



## Example of Content Lead Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a content lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for content lead

- Driving business development programs that fully leverage the Hitachi and Content capabilities
- Provide input for the management of the TCS Document Specialists as it relates to the RRM management processes
- Oversee the project management and quality of content development beyond manuscript, through the full editorial process, including editing, typesetting and proof-reading, until the content is ready to be published
- Work with the program manager and content director on digital content strategy
- Work with project manager, content director, and media editor to ensure projects are progressing as expected and to make adjustments as necessary
- Work with engineering to design physics- and astronomy-specific features for our digital products
- Provides executive level reporting, briefs and presentations on interdepartmental issues such as backlogs, strategies, reporting, purchase services, ingestion and Content Management System initiatives to aid with decision making
- Works with confidential information such as financial data when necessary for production and system analysis and modeling
- Coordinates the creation of proof-of-concept (POC) for new projects, enhancements to existing solutions and production/operational issues
- Manages content and source audits

- 
- Work with the customer to gather and understand requirements
  - Excellent interpersonal skills with proven success building relationships across all levels throughout an organization
  - Understanding of, and experience with, value add program offerings in the financial services landscape
  - Ability to interact with and build strong relationships with senior executives
  - Experience must include strategic planning, communications planning, marketing and management
  - Series 6 or 7 license preferred (Series 24 desirable)