

Job description

Digital project manager

Salary

Around £30K

We're expecting to pay around this sort of figure for a full-time digital project manager.

But we're genuinely open to a discussion if you feel you are worth more, or if you feel you'd need to work up to this level.

Location

Our studio is based in Greenwich, London.

We're working from home during the national lockdown but we usually enjoy the benefits of a full-time, studio-based culture.

We're happy to chat about alternatives (including remote working).

How to apply

Email michael@cogdesign.com

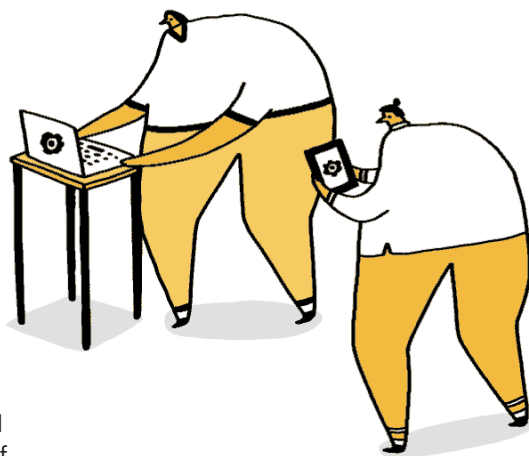
Send a CV and use your email or add a cover note to let us know why you'd be the ideal fit for our team.

Timings

Applications close Wednesday 10th February.

We'll get back to all applicants within a week. That might be to ask some extra questions, to arrange a first interview or to explain why we aren't the right match at the moment.

We've got work to get on with straight away. But we'd much rather wait for the right person than rush to employ a compromise candidate.



Overview

This is a chance to be at the centre of our busy website delivery team.

We're looking for a people-person with a geeky love of tech, and a passion for the arts.

You'll be liaising between designers and developers, and you'll be the key point of contact for many clients.

This is an exciting and hugely varied role.

On some days you'll be scoping a new website; on others you'll be setting up hosting and testing a new-build project across multiple devices. On most days you'll be juggling a dozen small requests from different clients and colleagues.

You'll need the tact, tenacity, patience and stamina to steer complex, long-term projects through to completion. And you'll need to be flexible and adaptable enough pick up on multiple short-term tasks as they drop in.

We're looking someone who knows why it's important to create methodical lists and loves ticking off the tasks, and knows that lists are just a tool to help us exceed the expectations of our clients.

Within a generous and supportive team, you'll be given the freedom to make this role your own and be empowered to implement improvements. We can fund courses and conferences, and arrange site visits and training to facilitate that process.

Qualities

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

- Enthusiasm for what we do
- Experience in project management and delivery
- Highly organised and methodical with a meticulous eye for detail
- A multitasker who can switch gears when needed
- A tenacious completer
- Ability to explain complex tasks in everyday language
- Working knowledge of content management systems such as WordPress
- A team player with a desire to constantly improve, and to help others do the same

It'd be useful if you have the ability to (or the capacity to quickly learn to):

- Be empathetic to the needs of our arts-based clients, perhaps through experience, working in an arts organisation
- Understand what makes the difference between good and great websites
- Know how to work with email systems (such as Mailchimp and Dotmailer) and ticketing platforms (such as Spektrix and Tessitura).
- Understand how to set up and interpret data from Google Analytics and Tag Manager.

About Cog

What's it like at Cog?

We do our best projects with people who are genuinely excited about their work so we choose only to work with those people. For us that means working exclusively in the world of arts and culture.

Using WordPress as our CMS, we design and build unique websites that help arts organisations inspire their audiences.

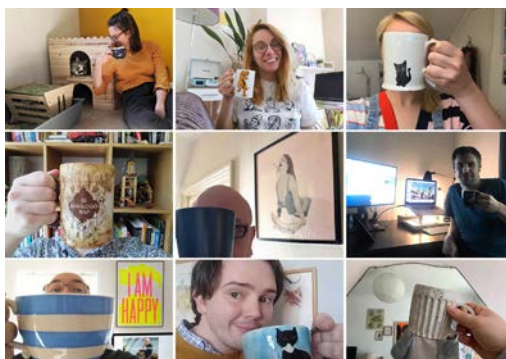
Formed in 1991, we are probably the most experienced agency working in the sector in the UK. We aren't limited by technology or visual style, we work in the most appropriate way to convey our clients' messages to their audiences.

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

We speak in plain English because we are confident enough not to need to hide behind jargon or acronyms.

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).

We have a firm ethical policy that mean we won't promote alcohol, tobacco, gambling or the arms trade. And we have an extensive environmental policy which, amongst other things, means we use renewable (non-nuclear) energy and won't fly to meetings.



Culture obsessives

We firmly believe in the power of culture to transform lives.

We are often invited to client events and we fund a monthly cultural outing that we call Cog Nights. You can read our reviews at cogdesign.com/journal.

We send a monthly Cultural Calendar with our reviews and recommendations – even in the lockdown (sign-up via coglik.es/sign-ups), as well as a more infrequent round-up of our design work.

And we host breakfast briefings at least once a month, where we invite guests to share their perspectives on the world of culture.

For a faster stream of consciousness, follow us on Twitter and Instagram @cog_design.

Or peak at life in our studio via our daily visual diary – Everyday Cog: cogdesign.com/journal/category/everyday-cog/

We are supporters of initiatives such as Arts Emergency and the Black Theatre Ticket Project.

And we are the 'in-house' agency for the National Campaign for the Arts (Michael was a Trustee and Executive Chair for five years).

Cog Cultural Calendar at home

Once again, we've devoted our monthly Cultural Calendar to sharing our top tips for staying in and experiencing culture in isolation.

We're still finding ways to keep busy, stay positive and be inspired by culture online.

If you know others who'd like this email, do encourage them to [sign up](#).

#StayAtHome

Top team tips...

Some top-tips and recommendations from the Cog team.

Tales From The Loop

Tales from the Loop is a TV show, based on Simon Stalenhag's art book and tabletop role-playing game. Set in an alternate-history 1970s America, it's a calm and quiet take on sci-fi, exploring a half-world between fiction and reality.

Claire's been immersed in the stunning scenes. You can stream the entire series on [Amazon Prime](#).

Heavyweight

Heavyweight podcast recounts pivotal moments in people's lives, held together by the hilarious, inquisitive host Jonathan Goldstein.

Alex finds comfort in the check-ins. No statistics or loud headlines, simply people responding to the world and sharing their experiences of living in it.

[Find out more](#), or listen on your podcast app of choice.

End Meeting For All

A three part show using Zoom as its stage. Michael watched episode one and has no idea if it's any good or if it's about anything.

But, as with all of Forced Entertainment's work, he's fascinated and can't wait until the next episode.

[Watch on YouTube now](#) and successive Tuesdays.

Sit Down AJ Dance Parties

Pineapple Studios' AJ is doing daily dance parties. No tricky choreography, this is more like dancing around your bedroom with your friends to blaring 90s music. See how no series of rhythm and this choreography.

