



THE POSITION: PROJECT OPERATION MANAGER

Cityneon is a global experience entertainment company specializing in unique, immersive and large-scale experiences. Staying true to our philosophy- “Big Ideas. Bigger Experiences”, we continue to push the envelope on what is possible not only through our offerings but our people as well. The combined efforts of our team of around 400 people worldwide have since seen us clinching the ‘Best Listed Company Award’ in 2018 and even a Guinness World Record title for “The Hunger Games: The Exhibition” in Las Vegas. Guided by the same principles of innovation and unwavering commitment to excel since 1956, we strive to get ever closer to our vision of being a global leader in the experience entertainment industry.

Would you like to increase your Project Management Portfolio and be part of a fast-paced, Global company? Cityneon is looking for an experienced **Project Operation Manager** to join our expanding team in China.

As the **Manager of Project Operations**, you will be reporting to the **Regional Managing Director** based in Beijing, China. You will be playing an integral role in the continued growth and expansion of Cityneon’s China team, working with other counterparts globally.

This role offers excellent opportunities for personal and career growth as you will be exposed to large-scale, immersive experiences that Cityneon has been known for. Aside from the stimulating work and exciting working environment, you would also be required to travel to different locations to manage our touring exhibitions.

The ideal candidate is meticulous and highly adaptable to constant change. The idea of a fast-paced, entrepreneurial environment does not faze you and instead is a place where you thrive.



Key Responsibilities Include:

- Management and oversight for allocated IP project operations.
- Responsible for allocated project operation schedules under all promoters.
- Working with Finance department to set up royalty revenue collection and checking procedure.
- Working with onsite operation supervisor to collect and verify all project revenues.
- Ensure the operation quality is in line with the standards set by Cityneon.
- Support United States (US) Merchandising team on local assortments.
- Working with promoters to ensure docents and actors are properly interviewed, recruited and trained.
- Support Marketing team with marketing and sales.
- Dealing with any misconduct of promoters in operation and realigning them back to set standards in a timely manner.
- Working with the Technical team on exhibition install, tear down and transportation.

Requirements & Attributes:

- 5 years or more of Project Management experience preferred.
- Preferred relevant working experience in Theme Parks, Cinemas, Attractions or other similar establishments.
- Strong communication skills and problem-solving capabilities.
- English as a working language. Ability to speak and write.
- Upright, trustworthy, diligent and cautious.
- Able to handle emergent issues and unexpected circumstances with proper processes.
- Comfortable to work outside Beijing for long periods each time.

Please send your detailed updated resume and portfolio to recruitment@cityneongroup.com before **31 December 2020**. All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted.