

Management Structure : GlowLime

Title	Name	Responsibilities
<p>Executive Director</p> <p>Deputy Director</p>	<p>Joel Esquilin</p> <p>(unfilled)</p>	<ol style="list-style-type: none"> 1. Oversight of the project and the managers 2. Makes final decisions if democratic approach is not-functional 3. Can override the decisions of other managers if deemed necessary 4. Conducts weekly management meetings 5. Assists PR with outward facing endeavors related to the organization (i.e. networking, negotiations, agreements)
<p>Budget Manager</p>	<p>Blake Anderson</p>	<ol style="list-style-type: none"> 1. Handles oversight and allocation of the budget 2. Responsible for tracking the budget 3. Handles funding for campaigns and advertising 4. Shared: In charge of networking and finding additional organizations to support/sponsor the organization 5. Shared: Writes funding proposals 6. Oversight over use of academic/grant funding
<p>Hiring Manager</p> <p>Assistant Hiring Manager</p>	<p>Bryan Prieto</p> <p>(unfilled)</p>	<ol style="list-style-type: none"> 1. Handles selecting and finding new talent 2. Accepts applications/looks over work of potential collaborators 3. In charge of integrating new people into teams and handling losing team members 4. Documents practices and protocols for hiring/assigning positions to collaborators 5. Selects projects based on collaborator interest, feasibility, and management input, specifically the projects department 6. Sends out mid-semester and end of semester evaluations
<p>Director of Public Relations</p>	<p>Matt Hlady</p>	<ol style="list-style-type: none"> 1. Shared: Handles communication with organizations supporting the company 2. In charge of networking and finding additional organizations to support/sponsor the organization 3. In-Person PR/Advertising

Deputy Director of Public Relations	(unfilled)	<ol style="list-style-type: none"> 4. Online/Paper advertising 5. Maintains Twitter Account/Maintains Instagram 6. Posts new Website Content (shared with Technical department) <ol style="list-style-type: none"> a. Weekly newsletter b. Developments news/Five College news 7. Monitors Email Account(s)/Sends Email List Announcements <ol style="list-style-type: none"> a. contact@glowlime.com
Projects Manager Assistant Projects Manager	Marcus Maulucci (unfilled)	<ol style="list-style-type: none"> 1. Collaborates with hiring on determining which projects are selected for the term 2. Curates a backlog of new projects to take on 3. Accepts applications for projects from collaborators and other interested parties 4. Maintains Communication with the Creative Directors for the teams 5. Maintains a database of all pitches that have been officially submitted to GlowLime 6. Assist Hiring department with forming the teams for the projects
Operations Manager Assistant Operations Manager Assistant Operations Manager	Chandra Hughes Sam Luangkhot Matt Regan	<ol style="list-style-type: none"> 1. Coordinates communication between other managers and Executive Director 2. Maintains communication with the producers for each project <ol style="list-style-type: none"> a. Ensures resources are provided as needed b. Ensures that teams are meeting their deadlines 3. Ensures productivity of each department 4. Writes protocols and enforces them 5. Notes missed attendance and deadlines of management team
Technical Director Assistant Technical Director	Isaiah Mann Hyeonseok Cho	<ol style="list-style-type: none"> 1. In charge of curating and selecting the software that is the company standards 2. On call to provide tech support for those softwares 3. Should be the primary operator of the company's GitHub 4. Responsible for maintaining/bringing on collaborators to maintain the company website

		<ol style="list-style-type: none"> 5. Curating content/subsites for each game 6. Attempts to provide collaborators with the necessary equipment 7. Builds web platforms 8. Oversees remote distribution for beta testing
Five College Liaison	Jonathan Kittell-Queller	<ol style="list-style-type: none"> 1. Shared: Handles communication with organizations supporting the company 2. Interfacing with the academic structures of the Five Colleges 3. Shared: Ensuring that collaborators get appropriate academic credit 4. Looking for collaborations with Five College faculty and staff 5. Makes sure all projects and teams have spaces to work in 6. In communication with any faculty and staff that space is being leased from
Co-Five College Liaison	Matt Waters	
Publishing Manager	Caleb Finkelstein	<ol style="list-style-type: none"> 1. Assist teams with managing the publishing dates 2. Coordinates with PR to handle any advertising for each title if the budget allows 3. Assists teams with the publishing process of the final games 4. Curating and ensuring that games are published to the appropriate platforms 5. In charge of management's oversight on the final quality assurance to ensure games are ready to be shipped
Human Resources	Marcus Maulucci	(Department should fill in the responsibilities)
Event Coordinator	Chandra Hughes	<ol style="list-style-type: none"> 1. Maintaining a list of GlowLime supported and facilitated events 2. Planning and organizing Official GlowLime events 3. Coordinating with the PR department to ensure events are properly publicized 4. Coordinating with the Five College Liaison to ensure necessary preparations are made for events hosted in the Five Colleges
Assistant Events Coordinator	(unfilled)	

		<ul style="list-style-type: none">5. Coordinating with the Budget Department to ensure events are properly funded6. Shared: Writes funding proposals
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