



Job Title:	Project Manager	Job Category:	Production
Location:	Henfield, UK / Remote	Travel Required:	Some travel may be required
Level/Salary Range:	£20-35,000 (pro rata if part-time)	Position Type:	Full or Part-time
HR Contact:	Claire Kelton claire@pscgames.co.uk	Date Posted:	8 July 2020
Will Train Applicant(s):	Yes	Posting Expires:	31 July 2020

Applications Accepted By:

EMAIL:

Travis Smith - travis@pscgames.co.uk
Subject Line: Project Manager

COMPANY INFORMATION

PSC Games is an independent board game publisher with a passion for strategy. We make great games like *Blitzkrieg!*, *Rome & Roll*, and *Red Alert: Space Fleet Warfare* and work with some of the best designers in the industry. We are a growing company with an exciting pipeline of games in development, including upcoming work with several popular licensed IPs.

Job Description

This role is all about driving the schedule of our games from design through to delivery.

Your mission is to manage our board game production, ensuring that jobs are completed on time and on budget. You are a planner and facilitator, setting schedules, managing workflows, and keeping stakeholders informed as appropriate. You value accountability and know how to make best use of the internal and external resources at your disposal.

This role works closely with the Studio Manager who is broadly responsible for marketing strategy and product oversight.

KEY RESPONSIBILITIES

The Project Manager will manage the day-to-day production of our board game titles. Using strong attention to detail, you will identify potential problems or roadblocks in advance and offer creative solutions to address them wherever possible. You will keep the team informed on progress throughout the process.

You will plan and organise multiple production schedules simultaneously and will use IT systems to track project progress. You will evaluate the success of projects against their goals and will share the lessons learned and best practices with the broader team.

Working with the Studio Manager and the project's creative lead, you will draft the specifications and coordinate the creation, approval and submission of all assets for new and developed products. You will manage the quality control of incoming products and ensure that all deliverables meet the specifications and expected standards.

You will be responsible for estimating and adhering to budgets and timescales. You will negotiate quotes and provide analysis and recommendations to the Senior Leadership Team to support the awarding of contracts to manufacturing partners.

Sitting at the centre of our projects, you hold a key coordination role amongst our multidisciplinary team that includes local and remote staff working in game development, finance, marketing, and operations. This role is also central in the management of our external relationships, including language localisation partners and manufacturers.

PSC Games is growing and this role is expected to grow with it.

KNOWLEDGE, SKILL AND EXPERIENCE

Essential

- Minimum 1 year of project management experience in a professional environment
- Excellent organisational and time management skills – able to manage deadlines for multiple projects simultaneously
- Demonstrably strong IT, numerical, verbal, and written communication skills
- Collaborative nature
- Self-motivated

Desirable

- Gaming industry experience or background

NOTES

Applications without a cover letter will not be considered.