

Production Director 1

Job summary

As a Production Director, you will manage a team of Producers, Release managers, and QA in the production of high-quality products across a broad portfolio of Indie games. Maintain overall Portfolio planning and budgetary responsibilities for numerous game brands. You'll be collaborating with team leaders, Company management, and our external partners daily ensuring our projects progress to successful completion.

Responsibilities

Directly manage a team of Producers responsible for the full production life cycle

Hire and train new employees while fostering and enhancing our company culture and external studio relations

Mentors production staff in areas such as scheduling, budget, quality, communication, and time management

Provide annual evaluations for direct reports and provide measurable growth goals

Enhance relationships with development partners, and internal departments including Executive Management, Sales, Marketing, and Operations

Establish and scale portfolio processes and tooling as needed to meet organizational needs

Standardize process and reporting methodologies for production to report progress and forecast dates across the publishing portfolio

Work with Vendors to facilitate delivery of portfolio titles as needed

Create, track, and report on quarterly OKRs for game portfolio

Requirements

10+ years experience producing PC/Console games from conception to code release

5+ years of management experience

Extensive experience as a Lead Producer / [Production Director](#) on a major title

Fully produced at least 2 large team games (PC or Console)

Experience working with external development teams

Experience working with a Portfolio of games

Experience working with ports

Superb understanding of game production and all its facets

Excellent project management skills

Excellent written and verbal communication skills.

Organized and analytical in decision making



Positive attitude and outlook

Deep knowledge of multiple genres of console and PC games

Experience with release management and QA workflows

Strong grasp of project management software tools (Jira, Confluence, Wrike, Salesforce)

Production Director 2

Job summary

With great production and on-air skills, we're looking for a [Production Director](https://100hires.com/production-director-job-description.html) - you must be a 360 talent to propel the brand to new heights.

Applicants must be social media savvy, and regularly contribute great local content to the station's website, mobile app, and all social platforms. The successful candidate must be able to connect and engage with the station's target audience on all platforms.

Responsibilities

Entertains and informs the listener audience both on the air, via digital content, and through social media outlets.

Publish a minimum of 2 original local articles per day on the station website (10 posts per week) and mobile app.

Include 2 photo gallery posts as a part of the 10 required posts for the week

Conducts on-air interviews, attends and assists in all market cluster live events, and produces commercials daily.

Conducts Live Remotes and appearances and assist in special promotions and programming activities.

Serve our local commercial clients and oversee audio production for Killeen/Temple cluster

Work with the traffic department and sales staff to ensure deadlines are met and paperwork is accurate

Will collaborate with our clients in-studio on copywriting and coach them on voice work to get the best product possible

Manage all commercial audio for terrestrial and online broadcasts in partnership with the traffic & continuity team

Work with programming on various audio uploading (commercials, music, pre-recorded shows, etc.)

Manage and organize client audio, airchecks, etc. and be responsive to the local and corporate sales teams for audio requests

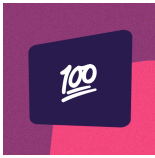
Requirements

History of original written digital content and can consistently write local engaging content

Computer literacy in applicable programs and excellent verbal communication skills.

At least 5 years of radio/audio production experience and have superior knowledge of current events and new country music

Ability to interact with management and staff at all levels, multi-task, and handle pressures and deadlines.



Skill in the operation of the control board, remote broadcasting, and other related production equipment.

Quickly become proficient in NexGen and Adobe Audition.

Public speaking skills and ability to interact with listeners and clients in a public setting.

Problem-solving ability and skill in prioritizing.

Digital video skills, are not required but are a plus

Expert audio production and editing skills

Copy Writing experience

WideOrbit experience isn't required but preferred

Production Director 3

Job summary

The [Production Director](https://100hires.com/production-director-job-description.html) is responsible for directing and overseeing all aspects of manufacturing, design, reprint management, technology projects, and print products. This position is responsible for the strategic management of the total cost of goods on all CPI saleable products in the areas of book publishing (print and eBooks), electronic resources, Lectionary Inserts, and church supplies. Oversees and manages all aspects of the supplier relationships, which include quality and cost management, paper management, logistics, and electronic, and print deliverables.

Implements short and long-range planning to produce books and other products, efficiently, economically, and creatively, while driving down costs. Owns quality control management throughout the entire production process. Represents the concerns of the production team.

Responsibilities

Consistently review costs and leverage strategies to achieve efficiency, improvement, and savings.

Control costs of goods sold.

Directly manage reprints and print-on-demand program day to day.

Develop strategic alliances and business relationships; negotiate and follow through with a wide range of vendors.

Manage team to ensure projects meet production quality standards, costs, and schedules.

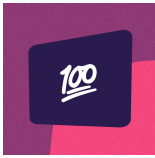
Responsible for the management of the production of electronic products.

