



6530 S. Yosemite St, Suite 250, Greenwood Village, CO 80111

## **Position: Project Management /Production Manager**

### **Company Description:**

InVisM is a leading developer and supplier of mission-specific, mission-critical education and training products designed using high production value filming techniques and the latest video game technologies. From its Denver, Colorado offices, InVisM serves the corporate, education, government and military markets with a keen focus on adult learning. Dedicated to creating and leveraging promising innovations and advancing the science of adult learning, InVisM creates high-impact content for achieving maximal knowledge and skill retention. InVisM is recognized for its outstanding products with such notable awards as the Best Government Serious Game for 2008 by I/ITSEC and the distinguished Stevie's award in 2009 for Multimedia Training. Customers include the U.S. Army, Navy, Air Force, National Security Agency, and others.

### **Job Purpose:**

InVisM is seeking a highly motivated, collaborative and creative professional to manage current and future United States Air Force (USAF) contracts awarded to InVisM. Candidate must be extremely motivated, exhibit high creativity and be able to effectively express ideas to team members. Project Managers are responsible for the design, development and delivery of custom developed training solutions. USAF product focus is training airmen in cultural awareness and the USAF 12 domains of culture as it applies to Air Force missions around the world.

### **Job Responsibilities:**

#### Project Management

- Manage project plans as appropriate to meet changing needs and requirements
- Align project outcomes with stake holder's expectations and standards
- Adhere to company practices and enforce project standards
- Manage projects to budget, maximizing profitability and resource utilization

#### Client Management

- Engage in day-to-day client interaction
- Set and manage client expectations

- Communicate effectively with clients to identify needs and evaluate alternative business solutions
- Continually seek opportunities to increase customer satisfaction and deepen client relationships
- Build a knowledge base of each client's business, organization and objectives

#### Communication

- Facilitate team and client meetings
- Effectively communicate relevant project information to management
- Deliver engaging, informative, well-organized presentations
- Communicate difficult/sensitive information tactfully

#### Financial Management

- Understand pricing model, revenue model and billing procedures - make decisions accordingly

#### Teamwork

- Utilize each team member to his/her fullest potential
- Motivate team to work together in the most efficient manner
- Mitigate team conflict and communication problems

#### Technical Understanding

- Possess a thorough understanding of the technologies used by the company
- Maintain awareness of new and emerging technologies and the potential application for client engagements

#### **Skills Requirements:**

- Must be a prior USAF senior NCO (E-7 and above) or officer (O-1 to O-3)
- Must be exceptionally innovative and creative
- Must have strong leadership abilities
- Must be highly collaborative with strong ability to articulate technical and conceptual work to team members
- Must be able to balance artistic work with the effective management of others
- Must be able to travel (no more than 50%)
- Must be able to give constructive artistic criticism when warranted
- Must be able to provide technical mentoring to creative product designers
- Must be able to effectively communicate design strategies as they relate to project goals.
- Must be able to make design decisions based on client needs and guidelines
- Must have strong interpersonal skills, excellent written and oral communication abilities
- Must be able to work in a dynamic and flexible environment where priorities and deadlines may change
- Must be U.S. Citizen
- Must be willing and eligible to submit for a security clearance (This will be discussed in an interview process)

## **The Ideal Candidate would have the following Skills or Experience:**

- Minimum Bachelor's degree in Education or Computer Science
- PMP certification
- Prior USAF expeditionary force experience especially in foreign culture interactions and/or unit deployments to overseas locations, especially the Middle East, Horn of Africa or South America
- Experience using Project Management software such as Basecamp

## **Contact:**

Submit resume, along with cover letter describing your interest in this position, to [HR@iinvism.com](mailto:HR@iinvism.com).

- Principals only. Recruiters, please don't contact this job listing.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.
- Highly competitive Compensation can be negotiable on an hourly, salary or contract basis.

## **Job Details:**

Categories:	Education, Software Development, Government
Experience Required:	+3 yrs managing projects
Minimum Education:	College and/or significant experience
Work Site:	On Site, Greenwood Village, CO
Position Type:	Full Time employee
Salary:	Very competitive
Contact:	Send Resumes to <a href="mailto:HR@invism.com">HR@invism.com</a>

For additional information on InVisM, please visit: [www.invism.com](http://www.invism.com)