



Junior Board Game Project Manager

2024 Job Description

Reports to

The project manager will report to the Company Director and Chief Operating Officer

Pay

This role is paid at £22,000-£23,000 a year depending on experience and this is a full-time position.

Job Description

The job is ideal for recent graduates or those considering an industry change with experience in project management.

Alley Cat Games continues to grow and expand, publishing more quality games each year. The project manager will join a small team that is passionate about making truly great games.

On a day-to-day basis, the Project Manager will be responsible for a portfolio of games to work on to prepare them for Kickstarter release or straight-to-retail release and eventual distribution. This will include projects where the project manager will be expected to lead and support projects the director and COO are working on.

The ideal candidate will be passionate about board games, highly organised and can act on their own initiative.

This role will be remotely based but the ideal candidate would be able to travel to Letchworth Garden City for development days.

The role is broken down into general project management (70%) and game development/editing (30%).

Role responsibilities

- Working with designers, artists and graphic designers to complete the vision of the game
- Developing ideas for the artwork and graphic design of the games
- Liaising with other important project stakeholders such as manufacturers, developers and designers
- Juggling multiple projects and ensuring they are all moving forward
- Reading rulebooks and proofreading
- Playtesting games
- Market research on similar games
- Perform general administrative duties as required
- Any other reasonable requirements of Alley Cat Games

Person Specification

This section outlines the knowledge, skills, traits, and experience the ideal candidate will possess. These are listed as Essential and Desirable.

Experience/Knowledge

Essential

- A highly organised individual with the drive to push multiple projects at any one time forward quickly and efficiently.
- Delegating tasks within a team
- Extremely proficient in MS Office or Google Suites
- Understanding and Prioritizing short and long-term deadlines

Desirable

- Playtesting/design/development/publishing experience
- In-depth knowledge of the gaming community and market
- Experience of Volunteering at Consumer Facing Conventions
- Experience of working remotely

Traits/Skills

Essential

- High throughput of concise yet comprehensive emails
- Can keep to strict deadlines
- Highly organised and proactive
- High initiative, can lead forward on their own and suggest improvements to the company
- Good planning and time management skills
- The ability to work on their own initiative and source information quickly and efficiently

Desirable

- A people person
- A creative individual
- Ability to travel to the Letchworth Office when required

If you would like to apply for this role, please complete [this application form](#).

Please note, that there is a multiple-stage interview process with the final stage being an in-person interview.

Applications close: 14th April 2024, 23:59pm.