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# Example of Digital Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of digital project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for digital project manager

* Facilitate review and approval processes
* The Project Manager will also be responsible for overseeing day to day publishing and content management processes and for TCM.com, FilmStruck, and Watch TCM
* Assume ownership stake in all key processes including work in-take, planning, execution, launch and retrospectives
* Drive continuous review and optimization of these processes to ensure alignment with the business and operational goals
* Represent project team in meetings and work sessions regarding project status including facilitating and working effectively to develop consensus within divergent groups or divergent viewpoints
* Provide status and progress reports
* Assist in clarifying expected outcomes and managing expectations
* As project manager, you’ll assume management responsibility for more junior members of staff
* You’ll be a key lynchpin with other departments to facilitate relationships on projects that span several areas of the business
* You’ll take total technical ownership of assigned client systems and you will provide technical solutions and estimates for the full range of proposed projects

## Qualifications for digital project manager

* Minimum of 3 years agile/scrum program management experience mandatory
* Work with authors to implement and deploy their digital product for their course after it goes live
* Experience of running delivery of Agile projects is essential
* 3-5 years experiences in a project or product management role
* 2 years+ experience in a sell-side advertising context
* Experience resolving diverse execution challenge