# Associate Producer

## Are you passionate about games?

We love games, so we make games people love to play! Since 2009, PikPok has been making quality mobile games for the whole world to enjoy.

We focus on engaging and delighting players with high quality art, intuitive gameplay and rewarding in-game experiences.

Our team is based in Wellington, NZ, and is made up of talented folk from all over the globe.

We've released successful original games including Rival Stars® Horse Racing, Agent Intercept™, Into the Dead® 2, Flick Kick® Football Legends and Shatter™. We also work with top-notch partners to create fun, entertaining games that are enjoyed across the globe.

PikPok values the contributions of people with diverse backgrounds, experiences, skills, and perspectives. We want our games to reflect the diversity of the people playing them now and in the future. People with curiosity, a sense of ownership, and who actively collaborate will fit well with our values.

In return, we commit to being an employer who balances fun and delivery. We pride ourselves in providing a work environment where it is safe to be yourself. Our teams enjoy the satisfaction that comes from creating success and joy, entertaining the world, and working together.

PikPok is dedicated to delivering exceptional player experiences. If you have the same drive to support the delivery of quality of service to our customers, then you might just be the **Associate Producer** we're looking for!

We're PikPok, and we make games!

# About the role

PikPok wants to create success and joy through entertaining the world by working together.

Which brings us to you. We're looking for an organized, motivated Associate Producer who knows how to get things done, stay ahead of the game, and loves to enable others by being organized, communicative and providing clarity!  We're looking for someone who will take the ample opportunity available to own your work, collaborate and be curious!

In particular, we are looking for someone who will coordinate efforts to build and optimise games from talented folks in different locations and teams.  You will need to identify opportunities for games, developers, and stakeholders to work better - being the central 'go to person' where necessary.  You will have the maturity to know when to get involved, and when to avoid getting in the way.

# Live the PikPok values

- Be Curious - Be interested in everything. Ask questions often. Seek to understand our players, their motivations and behaviours. Frequently challenge your own ideas and positions. Understand that everyone has something to teach and learn. Bring a level of enthusiasm and passion to your work.
- Take Ownership - Don't procrastinate. Be willing to make a commitment and own any subsequent successes and failures. Have the maturity to learn from mistakes and be hungry for feedback. Understand that quality is everyone's business and push yourself and others to own the delivery of quality. Be reliable, with a willingness to take a feature (or similar) and own it, including driving it, ensuring it is completed, looping in others, updating artifacts, and more.
- Collaborate Well - Have a willingness to collaborate with others and think beyond yourself. Have the ability and willingness to actively listen to others and see their side of the issue. Be willing to take advice without being defensive and to separate work critique from personal critique. Understand the common purpose, support and nurture colleagues. Work toward the benefit of the company and project. Be respectful. Be understanding. Be kind.

# Responsibilities

This role is centred around taking responsibility for the healthy development of games (both live and in-production) that do not have a full, active, internal team devoted to them.

1. Find Opportunities
   - Track latest compliance requirements applicable to new and existing games.
   - Identify opportunities for ARPDAU increases in more active titles.
   - Contribute to goal and strategy ideation, and quarterly review analysis, documents and presentations.
   - You needn't have 'Product Owner' as a career objective, however, there is lots of opportunity for growth towards a Product Owner skillset, working closely with the various managers to reach a level of competence/comfort where you could manage your own products/projects.

2. Manage Resources and Backlogs
   - Document development work in JIRA, with suitable detail for internal or external programmers/designers to action.
   - Prioritize the development work across all your titles, to ensure the greatest opportunities/risks are handled first.
   - Canvas division heads for resources to action development work.

3. Manage Remote Work and People
   - Help organize development work which is being conducted by remote staff or studios.
   - Ensure meetings between internal stakeholders and external leads happen, and serve the purpose the meeting requires.
   - Ensure work from external teams is available to internal QA as required.
   - Ensure comms between stakeholders involved in going live are happening so stakeholders can plan and action their work without hindrance or surprises.
   - Ensure questions and uncertainty from remote staff reach the internal staff who can help answer those questions. Put those people in direct contact as appropriate.
   - Assessing the status of projects with a view to approving milestones.

4. Operate Live Titles
   - Plan, Communicate, and schedule seasonal live events for your products.
   - Update Roadmap and Featuring planning for each month in concert with the Publishing division.
   - Check core KPIs daily and periodically update revenue projections for your titles.
   - Respond to CS requests or reroute/chase as necessary to help supply CS with informed replies.
   - Track & document your products releases, noting changes and performance against goals.
   - Ensure content and promos are put live for your products - get hands on with scheduling and some data configuration where necessary.

5. PikPok's priority is the health and safety of all those around us.  Our people are encouraged to work together to provide a safe environment for all, by:

- Ensuring health and safety procedures are understood and adhered to.
- Reporting all identified hazards to HR@pikpok.com within five working days.
- Reporting all accidents, incidents or near misses to HR@pikpok.com within two working days.
- Participating in Health & Safety training as required.
- Taking responsibility for personal Health & Safety behaviour in the workplace.
- Completing any requests to support H&S correction activity in and for the Studio.
- Actively supporting Health and Safety initiatives in the Studio.

## About you:

- You enjoy resolving problems by sourcing answers from others, documentation, or your own experimentation and analysis.
- Keeping organized - lists, spreadsheets, JIRA backlogs, live event scheduling - you can't do this job without being organized!
- A key cog in the machine - you will frequently be the only one available who can progress the process - being available to unblock others is something, especially our external partners, will rely on.
- Keen to learn - there are a lot of games, tools, data, and stakeholders involved across various aspects of your products - so someone who is energised by learning how it all works is a major plus!
- Happy to use your own hard skills as opportunity allows - there will be plenty of times you can directly get involved to free up or streamline a larger process - or reap low-hanging fruit directly.

## Experience and attributes

- Experience in the Game Industry, or strong and demonstrable interest in games and games development.
- Enjoy resolving problems by sourcing answers from others, documentation, or your own experimentation and analysis.
- Great organisation skills
- Natural affinity with spreadsheets is smiled upon.
- Relishes being relied upon - you will frequently be the only one available who can progress the process - being available to unblock others is something many partners will rely on.
- Active learner - there are a lot of games, tools, data, and stakeholders involved across various aspects our work - so someone who is energised by learning how it all works is a major plus!

## To Apply:

- Please send your application to careers@pikpok.com
- Closing date for applications – 19 February 2022.