



**Job Title:** Associate Producer

**Type:** Full Time

**Location:** Chicago, IL

**Description:** Disbelief is a game development studio focusing on contracting and consulting services. We work with both AAA and independent studios to help their projects ship. Notable projects we've worked on include Gears of War 4, Borderlands: The Handsome Collection, and Perception.

At Disbelief, we're problem-solvers, first and foremost. We like to dive in to figure out the reasons something isn't working before fixing it. We take pride in solving problems others can't. We value a sensible work-life balance and work environment. We work with cutting-edge technologies to make them perform at the top of their capabilities.

Currently, we're looking for an Associate Producer. This opportunity is for a full-time position in Chicago, IL. Disbelief is a small company, so the Associate Producer role has many different responsibilities. Using proactive communication, planning, and a little elbow grease, APs solve problems to help the team deliver on its goals and milestones. This role is a great opportunity to learn about game development in the field.

**Key responsibilities:**

- Tracking status of projects and creating weekly company updates
- Handling company confidential information with professionalism and care
- Facilitating communication within office and between office branches
- Communication with customers
- Assisting project leads with scheduling, testing, or hardware setup
- Organizing our recruiting and hiring efforts
- Managing meetings and appointments
- Booking travel
- Maintaining the PTO calendar
- Acquisition of office supplies, hardware and software
- Tracking the company's hardware inventory

**Skills needed:**

- Excellent communication skills, both written and verbal
- Organizational and scheduling skills
- Google Docs, Calendar, and/or Microsoft Office experience

**Nice to have:**

- Associate's Degree or equivalent experience
- Familiarity with JIRA, Trello, or other scheduling software
- Interest in game development
- Some understanding of programming

**Benefits:** This position comes with a comprehensive benefits package.

**Relocation:** We are not offering relocation assistance for this position

**Remote:** This position is not a remote position

**Visa Sponsorship:** No

**Contact:** [jobs@disbelief.com](mailto:jobs@disbelief.com)