



Example of Content Project Manager Job Description

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Our growing company is hiring for a content project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for content project manager

- Support the content library and content management processes
- Project manage relevant initiatives
- Assign, create, approve, publish, and manage front-end digital content, leveraging Agile and Kanban principles, to deliver customer experience benefits
- Iteratively work on workflows and data capture templates, increasing their complexity and efficient over time
- Act as point of contact for our freelance writers, including tracking their workloads and adjusting deadlines or projects as needed
- Manage the central documentation and distribution of Global content
- Set up and manage central reporting for local market uptake of Global content, providing feedback to central processes and decision making
- Key interface / coordinator with global and regional/market stakeholders both internally and externally for upstream and downstream activities
- Manage external-facing projects for the creative team, which includes writers, editors, designers and promoters
- Strong project management skills in a creative environment

Qualifications for content project manager

- Articulate, excellent communicator with both internally and also client-facing
- Open minded and professional nature – and experience in leading a variety of

- Collaborative, motivated and able to both support and delegate
- 5+ years in television production or related experience
- Candidates must have good computer background (Outlook, Word, Excel, ..) and solid communication skills and be able to multi-task