On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

Schedule for – Multiple Award Schedule (MAS)

**Federal Supply Group:** Professional Services  **Class:** R499

**Contract Number:** 47QRAA18D004T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

**Contract Period:** February 07, 2018 - February 06, 2023

**Modification PS-0005**

**Contractor:** IRIS COMMUNICATIONS LLC  
11 Belaire Drive  
Roseland, NJ 07068-1235

**Business Size:** Small Business

**Telephone:** 973-902-7027

**FAX Number:** (937) 825/1007

**E-mail:** bbochese@iriscommunications.org

**Contract Administration:** Barbara J Bochese
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>512110</td>
<td>512110RC</td>
<td>Video/Film Production</td>
</tr>
<tr>
<td>541430</td>
<td>541430RC</td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td>541810</td>
<td>541810RC</td>
<td>Advertising Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Model</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>512110</td>
<td>Production Assistant</td>
<td>$53.48</td>
</tr>
</tbody>
</table>

2. Maximum Order: 512110 $1,000,000.00; 541430 $1,000,000.00; 541810 $1,000,000.00

3. Minimum Order: $100

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: Yes

<table>
<thead>
<tr>
<th>Tier</th>
<th>Threshold Amount</th>
<th>Additional Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>for orders equal to or exceeding $100,000</td>
<td>0.5%</td>
</tr>
<tr>
<td>2</td>
<td>for orders equal to or exceeding $250,000</td>
<td>1%</td>
</tr>
<tr>
<td>3</td>
<td>equal to or exceeding $500,000</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

8. Prompt payment terms: 0.5%, 15 Days, Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign items (list items by country of origin): None
11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 078380504

26. **Notification regarding registration in System for Award Management (SAM) database:**
Registered

27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>512110</td>
<td>Executive Director</td>
<td>Both</td>
<td>$145.84</td>
</tr>
<tr>
<td>512110</td>
<td>Lighting Director</td>
<td>Both</td>
<td>$97.23</td>
</tr>
<tr>
<td>512110</td>
<td>Director of Photography</td>
<td>Both</td>
<td>$116.68</td>
</tr>
<tr>
<td>512110</td>
<td>Camera Operator-Videographer</td>
<td>Both</td>
<td>$92.37</td>
</tr>
<tr>
<td>512110</td>
<td>Gaffer</td>
<td>Both</td>
<td>$87.51</td>
</tr>
<tr>
<td>512110</td>
<td>Grip</td>
<td>Both</td>
<td>$77.78</td>
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<tr>
<td>512110</td>
<td>Production Assistant</td>
<td>Both</td>
<td>$53.48</td>
</tr>
<tr>
<td>512110</td>
<td>Field Audio Engineer</td>
<td>Both</td>
<td>$97.23</td>
</tr>
<tr>
<td>512110</td>
<td>A2-Audio Engineer</td>
<td>Both</td>
<td>$72.92</td>
</tr>
<tr>
<td>512110</td>
<td>Teleprompter Operator</td>
<td>Both</td>
<td>$68.06</td>
</tr>
<tr>
<td>512110</td>
<td>Production Coordinator</td>
<td>Both</td>
<td>$92.37</td>
</tr>
<tr>
<td>512110</td>
<td>Script Writer</td>
<td>Both</td>
<td>$97.23</td>
</tr>
<tr>
<td>512110</td>
<td>Camera Assistant</td>
<td>Both</td>
<td>$68.06</td>
</tr>
<tr>
<td>512110</td>
<td>Field Producer</td>
<td>Both</td>
<td>$97.23</td>
</tr>
<tr>
<td>512110</td>
<td>Motion Designer/Animation</td>
<td>Both</td>
<td>$155.57</td>
</tr>
<tr>
<td>512110</td>
<td>Non-linear Editor</td>
<td>Both</td>
<td>$228.49</td>
</tr>
<tr>
<td>512110</td>
<td>Audio Editor</td>
<td>Both</td>
<td>$184.74</td>
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<tr>
<td>512110</td>
<td>Production Manager</td>
<td>Both</td>
<td>$102.09</td>
</tr>
<tr>
<td>512110</td>
<td>Producer</td>
<td>Both</td>
<td>$121.54</td>
</tr>
<tr>
<td>512110</td>
<td>Director</td>
<td>Both</td>
<td>$121.54</td>
</tr>
<tr>
<td>512110</td>
<td>Script Supervisor</td>
<td>Both</td>
<td>$92.37</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Art Director</td>
<td>Both</td>
<td>$131.26</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Account/Marketing Director</td>
<td>Both</td>
<td>$194.46</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Senior Art Director</td>
<td>Both</td>
<td>$145.84</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Creative Director</td>
<td>Both</td>
<td>$194.46</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Managing Director</td>
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<tr>
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<td>Both</td>
<td>$165.29</td>
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<tr>
<td>541810, 541430</td>
<td>Senior Editor</td>
<td>Both</td>
<td>$121.54</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Studio/Production Manager</td>
<td>Both</td>
<td>$131.26</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Project Manager</td>
<td>Both</td>
<td>$126.40</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Graphic and Visual Designer</td>
<td>Both</td>
<td>$145.84</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Communications Specialist</td>
<td>Both</td>
<td>$145.84</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Senior Web Developer</td>
<td>Both</td>
<td>$140.98</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>VP, Digital Services</td>
<td>Both</td>
<td>$194.46</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Marketing/Social Media Manager</td>
<td>Both</td>
<td>$145.84</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Senior Software Architect/Developer</td>
<td>Both</td>
<td>$150.71</td>
</tr>
<tr>
<td>541810, 541430</td>
<td>Illustrator</td>
<td>Both</td>
<td>$131.26</td>
</tr>
</tbody>
</table>
**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

