural highlights, and we send a monthly cultural calendar by email.

Sign-up here: coglik.es/sign-ups

We work exclusively with arts and heritage clients and firmly believe in the power of the arts to transform lives. We volunteer our time to campaigns that lobby for the arts and creative education.

Our clients

Happy clients and ongoing relationships are our most important indicator of success, and the cornerstone of our business.

Our clients include:
Akram Khan Company / The Albany / Arts Council England / Art on the Underground / Bournemouth Symphony Orchestra / British Council / Candoco Dance Company / The Comedy Store / Contact (Manchester) / English National Ballet / Film & Video Umbrella / Graeae / The Gulbenkian / Impact / Jerwood Arts / King's College London / Lyric Hammersmith / Making Music / The Marlowe / Orchestra of the Age of Enlightenment / Parasol unit / Rich Mix / Royal College of Music / Selladoor / Society of London Theatre / Soho Theatre / South Bank London / South London Gallery / The Stage / Theatre Hullabaloo and many more

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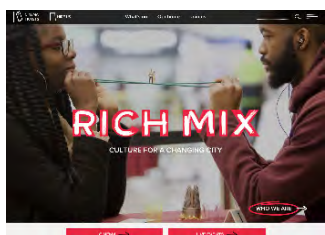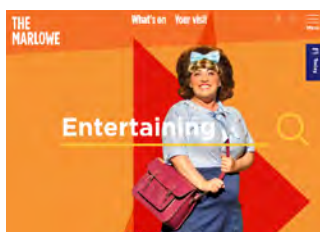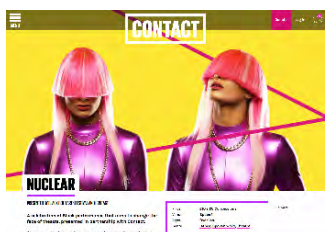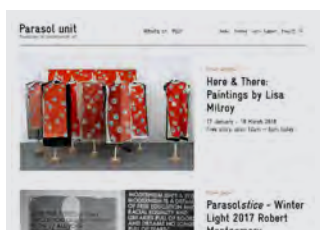
Job description

Liaising with clients

- Regular contact with many clients

- Helping our team in scoping and mapping out the technical requirements of new projects

- Assisting with drawing up site-maps and wireframes

- Actively managing so we push projects forward (not waiting and reacting)

- Responding to client enquiries, understanding their needs and providing reasoned responses – options, action plans, timelines

- Being a hands-on do-er in areas such as snagging and testing; providing or quality control before work is sent to clients

Liaising with the team

- Encouraging dialogue between developers and designers to ensure a clear shared understanding

- Part of the team, allocating resources of people and time, and monitoring progress and effectiveness; ensuring that we work within timelines and budgets (or have good reasons for the extra investment)

- Actively identifying problem areas early and addressing them

- Looking out for areas of best practice and technical skills that we can adopt, liaising with others and making that happen

- Being an active participant in the Cog team: being an enthusiastic advocate of our ethos and engaging in activities

- Maintaining and improving upon our systems: accurately recording time, following admin procedures, swiftly responding to requests from colleagues

- Attending meetings and workshops

- Being actively engaged in your own personal development: providing feedback to our Head of Digital, looking for ways to improve. Suggesting and attending training as required

- Recognising, respecting and promoting the different roles and diversity of the individuals within the team

- Being an advocate of our company's processes and policies, including Data Protection, Ethical, Health and Safety and Equal Opportunities

Qualities

We're looking for someone who can show us they'd be a great addition to our team. That probably means:

- Enthusiasm for what we do and how we do it.

- Highly organised and methodical with a meticulous eye for detail

- A problem solver, calm under pressure

- Excellent numerical, written and verbal communication skills

- Some knowledge of CMS platforms such as WordPress

- Self-starter with a desire to constantly improve and develop, and to help others do the same

Desirable qualities

- Experience working in the arts and/or working in a design agency

- Knowledge of email platforms such as Mailchimp, Dotmailer and Campaign Monitor

- Knowledge of ticketing platforms such as Spektrix, Tessitura and Patronbase

- Knowledge of the technical integration of third-party systems

- A geeky understanding of the sorts of details that make our client base different to most

An active team member