ANAGRAM

PROJECT MANAGER
JOB DESCRIPTION

Term:	Full time, fixed term: August 2023 - March 2025
Fee:	£180 p/d on freelance contract
Annual Leave:	20 days paid holiday and paid bank holidays. The studio is closed between Christmas and New Years day, this is additional paid leave.
Location:	Mix of remote working + at the studio based in Bethnal Green, London
Reports to:	Lead Producer

Summary
ANAGRAM is an award-winning creative studio specialising in thought-provoking interactive storytelling and immersive experience design.

The Role
The Project Manager will be responsible for planning, day-to-day management and delivery of a range of Anagram projects including -

Playing with Reality, a series of Mixed Reality experiences that use first-person narrative and meaningful gameplay to take participants inside the world of people who are discovering the challenges of how their mind works. In 2023, we are making the second part of this series *Impulse* - a powerful and reflexive experience about living with ADHD, drawn from real life stories.

Inside Mental Health, a digital therapeutic immersive training tool prioritising the lived-experience perspective. Aimed at healthcare students at college and university level, and staff at hospitals and care institutions, it will develop soft skills to increase the empathy and understanding of patients.

Key Responsibilities
The Project Manager will be responsible for:

1. **Project Delivery**
    1.1. Creation and monitoring of project schedules, company-wide
    1.2. Day-to-day management and distribution of production schedule and milestones, reporting to Lead Producer (LP) and Business Development Manager (BDM) on any slippage to delivery or budget and all other, risks and issues
    1.3. Tracking milestones and deliverables and flagging when progress / velocity is not on track to meet these
    1.4. Documenting milestone delivery and production sign-off
    1.5. Documenting production meetings to review schedule and progress, reporting to the Lead Producer
    1.6. Creation and distribution of weekly production lists
    1.7. Scheduling and minuting meetings as directed by LP, BDM and Directors, including partner and stakeholder meetings

1.8. Assisting the LP + BDM in the creation of project documentation

1.9. Monitoring production builds ensuring quality maintained and tracking the snag list with TPM

1.10. Creating clear channels of communication between different team members and flagging any risks to producers as they arise

1.11. Taking minutes of production meetings where requested, and creating follow up tasks in Asana

1.12. Ensuring production needs, kit, production assistance, are met for shoots etc

1.13. Supporting the production team with the purchase, acquisition, of tools, hardware or software to facilitate production

1.14. Assisting with management of stakeholders as required

1.15. Assisting in gathering resources and materials for R&D

1.16. Coordinating assets between the production team and communications + marketing team

2. Budget & Resource Management

2.1. Company resource management:

2.1.1. Liaising with project leads to understand resource requirements

2.1.2. Maintaining and communicating an up-to-date understanding of company staff resources (where they are cross-project)

2.1.3. Rescheduling team as and where required

2.2. Day to day management of invoices and cost monitor

2.3. Regular meetings with Anagram Exec, Finance Manager and LP to review costs

2.4. Assisting with recruitment of freelance contractors, including writing job descriptions where requested

2.5. Liaising with Comms Manager + Studio Producer for distribution of job vacancies and management of interviews/communication etc. as required

3. Line Management

3.1. Line manage freelancers as requested

Skills required

- At least 3-years' experience of working in creative project management
- Demonstrable experience of significant and varied project management experience and expertise, including knowledge of tools and implementation company-wide
- Demonstrable experience of the use of project management and task management tools
- Experience of digital CG pipeline delivery and an understanding of the dependencies
- Excellent communication skills at all levels and experience of working closely with technical and creative team members
- Thorough, accurate, proactive and a keen eye for detail
- Practical, pragmatic and action orientated, working collaboratively with imagination, care and rigour to deliver tangible realistic outcomes.
- Able to identify solutions and with the support of the Lead Producer, able to lead and implement project-wide improvements and efficiencies
- Responsive to competing needs in a fast-paced organisation, able to prioritise and meet deadlines.

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How to Apply

To apply, please send us a **cover letter** (including two references) and a copy of your **CV.**

Send your application to hello@weareanagram.co.uk

Deadline for applications: Friday 21st July, 17:00
Interviews: Week commencing Monday 24th July
Start date: asap

If you would like to talk to us about the role before applying, please contact us on the email above.

Inclusivity

ANAGRAM makes work that is socially relevant; we ask questions and offer fresh perspectives on the ambiguities and implicit power structures that permeate our contemporary world. We believe that a diverse and inclusive approach to building our teams is absolutely essential to the task of making this work.

For this role, we are actively seeking applications from women from all ethnic backgrounds, as well as those less represented in the sector.

About Anagram

ANAGRAM is an award-winning creative studio specialising in thought-provoking interactive storytelling and immersive experience design, founded by May Abdalla and Amy Rose. From meticulously designed theatrical sets to ancient buildings to just anywhere outside in the wild - each piece gets you entangled with a place. With a background in documentary film, animation and interactive game design, the studio specialises in exploiting the most recent advances in immersive technologies - including VR, AR and other XR tools.

Our work [Door Into The Dark](#) (2015) was our debut into the immersive arena. Our more recent works include [Goliath: Playing with Reality](#) (2021), [Messages to a Post Human Earth](#) (2021), [A Face to Open Doors](#) (2020) and [The Collider](#) (2019).

Emmy-nominated, we are winners of the Grand Jury Prize for Best VR Work at the 2021 Venice International FIlm Festival. Anagram have previously been awarded the 2015 Tribeca Film Festival Storyscapes Award, the 2019 Sandbox Immersive Art Award, part of the Best VR in 2019 at the Venice International Film Festival. Anagram were named in the Createch 100 ones to watch for 2020 by the Creative Industries Council and selected twice for Columbia University's Digital Dozen Breakthroughs in Digital Storytelling (in 2015 and 2019).