

PROJECT MANAGER

The Jellyvision Lab, probably best known as the creators of the hit YOU DON'T KNOW JACK game series, has expanded its roster to not just virtual game show hosts, but virtual teachers, salespeople, advisors... you name it. We've pioneered a new approach – the Interactive Conversation Interface (iCi) – that allows machines to communicate more like people. We're a small (30 or so people) creative, focused and driven company with a strong vision for the future of human/machine interactivity. We're now focused on bringing this approach to the web for Fortune 500 Partners in healthcare, financial services, education, and high tech industries.

SOUNDS AMAZING! BUT WHAT'S THE JOB?

We're looking for a Project Manager to play a leading “on the ground” role in managing projects and driving internal production processes; helping creative and technical teams turn designs into business-building interactive experiences, on time and on budget. More specifically, our Project Managers are responsible for...

- **Client relationship management**
 - Serve as day-to-day liaison between our Partners and development team(s), making sure we understand all goals, objectives, and time constraints
 - Develop documentation to facilitate the technical integration, information flow and tracking of our applications
 - Become an expert resource for clients on iCi development and integration
 - Make them love us
- **Schedule management**
 - Develop and drive schedules at a macro and micro level
 - Assign staff on projects and track their progress against planned deliverables
 - Document and communicate issues/re-sets that occur so we can understand where we stray in development and avoid repeating mistakes
 - Keep projects on time and on budget
- **Analysis**
 - Help Jellyvision improve the productivity and effectiveness of development efforts by
 - Scrutinizing our work flows
 - Analyzing external trends and case studies
 - Sharing this information with the company in an actionable way

WHAT KIND OF SKILLS SHOULD YOU HAVE?

- First and foremost, great **organizational skills**, impeccable **attention to detail** (especially with spreadsheets!) and the **motivation** to take an established development house to the next level in terms of processes and projects.
- **Great communication skills.** You will be responsible for communicating both internally and externally about projects (verbally and through documentation), making certain everyone involved knows what is going on, what has changed, and has adjusted for changes. You will also need to be able to understand

and succinctly bridge the gap between the creative and the technical, the design and the implementation.

- You must be an assertive, resourceful, and creative **problem solver**. Things go wrong. But you should be looking forward to anticipate areas of concern or risk for our projects. When unanticipated issues come up at exactly the wrong time (as they tend to do), you should be world-class at quickly and constructively working with members of the team to find solutions.
- **Project and time management skills** in spades. You need to be capable of balancing the need for an on-time, on-budget project while delivering a highly creative and effective end product – while maintaining a schedule that allows the team to have a life outside work!
- **Technical savvy** – or at least a comfort level with discussing and understanding technical issues. We’re looking for someone with experience working with engineers and who stays abreast of tools and advances in technology related to the interactive communications industry.
- You are going to have to be **firm but diplomatic**. The job will require listening to many different people with different sets of priorities and finding creative solutions that work for all – and barring that, ironing out compromises that ultimately maintain the quality of our products.
- Great **writing skills** and experience creating clear and *usable* functional design documentation.
- Last but not least, a **sense of humor** is a must. Interesting taste in music and/or deep knowledge of useless pop culture trivia is a non job-related plus.

BUT REALLY, WHAT KINDS OF EXPERIENCE SHOULD YOU HAVE?

This is definitely a position that someone with great instincts and a drive to grow – the target is someone with 3-6 years of related experience. But in terms of “ideal backgrounds,” that related experience should include:

- **Interactive producer experience**
 - Managing teams in a combination creative/technical development process (experience with Flash, html, and databases will serve you well).
 - Working with creative and technical teams to develop milestone schedules and risk analyses to trouble shoot for potential roadblocks in development.
 - Responsibility for schedules in production.
- **Account management experience**
 - Understanding how to balance client requirements, creative druthers, and the goals of an experience against timeline and budget realities. Simple enough, right?
- **Other**
 - You must be able to rock a spreadsheet, revel in the details, and possess the kind of voodoo magic that allows great managers to be both a task master and generally fun person to hang around with.
 - Great creative instincts – able to size up scripts and builds; have a perspective about what works and doesn’t; and express feedback clearly and kindly.

ANYTHING ELSE?

Yes. We only hire nice, bright, funny people who are willing to work hard. Jellyvision is a group effort and our Project Manager must be capable of working collaboratively with creative, technical, and external client types. Everyone at Jellyvision shares a commitment to excellence and a desire to work in a comfortable, friendly atmosphere. And if you've got any voice talent experience, that might come in handy down the road. Please check out www.jellyvisionlab.com to learn more.

ARE THERE ANY PERKS?

- **Competitive pay, including stock opportunities** (if you've got any requirements in mind, please specify them in your cover letter).
- **Fully loaded benefits plan:** 401K with matching and fully covered disability, life, health, and dental insurance.
- **Casual dress.** Come in a sweatshirt, jeans, whatever, like everyone else here.
- **Creative work environment.** We are lucky to work in a place that is full of intelligent, talented and innovative folks. Although most hours the place is deathly quiet (we're a focused bunch), this is punctuated with hilarious outbursts and general merriment, which makes a nice way to spend the day.
- **Free food.** We have a stocked kitchen that pretty much guarantees you breakfast, snacks, lunch and snacks again. Including a lifetime supply of Hershey's Minis and Easy Mac. Oh, okay...and apples, carrots and yogurt.
- **Easy transportation.** We're really close to the "L" and the Halsted (#8) bus and we have free parking.
- **Did we mention our yoga class?** We bring a pro instructor right in the office. Heavily subsidized by Jellyvision and heavily optional, btw.

INTERESTED? HERE'S HOW TO APPLY.

Please email us a resume and a thoughtful cover letter that outlines three reasons why you are someone we should interview, focusing on how your past work experience has prepared you for this kind of position. We weigh cover letters heavily, and cannot consider resumes without one.

Email: recruiting@jellyvision.com

Attention: Project Manager

**No phone calls please

Thanks for your time!