

**Title:** Project Manager, Copyright Clearance Center

**Location:** Danvers, MA

**Job Description:**

The **Project Manager** will be responsible for the management, communication, coordination, planning and status reporting on cross-functional projects including analysis of opportunities & trends of strategic importance to Copyright Clearance Center.

**Responsibilities:**

- Manage and coordinate projects from inception to completion.
- Manage project risks, issues and changes.
- Research, analyze, design, develop, maintain and implement viable and effective project plans. Assess, plan and prioritize the need for technical and human resources.
- Collaborate with partners throughout CCC to secure resources needed and define project scope and timetables.
- Assure that deliverables and team tasks align with strategic objectives as well as team capabilities and availability. Create and assure appropriate project metrics and success factors.
- Monitor and evaluate project management trends, participate in Project Office initiatives, and assist with the continuous development and improvement of Project Office methodology standards and tools.

**Job Requirements:**

- 5+ years' experience as a Project Manager, using a standard project methodology.
- Experience writing business requirements preferred.
- Previously demonstrated success effectively leading cross-functional project teams, achieving objectives, on time and on budget, and promoting initiatives that enhance the success of company products and services.
- Proven problem assessment and resolution skills.
- Excellent organization, time management, communication and leadership skills.
- Bachelor Degree required.

**Contact:**

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