



WABI SABI SOUND, Inc.  
3104 Mercer University Dr  
Suite 200  
Atlanta, GA 30341  
United States of America  
1-888-430-7705  
[www.wabisabisound.com](http://www.wabisabisound.com)  
[mala@wabisabisound.com](mailto:mala@wabisabisound.com)

## Production Manager Position Opening

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11/27/18

### DESCRIPTION:

Wabi Sabi Sound is looking for a sharp, positive, detail-loving, chaos-stomping team player to use their creative business project management talents to help our company thrive. This role manages the logistics of running multiple projects through Wabi's sound services and studios, keeps clients apprised of our progress against budgets and deadlines, and delivers reports to Wabi's AR department for invoicing.

You will work under Wabi's Creative Director in support of Wabi project leads (Audio Directors) to facilitate the flawless execution of Wabi's audio development plans. You will coordinate the schedule of our production team and facilities, keep our monthly project reporting cycles on track with clients and deliver task, schedule and budget information to Wabi's clients, Audio Directors and Studio Manager for invoicing.

Experience interfacing with client-side producers and administrators for major and boutique creative studios is a must. Experience in the fast-paced world of video games, tv, film or other entertainment field is a major bonus. We have a terrific team, track record, and customer base, but we need that perfect project manager/traffic controller to help us grow!

### About Wabi Sabi Sound:

Wabi Sabi Sound is a recognized leader in interactive and linear audio post-production. We provide sound design, foley, voice, programming, sound effects and music to top-tier media companies worldwide. Founded in 2008 in Berkeley, California, we are a 6 + person team with a network of trusted contractors located in Atlanta, Georgia. We have a diverse roster of clients from all over the world, and we have great reach into AAA and indie game studios. Those include Microsoft, Sony, EA, Activision, and many others. Our staff also has award-winning credits on major television, film and advertising projects.

Learn more about us here:

[www.wabisabisound.com](http://www.wabisabisound.com)

## Responsibilities:

- Manage our sound product development pipeline in coordination with Audio Directors.
- Ensure effective and efficient usage of our team with Creative Director.
- Plan and organize monthly production schedules for project execution.
- Deliver monthly task reports estimates to Wabi Studio Manager/AR.
- Evaluate project resource requirements from Audio Director estimates.
- Maintain and report high utilization of Wabi's production staff with quarterly reports.
- Evaluate and report Wabi's production staffing and facilities needs 4 months in advance.
- Maintain vendor relationships external talent and facilities - NDAs, schedules, costing
- Assist Audio Directors with documentation for estimates, approvals, and schedules.
- Coordinate external musician, actor, and studio facility needs.
- Re-negotiate timescales or schedules as necessary with clients and internal team.

## Desired Traits and Skills:

Strong people management skills; calm under pressure, uber-detailed and organized.

Experience tracking complex projects and providing insight and influence into how to deliver more effectively

Excellent communicator to prime and motivate action along Wabi's production process and Client's project goals.

Ability to learn, integrate, drive and improve workflow processes.

Google Docs expert

Kanban, Scrum, Waterfall, Trello Project management expert

Flowchart and Process Documentation Experience

Strong B2B writing and verbal skills.

Expert in remote cloud communications using tools like Slack and Skype

Experience working with production methodologies for sound, video and game pipelines.

Bonus:

A strong passion for developing and playing games

Post Production Supervision

Creative Experience with Avid or Adobe workflows at the professional level.

Software Development Experience

Video Game development software like Unreal, Unity, Wwise

## Work Environment:

Collectively we are a boutique mix of artsy geeky creatives within a unique business niche. Our studio environment is high tech and professional with areas for raw creative sound, music and voice creation. We are BIG on open communication, collaboration and improving every day. At Wabi Sabi ideas and feedback are encouraged from anyone on anything. We believe success increases when passion, insight, and honesty is shared. This role could include creative input on our projects if you have it! We have an operational philosophy where people are encouraged to help us win with their talent. Whatever that means on a day by day minute by minute basis.

### Compensation:

Full-time employment with salary and benefits including health, dental, vision, and 401K. Partial offsite work hours negotiable. Competitive salary based on experience. Potential for advancement in the organization.

### Applications:

We are eager to meet our next team member. Please send your resume, a brief personal statement about why you are interested in this opportunity, and your compensation requirement.

Email materials to Mala Sharma [mala@wabisabisound.com](mailto:mala@wabisabisound.com)

Thanks!

Team Wabi