



## Toontown Rewritten Production Producer Application

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Thank you for showing interest in becoming part of the Toontown Team! Before you start filling out this application, there are a few things you should know:

1. **Toontown Rewritten is a volunteer effort.** No income or salary is provided as compensation for anyone's involvement.
2. **Production is more than organizing and sorting documents; we are responsible for helping the team achieve their vision for a project.** It's our goal to keep the team on-track and in-line with the project goals, and sometimes we need to enforce positivity or realism into the conversations.
3. **The ideal Producer is someone who is organized, has great communication skills, and has experience in project management.** They are also self-driven and highly-motivated to complete their tasks in collaboration with the rest of the team, and are able to work with other departments to put together plans for projects and develop solutions for any challenges that come up.

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As a Producer for Toontown Rewritten, you will work with the whole team to ensure communication flows across all departments, report to the team on the progress of current projects, and oversee project resources. In general, Producers will be working with the Agile/SCRUM methodology for our projects - though it is not required to have this knowledge, we welcome those who have any multidisciplinary skills! Your work will be shaping how we plan our current and future projects

We are searching for Producers who are dedicated to project management and have a keen eye to look for specific details in everything they work with.

### Position Requirements

- Be at least 16 years of age.
- Have sufficient time to dedicate for communication and discussion.
- Display excellent oral and written communication skills that portray a kind, positive, and inclusive demeanor to everyone, even in tense situations.
- Be the primary owner of the computer used for sharing confidential files.





To submit your application, please copy the questions below into an email (and answer them, of course!), then send your email to [support@toontownrewritten.com](mailto:support@toontownrewritten.com). After we receive your email, we'll follow up within a few days and will file away your information until the position is open for recruitment.

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### About You

- What is your first name, and preferred name?
- What is your date of birth?
- Is English your first language?
- Are you comfortable with using voice chat?
- Can you tell us a bit about yourself?
- Can you tell us about your experiences working in a team environment? What did you learn from your experience(s), and what values do you believe are most essential to effective teamwork?
- What do you think you can bring to the table as a Producer?

### Toontown

- Please list all of your Toontown Rewritten account username(s).
- Do you have any previous infractions (warnings, suspensions, terminations, loss of ability to use SpeedChat+ or submit names) on any of your accounts? If so, what are they?
- How often do you play Toontown Rewritten?
- Are you an active member of any Toontown-related websites or communities outside of the game? If so, where can we find you? Direct links to your profiles would be great!

### Project Management

- Do you have experience with any project management tools, such as Trello, Notion, or Jira?
- Have you ever managed a project? If so, how large was it and what was its timeline like?
- How would you describe your experiences with previous project management tasks that you have worked on? What did you learn from those experiences?

### Availability

- What timezone are you in?
- When are you usually available on your computer?
- How much time can you commit to your job as a Producer per week?





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This application also contains a required challenge to be submitted with it. Please attach your challenge to your email in a PDF format.

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### Required Challenge

An integral part of project management will depend on your ability to communicate effectively with your team members! In this challenge, you'll be asked to complete both of the following tasks:

- **Create an Informational Pamphlet** - Show off what Toontown truly encompasses! What makes our wacky little town so special? Think broadly and create your pamphlet with the audience of players who have never heard of Toontown before in mind. For this part of the challenge, you are only required to submit the written portion in a Word document - graphics are not required by any means. That being said, you are more than welcome to include graphics or even create an actual pamphlet if you choose to do so!
- **Develop a Pre-Production Plan** - All projects need a foundation, especially when they could involve nearly 40 members or more, depending on the project's type and goals. We ask that you create a document that contains: an executive summary about what your project would bring to Toontown, an outline showing the fundamental creative vision, a description of your scope(s) and limitations, and make a detailed schedule assuming your project is multi-month. You do not need to worry about the current limitations within Toontown - anything is possible for this challenge! Remember: as a Producer, your job will be to keep our team in line with our project values and goals!

Have fun with this challenge and don't stress out too much! If you are moved onto the interview stage of our hiring process, you may be asked to present and answer questions regarding the application challenge you submit. However, if you are selected to be interviewed, we will provide more information about what you may be asked prior to the interview.

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Thank you for taking the time to apply for Toontown Rewritten!

**You ARE Toon Enough!**

