



## Digital Producer

### Purpose

We are seeking a Digital Producer to join our team for 4 months (July – November) to deliver the digital campaign for Holocaust Memorial Day 2012 (HMD 2012). You will oversee the production of a microsite for the **Speak Up, Speak Out** campaign, the production of a short film which will be made available on our website and to explore opportunities to develop online apps or other suitable digital media to increase awareness of HMD.

Working with the Head of Operations and Information Officer, you will manage from start to finish the procurement, development and delivery of the projects detailed above, bringing these in on time and on budget. You will work with members of the HMDT team to create the content for the microsite. You will liaise with chosen suppliers on a regular basis and ensure that the HMDT brand is used in the appropriate way.

Ideally, you'll be based in our office for a minimum of 3 days per week (you'll find us between Vauxhall and Waterloo tube stations) because this is the best way you'll ensure that our digital output works as part of our full campaign. You'll have experience of scoping, costing, scheduling and managing digital projects with a proven track record of delivering effective and successful initiatives. You have excellent attention to detail, a great creative eye as well as the ability to grasp technical issues and explain them to non-technical people. You must be confident and highly communicative and have experience of reviewing projects through their planning cycle and recommending revisions where necessary. We're not expecting you to be a technical-guru but we do expect you to have experience of working with those who have this expertise.

You'll work with every member of the team, so you need to be comfortable and confident when working with others, and able to work with sometimes conflicting deadlines during our busiest time of planning for HMD 2012. We'll want you to demonstrate sensitivity around the issues of HMD, but to also show innovation and bring new ideas to our table.

### Person specification

- experience of being a Digital Producer or a Project Manager on a digital project
- demonstrable understanding of delivering digital content for a campaign

- ability to work with technical and non-technical people
- great communication skills – in person and in writing
- availability to work in London at least 3 days per week
- experience of procurement processes
- demonstrable experience of delivering projects to budget and deadlines
- able to spot opportunities for future developments

#### Desirable

- understanding of the charity sector
- experience of working in the Human Rights field

#### Budget

We have a budget of £5,000 for the Digital Producer role and a budget of £35,000 for digital projects and delivery of our short film.

#### Application process

Please complete the application form, and send to [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk) **by midday on 12 July 2011**. Shortlisted candidates will be invited to interview on 20 July 2011.