Negotiate fees for outsourced services such as cover design, product line branding, copy editing, proofreading, and other publishing-related functions.

Analyze and evaluate Photoshop files, InDesign files, and PDF output to ensure seamless print production and color rendering, ordering match prints as needed to ensure color fidelity.

Understand how to create and analyze a basic title P&L statement

Interacts and fosters good relationships with authors, editors, designers, vendors, freelancers, and other internal departments and keeps all parties well informed of schedule changes.



Oversees and directs effective and efficient management of core operational aspects of the publishing division including the fulfillment/warehouse operations, technology projects/products, compliance, royalty administration, contract administration, Unison system administration, marketing piece production, sales, and business analytics, data management and administration (ONIX), and title management.

Identifies, develops, and executes process and workflow improvements and automation to improve staff productivity, product quality, and customer satisfaction.

Special projects, as needed.

Requirements

Graphic design and typesetting experience to enhance the ability to procure these services cost-effectively.

Proficient understanding of copyright requirements, digital rights management, and rights, and permissions management.

Extensive knowledge of production, distribution, inventory control, project management, warehousing and fulfillment, and publishing operations.

Experience with reducing & containing costs, and ability to negotiate with vendors, while maintaining quality.

Thorough understanding of the planning and management aspects of publishing; project management, and long-range strategic planning.

Strong relationship-building, teamwork, and collaboration experience.

Excellent verbal, written, and interpersonal skills.

Strong organizational, planning, time management, and prioritization skills.

Ability to manage multiple projects within a tight timeline to meet deadlines.

Intermediate computer skills with Microsoft Word, Excel, PowerPoint, and Access.

Knowledge of Unison or other inventory transaction system is

Advanced proficiency with graphic design and web software and techniques (such as InDesign, Photoshop, Adobe Acrobat, Dreamweaver, HTML, ONIX XML).

Prior supervisory skills are desirable.

Familiarity with the Episcopal Church is preferred, but not required.

Ability to travel overnight as needed by the business.

BA\BS or a combination of education and experience.

7 or more years of management/production experience in the book publishing industry with knowledge of current publishing industry trends and best practices.

7 or more years of experience in production, design, and publishing operations.

Extensive knowledge of book publishing processes.

Procurement experience in non-book products is a plus.



Production Director 4

Job summary

The [Production Director](https://100hires.com/production-director-job-description.html) is part of the team that seeks to come alongside the vision of our Company. This person will work “up” with the Central [Production Director](https://100hires.com/production-director-job-description.html) to shape team vision & strategy and work “down” with an expanding team of volunteers and future staff to ensure they are being carried out.

Responsibilities

Responsible for building and leading a world-class volunteer team including recruitment, training, and scheduling all volunteers via Planning Center

Support, encourage, and coach volunteers through weekly messages, phone calls, and coffee meetings

Primary Production Specialist at our broadcast location each Sunday

Own the outcome of all AVL & broadcast programming, preparation, and execution

Requirements

Ability to thrive in a fast-paced work environment

Advanced skillset in AVL and broadcast programming

Proven ability to build and lead a world-class volunteer team

Self-directed, solution-oriented, and has a natural bias towards execution

Production Director 5

Job summary

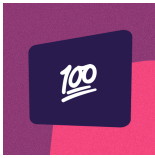
The [Production Director](https://100hires.com/production-director-job-description.html) reports directly to General Manager. The [Production Director](https://100hires.com/production-director-job-description.html) is responsible for leadership and management of the production resources, ensuring they are trained, equipped, and safely employed to complete the assigned work and tasking.

Responsibilities

Promote and sustain employee health and safety within assigned locations. Ensure compliance with all corporate, state, and federal regulatory requirements.

Actively participate in corporate initiatives.

Provide supervisory oversight and mentoring of assigned managers and supervisors.



Establish and maintain a succession plan for the organization, ensuring it is up to date and individuals receive the training and experience to develop.

Perform regular visits to production work sites at shipyards and naval bases, including shipboard sites to monitor project safety, execution, shift briefs, quality, and customer satisfaction.

Provide reports to as required.

Removes barriers preventing the workforce from effectively executing tasking.

Assign responsible foreman and/or trade supervisors to each job and hold them accountable for effectively supervising assigned trade resources.

Attends project meetings when elevated management attention is warranted.

Ensures work performed is within the scope of the contract, and that unexpected conditions and growth work are appropriately documented and authorization to proceed is obtained for work not included in the original work scope.

Coordinates production resources to meet availability milestones and project schedule.

Assists the Project Team with making/buying decisions and subcontractor selection.

Requirements

High school diploma/GED.

Minimum 15 years experience in naval ship repair, maintenance, and modernization.

