

## Associate Producer

Endless is an interactive storytelling company. Our mission is the never-ending pursuit of the most innovative and engaging ways to tell great stories.

We are seeking an Associate Producer with outstanding communication and creative management skills with a proven track record of shipped animated products. This highly-motivated individual will assist in the organization of writing, design and art teams around multiple simultaneous narrative projects, while tracking progress in JIRA. The Associate Producer will make sure our team stays on-point and that projects are delivered on-time.

This position is for on-site at our Oakland office.

### Primary Responsibilities

- Help the Sr Producer and Head of Production coordinate a growing and partially remote team of designers, writers, programmers and artists.
- Develop and maintain communication channels to help coordinate, track and manage the activities of personnel to ensure tasks are completed on time.
- Work directly with internal stakeholders and leaders to communicate project status: help raise flags when team member production is blocked; project consequences; and suggest mitigations.
- Assist in the planning of projects with estimates on resource and time requirements; Coordinate resource needs between teams to creatively meet the needs of the project.
- Interface with internal team leads and production staff to ensure business needs are met while promoting studio values.
- Maintain project documentation and play an additive role in establishing a clear process.

### Requirements

- Bachelor's degree.
- Prior experience working in a production across teams (art, writers, engineers, sound, etc.).
- Shipped at least one game working in a production or coordination capacity.
- Exacting attention to detail and accuracy in tracking and reporting.
- Strong communication and relationship-building skills to work well in a team environment and relay information effectively.
- Excited to learn new software and game development processes.
- Unrelenting self-motivation and initiative to make our shows the best they can be.
- Ability to foster a positive, highly-productive and collaborative work environment.

### Pluses

- Prior game production experience.
- Experience using Unity.
- Experience using Trello, JIRA, Confluence and Basecamp.
- Experience using Agile development with SCRUM and prior mobile experience.
- Experience developing narrative content in waterfall production pipelines.
- Experience/Interest in mobile F2P games.



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- Experience/Interest in interactive stories.

### **Compensation**

- Competitive Salary

### **Required Application Materials**

- Resume
- Demo Reel / Portfolio

Please send the above to [jobs@endlessentertainment.com](mailto:jobs@endlessentertainment.com) with the job title in the subject header.

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