



Are you ready to be excited every morning for your day to begin? Arkadium employees share the common trait of loving their jobs. Why? Because they are surrounded by the smartest, most talented and fun professionals in gaming. At Arkadium we work hard and play hard and are looking for exceptional people to join us in our quest of becoming the most successful casual games company in the world. Those who join us get competitive salaries, 401k, medical and dental, and a vibrant, fun work environment replete with white boards, game nights and bake-offs. We're not a flash in the pan either. We've been around for 8 years and are proud to be one of the few in the industry who survived the economic crisis without a single layoff. Even better, we've built the business from the ground up on our own profits - we are not beholden to VCs, and we don't change our vision and products on a quarterly basis. When we're not making awesome games, we're laughing - all in the heart of the greatest city in the world.

Arkadium, a leader in casual games, is looking for a creative and highly motivated individual to step up to the plate as a Producer. Dedication to excellence, sharp attention to detail and stellar communication skills are essential. You should have the ability to manage teams internally while simultaneously managing client expectations. This is not a "messenger" position - as a Producer you are expected to take an active and decisive role on your projects to deliver the best possible experience.

We are looking for a natural leader who can motivate developers, artists and coworkers to produce the best. You see the big picture but also keep the little details in check. You come to work every day ready to roll up your sleeves and make things happen. Bumps in the road are merely distractions as you can remain cool under pressure when changes or unforeseen issues arise. You think on your feet but know when to escalate.

You are comfortable taking on new initiatives but can easily jump into projects that are in development and carry them through to completion. You are excited by the work you have to do. If you're addicted to Bejeweled, Gears of War or Spider Solitaire that's a bonus - but you don't have to be a "gamer" to succeed in this position!

Responsibilities will include but are not limited to:

- Simultaneously and successfully manage multiple projects of varying scope.
- Managing development and design teams assigned to your projects.
- Write clear and specific instructions for projects using standard documentation templates and using Arkadium's project tracking software system.
- Manage resources in both offices to meet client deadlines and deliverables.
- Manage client expectations through clear and effective communication; work to build an ongoing relationship.
- Provide timely feedback and status reports to coworkers and management.
- Coordinate and partner with QA teams to interpret bug descriptions and ensure delivery goals are met for each project.

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- Ensure that client expectations, technical and schedule limitations and project scope are all aligned to provide the expected outcome for the project.
 - Daily coordination with the Arkadium Ukrainian office to develop projects; communicate effectively and partner with offshore Project Managers and development teams.
 - Work with various departments across the organization (QA, Marketing, Sales) to ensure effective client relationships, media opportunities and up-sell possibilities.
 - Make decisions that are aligned with Company goals and strategy.
 - Understand technical aspects of Arkadium products and platforms.
 - Assist senior level Producers as necessary.

Qualifications:

- Excellent written and verbal communication skills; strong writing skills.
 - 2+ years experience in relevant position and/or industry.
 - Strong multi-tasking skills and attention to detail.
 - Familiarity with software development process; understanding of production phases from concept/design through QA to deployment and maintenance.
 - College degree or applicable experience/skill set.
 - Familiarity with standard Office products, web and social network technologies.
 - Must have flexibility to be available outside core working hours on occasion to meet critical deadlines, respond to project/client emergencies or bridge the time gap between NYC and Ukraine.
 - Honesty, integrity and professionalism required.
 - Bonus: Interest in gaming and familiarity with the games industry including current trends in web, PC, console, mobile and social network game development.
 - Bonus: Fluency in Russian (not a requirement)
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