Minimum 10 years of experience leading/managing diverse teams working on complex projects navy maintenance, repair, and modernization contracts.

Experience working under firm fixed price and cost-plus contracts.

Understands basic Project Management techniques, including ETC/EAC determination.

Ability to obtain and maintain access to various government facilities.

Production Director 6

Job summary

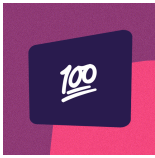
We're looking for a dynamic Production Director. Our people take pride in our community and value teamwork. If you can deliver lifestyle content, be focused, creative, multi-task, and most of all...love radio, we should talk. Board work, traffic continuity, remotes, and production are all a part of what we do, so show us what you've got.

Responsibilities

Tracking commercial scripts and ensuring all copy/creative is received and accurately inputted into the VCreative Production order system in a timely fashion

Coordinating copy with the Sales Staff and customers.

Coordinating the production of commercials and the entering of commercials into the station's hard drives



Coordinating and executing the entering of syndicated radio programs and network commercials
Recording clients

Requirements

Understanding of high-quality recording and production
Ability to work with creative individuals as part of a team
Strong production skills and knowledge of OpX
VCreative software experience a plus
Flawless eye for detail
Strong creative and organization skills
Team Player attitude and ability to work under pressure and meet multiple deadlines

Production Director 7

Job summary

We have an exciting opportunity for a [Production Director](https://100hires.com/production-director-job-description.html) who will manage manages the production and delivery of all pre-produced elements for Radio to fulfill the programming strategy set by the Director of Production and Asset Management (PAM). The [Production Director](https://100hires.com/production-director-job-description.html) is first and foremost a highly qualified radio producer. S/he assists the Director of PAM in accomplishing the goals for on-air messaging and helps manage the media created and archived in support of the on-air messaging.

Responsibilities

Creates and manages the Production Schedule and supervises/coaches the performance of the Sr. Production Editors, as well as contracted VO talent/producers.

Create production as part of fulfilling projects and meeting deadlines in the Production Schedule

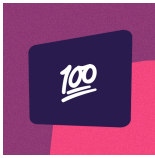
Schedules, sets the agendas, and runs the daily Production Review meetings with the Program Director, and gains the PD's approval of all scripts and finished production as part of managing production.

Conducts performance management for the Sr. Production Editors.

Delivers all production elements on schedule to the Traffic Manager. Interfaces with the Traffic Manager daily and cross-trains on Traffic, understanding how the different applications and documents within the Traffic system function.

The [Production Director](https://100hires.com/production-director-job-description.html) uses the Media Asset Management system to ingest and track usage of production elements, and supports the goals and structure of the MAM system as set up by the Director of PAM. S/he assists the Director of PAM in sending and receiving audio assets with Marketing to coordinate cross-channel distribution.

Organizes and self-manages the Production Schedule using project management software, delivering all projects



on-time every time.

Identifies, clarifies, and delivers the messaging objectives of all campaigns to assigned Sr. Production Editors; creates and manages the Production Schedule for all campaigns, coordinating production processes, due dates, and direct reports schedules; assigns productions to the appropriate Sr. Production Editor and/or contractors and manages/coaches their performances. Supervises production for use in national and local broadcasts.

Requirements

Proven creative and innovative “out-of-the-box” thinker; demonstrates knowledge of effective, contemporary radio production methods, tools, and production styles.

Knowledge and proven ability to edit audio utilizing multi-track editing software on a PC workstation; strong skills in using SONY Vegas and Sound Forge, Adobe Audition, Pro Tools, or equivalent DAW applications.

Proven ability to write listener-focused scripts that engage people and meet the standards & expectations of the Program Director. Proven ability to direct voice talent performances

Strong organizational, interpersonal, decision-making, and project management skills. Ability to plan and perform complex work in a fast-paced work environment where only general policies or procedures are available.

Strong PC skills and proficiency with Microsoft Office (Word, Excel, PowerPoint)

Strong organizational skills using project management software

Strong written and verbal communication skills including the ability to write, edit, and proof business documents

Strong business and creative presentation skills

Self-motivated starter who sets and achieves personal objectives

Proven “stickler” for details inherent in the operation of high-quality production systems

Bachelor’s degree from a four-year college or university, and/or an equivalent combination of education and experience.

Five (5) years of professional, creative script-writing, and radio production experience using multi-track DAW applications and PCs.

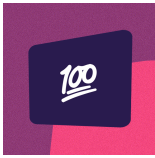
Demonstrated experience in project management or equivalent organizational system.

Production Director 8

Job summary

We are seeking a [Production Director](https://100hires.com/production-director-job-description.html) to help lead the mobile game. You will join forces with an incredibly talented group of people to define AAA mobile games. Your expertise in mobile game production is just what we need.

