

Position: Associate Product Manager

Location: Los Angeles, CA

Description: Party Earth is looking for a Associate Product Manager to document and deliver features of the Party Earth website (www.partyearth.com), mobile applications, and community. This person should have a passion for turning business concepts into customer-facing products on web and mobile technologies, have a detailed eye for visual design and interfaces, and be driven to deliver an exceptional user experience revolving around Party Earth content and community.

Responsibilities:

- Own and deliver certain features as part of the overall product roadmap of PartyEarth.com, Party Earth mobile applications, and internal admin tools
- Contribute to key application delivery initiatives in an Agile development environment
 - Meet with stakeholders and upper management to define and document features and requirements
 - Participate in design sessions and work with the team and designer to document wireframes, design, and user experience
 - Create product documentation to detail features and requirements
 - Work with the technical team to bring the features to life
 - Monitor the QA and testing process and work with the team to ensure all features are tested and functioning properly
 - Track and monitor ongoing maintenance of the products and ongoing issues and bugs
- Research trends in the marketplace to incorporate best practices into Party Earth products
- Serve as an expert on website features and admin tools and train internal users on tools and features
- Monitor user feedback and incorporate into product recommendations
- Collaborate with the content team in maintaining effective methods to load, display, and maintain content
- Collaborate with the marketing team to help build the user base and grow the audience

Qualifications

- 4-6 years of relevant web, mobile, and/or community experience
- IT Consulting background
- Experience documenting and/or delivering web and mobile product features – ideally in the media and entertainment industry – including:
 - Content-focused websites (written, photo, video, and user-generated content)
 - User communities/Social networks
 - Content management systems
 - User-generated content
 - Mobile sites and mobile applications
 - Search features and algorithms
 - Search Engine Optimization
 - Marketing and advertising components
 - Use of third-party sites, tools, and functionality (i.e. Google Maps, Facebook API, Twitter API, You Tube API, etc.)
 - E-commerce/store/shopping cart
 - E-mail marketing
- Ability to translate business and functional concepts into detailed user stories and/or product documentation

Party Earth – Associate Product Manager

- Results-oriented self-starter with a high level of initiative, ability to work independently, and strong sense of ownership and pride in work
- Strong organizational and prioritization skills and the ability to manage multiple time-sensitive projects
- Extreme attention to detail
- Strong work ethic
- Understanding of development best practices, current trends in the marketplace, marketing aspects of websites and mobile applications, and the latest user technologies
- Experience in all phases of the system development lifecycle including analysis/requirements, design, development, testing, and maintenance/operations
- Strong business and marketing acumen
- Exceptional verbal and written communication skills
- Desire to work in a “start-up” environment
- Ability to present concepts, ideas, strategy, and metrics to senior management
- Experience with Visio, PowerPoint, Word, and Excel
- BA/BS in technology, business, or a related field

About Party Earth

Party Earth (www.partyearth.com) is a global media and entertainment company whose mission is to enable its community of users to maximize their social experiences worldwide. Through its content, media/distribution, and community, Party Earth is a trusted source that delivers unique and valuable recommendations, helping its users find what to do, when to do it, and who to experience it with. The Company currently provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in eighteen cities around the world; a daily calendar of festivals, concerts, and sporting events in these cities including real-time event notifications; and photos capturing moments and experiences from certain festivals and events across the globe. Moreover, the Company ensures that its community members have a personalized experience by enabling them to utilize its content and interact with other users based on their own interests and preferences.

To apply, please submit your resume to careers@partyearth.com.

www.partyearth.com | [Party Earth on Facebook](#)