



Example of Content Project Manager Job Description

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Our company is growing rapidly and is looking for a content project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for content project manager

- Communicates with Programming, Operations, Creative Services, and Facilities & Security to coordinate all shows and shoots assigned, including anything outside normal show windows
- Takes initiative to develop creative concepts within the Original Content group
- Guides teams in achievement of project objectives
- Develops and documents project schedules, milestones, and monitors budgets for team
- Effectively resolves problems as they occur
- Understand and track the status of all content projects throughout the production workflow, working with multiple touch points and teams
- Act as the primary point of contact for our freelance writers, including assigning projects, tracking their workloads and adjusting deadlines or projects as needed
- Understand and advise on SLAs for all teams within the system
- Run reports and make recommendations based on the data
- Support the implementation of guidelines and standards

Qualifications for content project manager

- Experience working within branded funded video and events, ideally around music and youth culture sector
- Understanding of the music industry working processes
- Ability to work across and manage multiple projects

- Efficient, intelligent and pro active but willing to take direction