

Job Summary

We are seeking a highly organized and driven **Project Manager (PM)** based in the USA to lead and oversee the execution of a large-scale video data collection initiative. The PM will be responsible for managing field operations, coordinating multiple teams, ensuring adherence to project timelines and quality, and maintaining compliance with ethical standards including consent protocols.

Key Responsibilities

Project Planning & Coordination

- Develop and manage detailed project plans, timelines, and deliverables.
- Collaborate with the Program Director to define project scope, milestones, and resource allocation.
- Lead daily coordination meetings with team members (camera operators, support staff, QA, etc.).
- Liaise with external stakeholders such as site administrators (schools, hospitals, offices).

Team Management

- Supervise a multi-location team of support staff, camera operators, and site supervisors.
- Assign tasks to the team and monitor progress regularly.
- Coordinate daily briefings and instructions to ensure clarity and efficiency in operations.

Execution Oversight

- Oversee participant registration, consent collection, and on-site participant management.
- Ensure all cameras are installed and operational as per specifications.

Quality Assurance

- Enforce rigorous quality checks using predefined QA checklists.
- Work closely with the Supervisor to ensure video footage meets visibility, frame rate, resolution, and lighting standards.
- Coordinate video clipping and storage post-approval.

Compliance & Documentation

- Ensure ethical handling of participant data, including consent form management.
- Maintain project logs, participant tracking records, and daily shoot reports.
- Support the legal and data privacy team with documentation and audits as required.

Reporting & Communication

- Provide regular status updates and escalation reports to the Director and other stakeholders.
- Maintain documentation of on-site activities, issues encountered, and risk mitigation plans.
- Contribute to post-mortem reviews and process improvements for scaling.

Candidate Requirements

- Bachelor's Degree (Preferred: Engineering, Mass Communication, or Project Management)
- 3+ years' experience in project management (preferably video shoots, media production, or AI training data collection)
- Residence of Kansas City or a local resident (preferred)
- Preferred background: Indian origin to align with broader team culture and communication
- Excellent interpersonal, organizational, and stakeholder management skills
- Must be comfortable with on-ground operational oversight and basic tech troubleshooting