

# JOB DESCRIPTION

## ASSOCIATE PRODUCER (“PIT BOSS”)



### Summary

We are looking for an independent contractor **Associate Producer** to work on multiple projects with other contractors. Our projects are creating amazing video game-related products. The AP will work alongside an Executive Producer and other top game Industry professionals who will overlook the project from beginning to release. Estimated time per week is 10+ hours. You must be a well-versed, passionate gamer who can “speak the language” that developers use.

Independent contractor payments are in the form of remuneration based upon a percent of the revenues generated from the sales of the product(s), a majority of which is earned by the team. Multiple project releases are pending.

### A Day in the Life of Our “Pit Boss” AP...

Assisting in the project management of multiple efforts, remotely.

- 🔧 Work with development teams to estimate, plan and manage the scope of each project.
- 🔧 Maintain project documentation (GDD, TDD, WBS, etc.) for each project.
- 🔧 Assign tasks and utilize project tracking software.
- 🔧 Run stand-up meetings to optimize development team efficiency.
- 🔧 Deliver sprint versions to the client/stakeholder, for review.
- 🔧 Identify team velocity issues on projects.
- 🔧 Manage and own submissions to distribution portals (PC, console, mobile, etc.).
- 🔧 Create, utilize and/or administer various project management tools.

### Your superpower skill sets...

Must have:

- 🔧 Familiarity with project management fundamentals (NWEs, expert judgment, knowledge areas, etc.).
- 🔧 Ability to document and manage projects (control scope) from start to finish.
- 🔧 An entrepreneurial mindset (initiative, risk-taker, creative, resilient).
- 🔧 Knowledge of the entire Software Development Lifecycle.
- 🔧 Ability to use multiple methods to track and predict team velocity.
- 🔧 Strong organizational and communication skills, and ability to work well in a team environment.
- 🔧 Ability to manage staggered production schedules and concurrent projects.
- 🔧 Experience managing teams to achieve goals and deadlines.
- 🔧 Appreciation of mentorship, and the ability to learn, apply and generate constructive criticism.
- 🔧 Ability to tenaciously manage change in a fast-paced environment.

Nice to have:

- 🔧 Experience interfacing and releasing game products with various platforms (Steam, App Store, Google Play, Nintendo, Playstation, Xbox, etc.)
- 🔧 Strong understanding of various project management methodologies (PMBOK®, Agile, Waterfall, Lean, etc.).
- 🔧 Familiarity of fundamental business processes.

### About BGV

Burnout Game Ventures was founded in 2014 to cultivate aspiring video game entrepreneurs into successful studio heads. We pick the most promising talent and train them on how to do it right the first time. We provide them with all the resources, expert judgment, processes, motivation, marketing power, and talented team members they require to create quality game products as quickly as possible. The targeted average is six months. The best part of BGV is that we don't take ourselves too seriously. If you appreciate what we have to offer, then let us know.

Note: this job description may not contain all areas and/or activities of said position.