

Games for Change is seeking the right person to join our fast-paced team:

## National Event Planner (as staff or consultant)

*This is a full-time opening in a high-profile, cutting-edge nonprofit dedicated to supporting the new field of videogames for social change. Work begins as soon as possible based in New York City; salary is commensurate with experience and education; benefits (staff only) include health, transit, vacation, etc.*



**GAMES FOR CHANGE**

Games for Change, founded in 2004, is the national umbrella group dedicated to advancing positive social change through digital games. We act as the new movement's independent focal point for media, distribution and research; like documentary film before us, we are building a new field: using game technology to address real world issues. We've been covered this year in the New York Times, NPR, CNN, BBC, NBC, and beyond. Our blog ([www.gamesforchange.org](http://www.gamesforchange.org)) provides a sense of our earliest programming, and our new web site is set to launch in early January. We are funded by The MacArthur, Surdna and Robert Wood Johnson Foundations, as well as NYSTAR and the Woodrow Wilson Center for International Scholars.

After two years of accelerating growth, a major transition is underway to launch a new suite of programs over the next 12 months. This includes work with MTV to distribute games, Parsons/The New School for a prototyping center, the Serious Games Initiative for conferences, appearances at the Margaret Mead Film Festival, the IFP Market and Sundance -- in addition to our 500+ membership of game designers, nonprofit managers, academics, artists and politicians. New activities include briefings for major foundations, policy sessions in Washington, gatherings of top academics from around the nation studying digital media, and our signature games festival.

**Job Overview:** Oversee planning for all events over an intense eight-month period. All events focus on digital media and will feature the nation's leading projects, research or speakers. The four primary events take place in NYC, San Francisco, and D.C. and will draw high-profile academics, game and media designers and the press. Attendance can range from 200+ for 2 public forums to small private gatherings of 40 for invite-only briefings. The focus for each event is different, both in theme (from funding to policy) and in setting (innovation labs to conference centers). Subject expertise is NOT essential but the worlds of academia and digital media should not be intimidating. Ongoing coordination will be necessary with both paid and volunteer teams, including our five regional representatives scattered across Puget Sound, Boston, DC and the virtual world of Second Life. Some travel will be required.

**Responsibilities:** (in order of priority) working closely with the President, this manager-level position will:

### PRIMARY TASKS:

- direct several events at once
- oversee production and speaker schedules via email and online systems
- create timelines and enforce deadlines for all event deliverables
- manage outside partners and content producers via email
- create informed budgets
- coordinate a team of volunteers

### SECONDARY TASKS

- Organize and recruit foundation and corporate sponsorships for the annual festival
- Manage 1-2 intern assistants who will directly support your work.
- Maintain a press contact database for use with events,

**Attributes:** To be a good match, the candidate should be:

- A Self-starter: needs very little support to follow through on primary job responsibilities – able to ask for input, not waiting to be told what to do.

- Entrepreneurial: enjoys building a new and organization; rewarded by creating new systems – original thinkers welcomed
- A Creative Problem Solver: Flexible in nature and able to anticipate hidden costs and potential bottlenecks to meeting goals .
- An Effective Communicator: write clear and compelling prose; edit for detail and grammar; comfortable speaking up on conference calls and in meetings – confidence is essential.
- Outcome-driven: a tenacious information gatherer, always asking “how” and “by what date” to ensure that vague ideas are translated early into feasible production plans; ability to juggle both short and long-term projects with competing deadlines simultaneously; the ability to produce under very tight deadlines.
- Detail-oriented: formatting materials neatly and organizing word and excel documents into a logical system of folders – control freaks are fine, as long as they’re friendly.
- Team-oriented: deliberately plan strategies to leverage others’ strengths and avoid their weaknesses, works well both independently without a lot of direction, and as a part of a team.
- Self-motivated: comfortable taking on significant responsibility; ability to time-manage self and team members, willing to solicit outside advice when necessary, realistic assessment of workload, and able to set limits.
- Adaptable, with a Sense of Humor: maintains grace under fire, at home in an informal environment, able to make mistakes and learn from them, likes meeting new people and taking on new situations.
- A Cost Conscious Brand Builder: fully understanding the mission and culture of Games for Change and having the ability to translate both to diverse audiences; experience with guerrilla and viral marketing campaigns is helpful. (I’m not sure we need this.)

Additional Qualifications:

The candidate should have a college degree, and two to six years of experience in outreach, organizing projects, fundraising, or event production -- ideally with experience in producing conferences and other public events. Previous experience working with national/international media is a plus. Must be proficient with MS Word and Excel and be able to learn and utilize new web-based project management tools. Some travel will be required. Knowledge and interest in videogames or interactive media is a plus, and an activist or social-change bent is an even bigger plus.

How to Apply:

Make sure to indicate the title of the position you're applying for (“National Events Planner”) in the SUBJECT line of an email to [jobs@gamesforchange.org](mailto:jobs@gamesforchange.org). Interviews begin immediately. Your cover letter should be BOTH included in the body of the email and attached along with your resume (in rich text, MS-Word or PDF format). In your letter, please let us know where you heard of the position, why you are suited to this role, and how the position relates to your career objectives and personal interests. Only those candidates selected for interviews will be contacted. Position will remain open until filled.

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*Games for Change, Inc. is an equal opportunity employer. We are committed to a policy of equal treatment and opportunity and do not discriminate against employees or applicants for employment on the basis of race, sex, color, national origin, religion, age, citizenship, mental or physical handicap or disability, marital status, sexual orientation, pregnancy, military or veteran status or any other characteristic protected by law. We continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity.*