



Example of Content Project Manager Job Description

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Our company is looking 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

- Oversee rollout of large-scale marketing partnership from beginning to end, providing real time reporting and results
- Manage, develop and share social media engagement through daily online presence on our local social platforms
- Develop a pipeline of go-to content marketing campaigns to accomplish business goals
- Coordinate all freelance/contractor activities, anticipating and solving problems
- Investigate areas for cost savings without making compromises on quality
- Develop, monitor, and maintain project priorities, resources, and schedules from early production planning through publication to meet defined market needs
- Review and evaluate all stages of text and art manuscript to determine production readiness
- Create production schedules in conjunction with project team members to meet key market windows
- Manage IT large scale project, by defining project charter, managing the project plan, cost, resources, the risks and issues
- Define the specifications with the business, managing workshops that can include key-users across the globe

Qualifications for content project manager

- Formal training with multiple lifecycle methodologies, specifically in the Agile methodology, , formal training in project management is required
- Capable of formulating concepts based on real time opportunities + execute in-depth feature projects
- Strong interpersonal skills to understand needs and execution requirements of Creative Director and Sr
- Ability to accomplish goals by managing and influencing individuals to meet deadlines on time and on budget
- Proven track record of delivering technical projects on time and budget using cross functional teams
- 3-5 years of experience working Enterprise Content Management software development highly desired