



<http://nge.io/project-manager-ii/>

## Project Manager II

### Description

#### HERE'S THE DEAL

We are a full-service eSports company that creates, manages and monetizes competitive video game leagues. We build a title's competitive community from the ground up, growing it into a unique, professional and world-class eSports operation. We manage all league operations and produce expert live entertainment in-studio or at stadium-sized venues. We deliver monetary results by authentically translating our publishers' and brand sponsors' business outcomes to this massively diverse community.

We seek out ambitious partners and are the leading eSports company for new gaming titles.

We are anticipating breakneck growth and are looking for an individual that loves to deliver distinctive, engaging, premium content ; for someone who gets fired-up thinking about creative original content for the next generation of esports titles alongside a small, high-energy team. We want someone who pushes back on the status quo and does things faster and better – because that's what gets them out of bed in the morning.

Project Manager II is the mode where you will face higher class enemies that provide tougher challenges, and bosses become stronger and even harder to beat. The skill required to complete projects is higher. The ideal applicant is highly competent in grabbing the reigns of a fast paced project and lead it to success. Must be confident in defining and communicating the scope of the project.

As a wise old man once said, "It's dangerous to go alone, take this!"

### Responsibilities

#### WE NEED YOU TO

- Work alongside company founders to help shape the future of online eSports entertainment
- Develop and direct complex, high-value live broadcasts and events
- Maintain and execute against project SOW, keeping production on time and on budget while wowing our clients and fans
- Provide persuasive creative direction to key internal and external stakeholders whilst keeping ego firmly in check
- Contribute to the overall creative strategy and identity of the team by participating in brainstorming, providing notes to other producers, and continuously developing new content formats

### Employment Type

Full-Time

### Job Location

Burbank

### Date posted

December 8, 2018

- Excellent written and verbal communication skills
- Adapts quickly to change
- Brings clear, distinctive creative vision to each production
- Can-do approach and ability to perform under pressure
- Fanatically deliver the best fan experiences possible
- Create a workflow for documenting all project work and progress
- Craft a system of weekly communication across all partners
- Solicit feedback and post-mortems on key project areas across all stakeholders
- Ask for regular updates and feedback from individual contributors
- Act as liaison between production, marketing, creative, data and other internal groups
- Translate objectives, progress, and inquiries into clear, concise information
- Document roles and share information about primary points-of-contact among all partners and internal groups
- Ensure that each component of the esports group improves project-by-project
- Provide a singular point of contact for inquiries, referrals, and updates on each project's status
- Record and then delegate all incoming requests to the proper stakeholder
- Create formalized post-mortem process and phase end-reports and recommendations
- Attend project meetings to create cost projection reports in advance of formalized budgets and SOWs
- Design and update a unified project management tool and quickly integrate all project tasks as notified
- Discover and update esports leadership of any pending items, delays, or project deviations that need to be addressed
- Keeps all parties accountable and on-track with daily and weekly obligations
- Identify areas of overcommitment and areas where additional resources are needed
- Assist in the creation of key project collateral, RFPs, and proposals
- Organize all documentation, RFP responses, media, calendars, and files according to esports group specifications
- Ensure global visibility of project tasks, current status, roadblocks, and accountability
- Provide a weekly email update and organize weekly status call
- Make sure all project changes are communicated to the affected parties, especially relating to project timelines, scope, and budgets
- Craft and solicit approval of proposed project scope changes from inside and outside of the core esports group; evaluate and pass to appropriate stakeholder
- Other tasks as assigned

## **Qualifications**

### **YOU MUST HAVE**

- Passion for videogames and interactive media
- Must have experience in managing teams of employees or contractors, production workflow, and client management
- A track record of excelling with little supervision
- Affinity to sense and navigate stakeholders motivations
- Experience managing multiple priorities in high-stress, time sensitive environments
- The desire for a fast paced, entrepreneurial environment

**Reasonable Accommodations Statement:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **YOUR BONA FIDES**

- **Education:** Bachelor's degree from an accredited institution
- **Experience:** 3-5 or more years digital video, commercial or broadcast production, or at a creative agency

#### **OTHER**

- **Work Schedule:** Be prepared to help build something great and work long hours, including occasional evenings and weekends
- **Amount of Travel Required:** Limited
- **Work Environment:** Typical office, travel (trains, planes and autos), studios and on-location environments

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.