



Project Manager (Immersive Experiences)

Reports to:	Executive Producer IE
Location:	Miramar, Wellington
Special Requirements:	Overseas travel may be required

Role Purpose

The Project Manager is required to oversee the management of immersive experience projects variously across Concept Design, Developed Design and Detailed Design phases and artistic direction during build, content production & fitout phases. This role focuses on managing the overall project budget, schedule, strategic forward planning of resources and risk management. The Project Manager will ensure deliverables align with the client's vision, contractual obligations and Wētā Workshop's standards of creative excellence.

Main Responsibilities

- Develop and manage the project plan, budget, and schedules for the various project design phase.
- Oversee risk management, ensuring proactive identification and mitigation of potential issues.
- Provide reporting and updates to stakeholders regarding project progress, risks, and deliverables.
- Coordinate between internal teams and external partners to ensure seamless integration of interior fitout and digital content components.
- Ensure quality assurance processes and health and safety protocols are followed.

Key Accountabilities & Outcomes

- Establish and maintain a detailed project plan, tracking schedules and budgets for the various project design phases in consultation with the project creative director and producer.
- Develop an in-depth understanding of the project scope, timelines, financials, and desired outcomes.
- Build and maintain a master plan integrating all workstreams, including design and partner deliverables.
- Collaborate closely with creative directors and producers to ensure the seamless integration of artistic intent into technical and production processes.
- Set and monitor project KPIs, including budget adherence, timeline compliance, and client satisfaction ratings.
- Track and manage budgets, flagging risks and variances to the production team and senior management weekly.
- Utilize project analytics and feedback to optimize performance, improve processes, and ensure high quality outcomes.
- Facilitate approvals and change management processes to ensure scope alignment.
- Conduct regular risk assessments and maintain a risk register.
- Implement communication protocols to manage information flow and client requests for information.

- Ensure quality control and compliance with health and safety standards throughout the design phases.
- Manage vendor contracts, management relationships and procurement processes to meet budget and quality expectations.
- Promote inclusive design practices, ensuring projects resonate with diverse audiences.
- Monitor deliverables from partner companies, including digital content, to ensure consistency with project agreement & timeline.
- Organize and oversee onsite reviews and workshops to maintain alignment between stakeholders.
- Champion sustainable production practices and integrate environmentally conscious solutions into project planning and execution
- Follows all health, safety, and well-being rules, procedures, and instructions. Takes reasonable care to look after their own H&S at work and the H&S of others.
- Champions excellent health, safety and wellbeing practices.

Qualifications & Experience

- Demonstrated experience in project management for concept design or pre-production phases.
- Track record of managing budgets and schedules in fast-paced environments.
- Experience working with interior fit-out projects and digital content integration preferred.
- Previous work with Immersive Experiences, museum installations, public installations, or themed entertainment projects is an advantage.
- Some knowledge of emerging technologies and their application in immersive storytelling, such as AR, VR, and AI-based content creation would be helpful
- Proven ability to manage multidisciplinary, global teams and adapt to diverse cultural and project-specific needs

Skills & Competencies

- Proven expertise in managing projects with complex design and technical components.
- Excellent organizational, time management, and problem-solving skills.
- Strong written and verbal communication abilities.
- Proficiency in project management software and frameworks to drive flexibility in dynamic environments.
- Experience in budget management and schedule tracking.
- Exceptional leadership skills to inspire teams, coupled with outstanding communication abilities to navigate stakeholder relationships effectively
- Strong attention to detail and ability to escalate issues appropriately.
- Experience with immersive experiences, museums, or creative industries is advantageous.

Key Working Relationships

Internal

- Executive Producer, IE
- Senior Creative Director, IE
- Project Creative Directors, IE
- Project Creative Producers, IE
- Operations Manager, Design Studio
- Design and Production Team Leads

External

- Clients
- External vendors and partner companies

People Management

Depending on Project Requirements, this role may be responsible for a Project Coordinator

As a leader of others:

- Builds the 'big picture' by championing Wētā Workshop's philosophy, values, and strategic initiatives;
- Makes things happen by establishing team goals, processes, and role clarity, taking action that's in the best interests of the company;
- Creates awesome teams by building trust and a safe environment to learn, create, and contribute freely.

Change to Job Description

Completed on: 31/01/2025 Review Date: 31/01/2026