



Example of Release Management Job Description

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Our growing company is searching for experienced candidates for the position of release management. 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 release management

- Collaborate with MTS Multiplatform Portfolio Lead in setting up framework for cross- team communication, coordination of integration among components, and provide related governance
- Work closely with Release Managers, Program Managers, and Project Managers to coordinate releases across multiple technology teams, from inception to delivery to consumer
- Collaborate with Release Managers to manage resource capacity of component team(s)
- Ensure all release communications and release notes are standardized and communicated
- Frequently interact with a diverse group of executives, managers, technology, and business sponsors
- May directly manage and/or mentor release management staff outside the Video and Monetization studio
- Assist in facilitation and documentation of large group meetings
- Post documentation to Confluence pages
- Transfer of meeting minutes to Confluence blog
- Assist in the generation of meeting materials

Qualifications for release management

- Experience working with Avaya/Verint recorder – 10.x and above

- A minimum of a college or university degree or related experience in a technical field
- A minimum of 5 years of IT experience, preferably in the web or application hosting Systems Administration field
- CSM and/or PMP/PgMP certification very highly desirable