



We're Hiring A Project Manager (Production Manager)

Do you have talent and drive and a desire for a job that makes use of all your skills? If so, you might be just the person we're looking for.

We're Micro-Documentaries

You might know us from our short films we produce to help advance humanitarian movements around the world.

We are a small and mighty team working on a number of exciting films right now as well as related projects and we need a hand to get them all done.

A few questions for you:

- ◆ Are you a Type A and proud of it?
- ◆ Do you love learning new platforms and programs, as long as they work?
- ◆ Are you the one that friends go to for help, when they're stuck?
- ◆ Do you love watching from the back of the stage, knowing that the show was able to go on because of all your behind-the-scenes work?

We are looking for a Project Manager to serve as the control center for all the exciting productions and projects happening at Micro-Documentaries.

This is a 25-hour/week remote position with benefits. You can do it from anywhere, although it does require you to be available during core hours on U.S. Pacific Time.

You don't need to be a filmmaking expert yourself, we can teach you that. If you are somewhat familiar with video production, that is a plus.

But we need to be straight with you: This position has high expectations.

But if you're the person we're looking for, you're the type who gets motivated by high expectations.

Thinking this is tailor-made for you? Read on to learn more.

The Project Manager is the nucleus of each project. S/he will be held responsible for how well things get done in the project and for how satisfied the client is with the experience.

- ◆ The Project Manager serves as the main client liaison, guiding them through the process of the production of their films, sending deliverables and fielding and escalating questions and concerns accordingly.
- ◆ The Project Manager will evaluate each project daily to make sure it's on pace, and prioritize the production flow as needed.
- ◆ The Project Manager is in charge of expanding and contracting the team as needed for each project. (For example, when we have more films going on at the same time, more filmmakers, editors, designers, composers will be needed. It will be your job to hire them - from our network - for the job, as well as direct and manage them.)
- ◆ The Project Manager works with team members such as the field producers, editors, composers, designer, travel coordinators, and the accounting team in multiple countries. These are people working on other projects at the same time, and the Project Manager will be responsible for getting status updates from them regularly as the projects they are working on progress.
- ◆ Project Manager is responsible for making sure our standard operating procedures are followed and deadlines are met by each team member.
- ◆ The Project Manager will quality-check each deliverable and is responsible for knowing if the work being delivered by the team is of appropriate quality.
- ◆ The Project Manager manages the Production Management reports in order to track pipeline, timeliness, satisfaction, and rapidly be able to spot potential problem areas before they flare.
- ◆ The Project Manager attends a call twice weekly with the core team to review progress, resolve issues that have required escalation, and to discuss implementation of proposed innovations.
- ◆ The Project Manager will be on the lookout for ways to create a better experience for the team and for the clients, and will submit brief 4-line weekly innovation suggestions for review.

Here's who this position is *not* for:

- ◆ Those looking for a “side job” while growing their own business.
- ◆ People who have a lot going on already, and don't have the time and focus needed to create quality films and related projects.
- ◆ People who don't have a track record of significant involvement in humanitarian or environmental movements.
- ◆ Those who prefer to be technical filmmakers.

However, this position *is* for a person who:

- ◆ Is resourceful.
- ◆ Can handle some stress and tight deadlines.
- ◆ Works very well with other people and can build rapport quickly with team members, clients and vendors.
- ◆ Has great attention to detail representing the Micro-Documentaries quality.
- ◆ Appreciates a flexible working schedule and is not locked into a “9-5” mindset. When required. Embraces an “until it gets done” attitude.
- ◆ Is a high-functioning communicator.
- ◆ Is organized.
- ◆ Takes ownership and pride in their work.
- ◆ Is not afraid of new challenges.
- ◆ Loves learning new things and can implement new ideas quickly.
- ◆ Adapts really well to changes on-the-go.
- ◆ Is technology savvy.
- ◆ Appreciates and course-corrects with direct feedback.
- ◆ Can juggle lots of moving pieces with grace and humor.

Here's what the right person will love about this position:

1. You'll be paid to do what you already like doing: learning new ways to make things work.
2. You'll get to do your work from anywhere: your living room, the coffee shop, the beach, a road trip.
3. You'll get to work for a company that is serving those working on the front lines of our most pressing humanitarian and environmental challenges of our time.
4. You'll learn the ins and outs of the micro-documentary genre which we pioneered and which today is considered to be the most powerful communications tool available to social innovators.
5. You'll also see "behind the scenes" of how we grew our business from scratch to more than 2,000 films filmed in more than 30 countries seen by millions of people.
6. You'll be part of a company that has one main goal: Helping people advance their humanitarian movements so that we can create a better world all of us for generations to come.

Sound like what you've been looking for?

We'll be reviewing applications soon. Can't wait to hear from you!

There are two parts to the Application Process. Once you have everything collected, you can go to the link below to apply.

Part 1 - Overview Information:

Name, Email, Phone

Do you have a LinkedIn profile? If so, what is the link?

Should we consider LinkedIn to be your resume?

If not, please upload your resume as a pdf

Do you have a Facebook profile? If so, what is the link?

What is your desired salary?

Part 2 - Video Survey

The goal of this survey is to give you the opportunity to share insights into your skills and experience while keeping brevity in mind. The key is to stand out with your content, not its length. We are looking forward to getting to know you. Here are the questions. When you are ready click below to start recording. You will have up to 3 minutes, to answer each question.

1. After reading the job description, why do you feel you are a strong fit?
2. Share one highlight of the last project you worked on. What made it a success?
3. Tell us about your favorite project you've ever worked on and what part did you play in it?
4. We all run into challenges while working on projects. Share with us one challenge you've experienced and how you worked through it.
5. Do you have experience working with filmmakers, editors and the other members of a virtual team? If yes, briefly tell us about it.
6. Do you have client facing experience? If so, what is the most challenging part of being a client liaison?
7. Here's a scenario for you: While working on a project, one of your editors has missed their deadline for 3 days in a row and you no longer have any grace period. The work MUST get done TODAY for important client deadline. What do you do?
8. On a scale of 1-10 (10 being the highest) what is your level of knowledge with video production? Please explain.
9. Have you had a significant commitment in your life to humanitarian movements, including environmental ones? If so, please share how this has played out?
10. What do you like to do in your free time?
11. Is there anything else we should know about you?

Ready to Apply?

Here's the link: <http://bit.ly/2r6rbzA>

See you on the other side!