

Fundamentally Games Job Role: Associate



About Fundamentally Games

Fundamentally Games is a collaboration between industry veterans Ella Romanos and Oscar Clark. Fundamentally Games offer Project-Based Executive Production, providing support to investors, brand owners and developers for the entire project pipeline, from access to finance and due-diligence, to executive production, design, live ops, monetisation and marketing. www.fundamentallygames.com

About the Role

This is a role for a graduate. The ideal candidate is likely to want to progress their career in the games industry with a role in areas such as production or business development.

You will be working for a games industry consultancy to assist with various projects and general day to day tasks. Key tasks will involve research, admin, project management, and writing/editing.

This role is intended as an introduction to the games industry. Therefore, it will support personal development and will enable the candidate to learn about the games industry, game development, financing and design depending on their strengths and interests.

The role is full time but with very flexible hours, working from home. Proximity to London for meetings is preferred but not essential.

Your responsibilities will be varied, but will include:

- Research based on criteria provided
- Assisting with scheduling and tracking of projects
- Helping to manage external development teams
- Game testing
- Support consultants - organising and maintaining diaries and scheduling meetings, note taking, miscellaneous PA work
- Arranging travel and accommodation
- Managing sales pipeline directly and on behalf of clients
- Writing, editing and formatting documents e.g. GDDs, pitch documents, articles, client reports, newsletters/blog posts. Includes proof reading, sanity checking, fact checking
- Creating user flow diagrams and demos using tools such as Balsamiq and Adobe XD

About You

You must:

- Be a fast learner and not afraid to ask for help
- Be happy to turn your hand to any task
- Have exceptional attention to detail
- Be able manage multiple very different tasks at once
- Be very organised and able to organise others
- Be able to work under pressure
- Have excellent communication skills, both written and oral

- Have ability to research and investigate
- Be very proactive, good at problem solving and decision making
- Have knowledge (and be very passionate) about games and the games industry
- Enjoy creating spreadsheets!

It would also be great if you have some of the following:

- Some knowledge of game development processes and tools
- An understanding of budgets
- UX design skills
- Graphic design skills
- Ability to create or use WordPress websites (or similar)
- Experience dealing with clients or networking
- Social media/community skills

You should have the following experience:

- Have worked with a team to develop at least one game, whether at university or commercially
- Have a degree in a games related subject, or relevant experience
- Have attended games events

The Details

We offer:

- A chance to gain relevant experience for production or business development roles
- Support with your personal career development
- Ability to work from home
- Very flexible hours

Salary: £17k pro rata

Start date: January 2019

Hours: Full time (approx. 40 hours per week)

Location: Work from home, must be UK based

Applications: Covering letter, CV and portfolio to info@fundamentallygames.com