Experience driving and communicating a clear vision in a highly collaborative environment, managing and mentoring production, and being a true partner to Art, Design, Engineering, Production, Audio, and Quality Assurance is essential.



Responsibilities

Support [Executive Producer](https://100hires.com/executive-producer-job-description.html) to drive production initiatives, whether it's product quality, tech stack, platform integration, feature roadmaps, marketing collaborations, or analytics needs

Manage master production plan. Scope and plan epic-level tasks, schedules, and task cross-discipline teams to execute on time and at AAA quality.

Lead design and product teams to create short-term and long-term live operation plans, including feature and patch release cadences, as well as resource allocations and production processes for efficient quality live services.

Unblock the team by driving decisions from key stakeholders. Hold high standards for user experience and game quality while managing time and effort investments

Establish processes and best practices to ensure consistency, efficiency, and quality in production

Maintain and create proper communication channels and meeting cadence to ensure the game team and supporting teams have tight collaborations

Define responsibility assignment matrices (RACIs) and supply visibility to stakeholders by communicating progress and major blockers

Lead and mentor a team of producers at various levels, assign tasks, evaluate performances, give feedback, and supply hard skills and soft skill coaching

Be a major driver in a partner relationship with a co-development team. Assist with their daily operations by keeping them focused, resolving communication issues, and motivating them with success stories

Keep a pulse on team morale and personnel issues. Actively work with the leadership team to engage and create a positive and inclusive team culture

Manage short-term and long-term resource and budget plans by working with [Executive Producer](https://100hires.com/executive-producer-job-description.html) and Finance

Support recruiting and hiring process to make sure the team hires the right candidates with a smooth onboarding

Identify outsource needs and make plans accordingly

Requirements

8+ years' experience in leading mobile game production pipeline with shipped titles

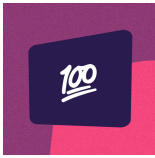
Experienced in managing production pipeline throughout mobile game lifecycle including live operations

Experienced in co-development relationships with oversea partners

Experienced in working with supporting and service teams such as marketing, legal, finance, creative, HR, etc.

Excellent leadership, project management, and oral and written communication skills.

Effective verbal and written communication skills



Solid organizational skills and highly efficient time management

Keen knowledge of mobile, PC, and platform development pipelines as they relate to games and game production

Proficient in people management skills to motivate and grow the team

Production Director 9

Job summary

The [Production Director](https://100hires.com/production-director-job-description.html) is responsible for the general station and commercial production.

Responsibilities

Manage commercial production workload.

Create great ads that get results for clients making them repeat customers.

Write, produce, and voice commercials in Spanish.

Work closely with traffic and continuity to assure all commercials air correctly.

Work with PDs on any commercial content challenges to meet legal, ethical, and decency standards.

Manage studio space scheduling.

Create any other kinds of production AEs needed for presentations or wrap-ups.

Working across many departments, such as promotion/marketing and programming, to showcase all on-air content offerings.

Attend client/sponsor presentations/meetings as needed.

Requirements

Familiar with Adobe Audition or editing software.

Excellent organizational and communication (written and verbal) skills, in English and Spanish.

Copy writing skills.

Strong interpersonal skills.

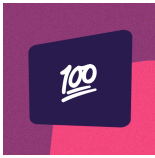
Manage variable workloads.

Willing to multi-task and work beyond the job description.

Ability to adapt to changing priorities and customer needs.

Production Director 10

Job summary



We are looking for a Production Director.

Responsibilities

Oversee all production activities for game development, content updates, and new features on our campaign team

Drive the completion of goals and facilitate communication, organization, and accountability across all major disciplines in collaboration with other disciplines and project priorities

Manage a team of Senior Producers (including annual reviews) and provide guidance/support to ensure project goals, objectives, milestones, and deliverables are achieved

Standardize process and status reporting methodologies for production to report progress and forecast dates for the Senior Development Director and the development team

Partner with all disciplines and production leadership to make informed decisions on work methods, development pipeline, and priorities to ensure we hit quality within the schedule

Participate in production leadership planning/strategizing/milestone reviews for the campaign team

Requirements

5+ years of senior-level production experience in game development

Must have shipped at least one AAA game (preferably FPS) with responsibility for producing a significant portion of the content

Strong organization, communication, and strategic skills

Experience orchestrating work across art, design, engineering, and sound

Experience managing multiple production leads or seniors

Able to work with team leads and directors to align priorities and create predictability in scheduling

Experience tracking a complex project and providing insight and influence into how to deliver more effectively and mitigate risks

Strong project and people management skills

Calm and deliberate within a highly dynamic, fast-paced environment

Solid grasp of project management software tools (Jira, MS Office, Confluence)