

Job Title

Director, Website and Content Production

About TEDMED

TEDMED is the independent health and medicine edition of the world-famous TED conference, dedicated to “ideas worth spreading.” TED Talks have been viewed online over two billion times around the world. TEDMED is a 501c3 Public Charity.

Created by TED’s original founder, TEDMED convenes and curates extraordinary people and ideas from all disciplines both inside and outside of health and medicine in pursuit of unexpected connections that accelerate innovation in health and medicine. Best known for its annual event, TEDMED is a year-round global community.

We are looking for an ambitious **Director of Website and Content Production** to support our technology and help us communicate our mission across all of TEDMED’s digital platforms. This role will be based at our headquarters in **Stamford, CT** and will report to the Chief Operating Officer.

Primary Responsibilities

This position is the manager for all technology-related projects that occur at TEDMED. They are responsible for managing the content and functionality that appears on TEDMED’s website, mobile app and other online tools. The **Director of Website and Content Production** will work with our offshore technology partner to execute web development and will also collaborate with external vendors that provide technology that support a variety of programs.

Specific tasks will include:

- Coordinating periodic website updates to support the TEDMED event promotion and operation, to keep content relevant, and to support our ongoing marketing and social campaigns.
- Serve as project manager for all web development projects performed by our offshore development team, from feature and functionality documentation through QA and implementation.
- Coordinating production of our TEDMED Live Program by working with our live streaming technology vendor and our production crew to make TEDMED’s stage content available live, and on demand.
- Overseeing the setup, delivery and responses of a variety of surveys administered via Survey Monkey, used both for Program curation and event attendee feedback.
- Managing production of the TEDMED event app, “TEDMED Connect”, working with an external event app technology vendor to execute from design and feature conception through launch.
- Maintaining features, functionality and content on TEDMED.com, addressing bugs and content updates as needed.
- Maintaining event registration and website admin system, coordinating updates and addressing changes as needed.
- Manage TEDMED’s YouTube channel and video content
- Work with TEDMED’s event video production team to support video storage and backup needs.
- Support the TEDMED team with project management and technical troubleshooting as needed.

Requirements:

- 5-7 years of experience in project management in roles that manage technology and/or the production of digital products
- Outstanding organizational skills and the ability to handle multiple projects simultaneously while meeting weekly and extended deadlines.
- Strong writing and communication abilities in order to coordinate projects across multiple teams.
- High level of proficiency in Microsoft Office Suite (Word, Excel, Powerpoint) and Google Suite (Gmail, Google Docs) and Adobe Photoshop.
- Experience working with project management software and with communicating development requirements is a plus.
- Experience working with offshore development teams is a plus.
- Experience managing technology vendors is a plus.
- Excellent interpersonal skills, positive attitude and entrepreneurial drive.
- Ability to adapt to changes quickly, take initiative and maintain a "get things done" approach.
- Bachelors Degree required.

Reports to:

COO

Location of position:

Stamford, CT (TEDMED Headquarters)

Salary:

Competitive

Benefits:

Full health and dental insurance

Generous paid time off and holiday schedule

Non-matching 401k


Open office and collaborative environment

Terms of Engagement:

This position is a full time position and is located in Stamford, CT. Given the collaborative nature of the TEDMED team, candidates wishing to work remotely will not be considered. This position is ready to be filled as soon as possible.

Please send cover letter, salary requirement and resume to: Careers@TEDMED.com

Deleted: 

Interested candidates should submit their CV and resume to careers@TEDMED.com.

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