

# Vacancy: Project Manager

## Role Description

### Date

15<sup>th</sup> September 2017

### Job Description

Virtual Arts Ltd is a virtual reality and augmented reality company focused on games, animations and experiences for mobile. We are developing our technology from scratch and we are hiring experienced talent that can cover different areas of a growing business.

This role is for a Project Manager who wishes to coordinate and deliver with a dynamic group of senior and junior professionals. You will drive the team to achieve high visual quality, performance and reliability, in accordance with Marketing requirements and set key mile stones.

### What you will be doing:

- Planning, maintaining and delivering effective projects, proactively monitoring and actively influencing progress, resolving issues and initiating appropriate corrective action
- Working with contractors & leading projects; training & supporting on project delivery from concept to completion.
- Monitoring time and monetary expenditure on projects as well as setting an improvement strategy
- Perform risk management to minimize project risks
- Ensure that all projects are delivered on-time within scope and budget.
- Communication & collaborative working with management, colleagues, customers, contractors
- Helping ensure deliverables meet technical and legal requirements
- Be part of regular update meetings to inform the team of projects/issues
- Review with a view of continuous improvement in terms of systems, infrastructure and operations
- Support marketing efforts (e.g. social media and blogs)
- Write and deliver internal presentations

### Skills & Requirements

- Experience managing teams and delivering on tight deadlines
- Evidence of using project management software to improve teams' productivity
- Continuous improvement focused mentality
- Knowledge of planning software
- Team oriented with a hands-on approach

We promote learning and expansion, depending on desire and ability you might be asked to contribute in the following areas:

- Modern game development processes
- Art design processes
- Code design processes
- Animation design processes
- Contracting work or entire projects
- Dealing with publishes and the processes involved

## Location

We are headquartered in Cambridge (UK) and would need this role to be based in the head office for the majority of the time.

## Remuneration

Competitive salary, benefits package and equity.