28. **Labor Category Descriptions:**

**Art Director**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 4 years of industry experience

**General Responsibilities**
- Reports to Creative Director and works alongside the Account/Client Services, Creative and Technology teams
- Responsible for graphic and PowerPoint design for marketing communications, all print materials, electronic information and advertising and online products
- Presents work to senior level internal stakeholders
- Must have a strong working knowledge of Adobe Creative Suite, Quark X-press, Photoshop, etc.

**Account/Marketing Director**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 10 years of industry experience

**General Responsibilities**
- Possesses required knowledge, skills and experience in marketing, communications and advertising
- Manages staff responsible for project budget, contract negotiation; and oversight of staff and contract personnel involved in all phases of project completion
- Responsible for determining and implementing the direct needs of the client by managing and maintaining progress and successful interaction between the Iris internal stakeholders and the client to ensure the quality, timeliness, and cost effectiveness of the undertaking
- Assigns tasks schedules, monitors performance
- Acts as liaison with client and contract personnel to ensure client satisfaction
- Develops and monitors budget and responds to any deviations from the approved cost/time line projections
- Responsible for full range of supervisory activities, including selection, training, evaluation and monitoring of staff and contract personnel

**Senior Art Director**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 8 years of industry experience

**General Responsibilities**
• Reports to Creative Director and works alongside the Account/Client Services, Creative and Technology teams
• Responsible for graphic and production design for marketing communications, all print materials, electronic information and advertising and online products
• Directs the creation of visual designs that address business, brand, market, and user requirements, including the design and production of screen layouts, color palettes, typography, and user interface elements
• Ensures that the website is cohesive and reflects a high level of aesthetics
• Oversees the project design from planning through execution
• Presents work to senior level internal stakeholders
• Ensures that the Iris visual design process and integrity at all stages of development are met
• Must have a strong working knowledge of Adobe Creative Suite, Quark X-press, Photoshop, etc.

**Creative Director**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 10 years of industry experience

**General Responsibilities**

• Responsible for full range of supervisory responsibilities for all creative personal
• Develops original creative designs concepts and approaches
• Pitches original concepts for all projects to clients
• Determines the needs and preferences of clients as well as the target market segment in creating their art
• Integrates creative specialists, innovations and technologies to best highlight the creative message
• Oversees multiple projects from initiation through execution to final delivery
• Contributes to development of all creative projects including technology and supports marketing strategy
• Drives the collaborative efforts of the internal stakeholders that includes creative, marketing, research and technology teams
• Inspires teams to exceed expectations
• Manages the client relationship for all things related to creative
• Ensures that the Iris creative design process and integrity at all stages of development are met

**Managing Director**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 15 years of industry experience

**General Responsibilities**

• Responsible for overall fiscal management and quality of the organization
• Manages senior level leadership
• Manages client relationships and new business opportunities

**Senior Copywriter**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 8 years of industry experience

**General Responsibilities**

• Manages copywriters and editors
• Develops original creative design outlines and concepts
• Oversees multiple projects from initiation through execution
• Responsible for all narrative content produced by the company for all media; print, audio, visual and web
• Research, gather information, organize and edit all narrative, ensuring information is relevant, timely, concise and correct
• Provides written materials, include marketing information, company background, company and client profiles and biographies, introduction letters, case studies and content for brochures, web sites, radio/television spots, speeches, talking points, scripts and web content

**Senior Editor**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
• Reviews accuracy of creative content
• Translates metrics insights into actionable strategy and messaging

**Studio/Production Manager**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
• Meet with internal stakeholders to review creative project needs that includes conceptual design for fabrication/production requirements/specification
• Review art files for appropriate art collection
• Coordinate process workflow through final production and delivery of final files with external and client stakeholders
• Manage hiring of art directors and resource allocation, review current project status, schedules.

**Project Manager**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
• Meet with internal client to discuss and develop project needs, review current project status, schedules.
• Direct project development and strategy.
• Define specific task scope and deployment.
• Manage task resource and time allocation.
• Delegate tasks to internal stakeholders and ensure timely task completion.
• Ensure seamless integration and manage task quality and testing.
• Manage hiring and training where required.
• Work with other project manager(s), and account/client service management to ensure transparency and open communications.
• Coordinate change management, identify and articulate risks along the way.
• Manage team coordination and team cohesion.

**Graphic and Visual Designer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
• Reports to Creative Director and works alongside the Account/Client Services, Creative and Technology teams
• Responsible for all digital media and visual (environmental branding) design for educational and interior messaging design, marketing communications, all print materials, Interactive offerings
• Creates the layout and design of assigned materials, environments and other special projects
• Works with art director to define the visuals of a narrative, ensures a distinct and consistent focus, and prepares artwork for production
• Utilizes creative skills to design a variety of objects, products, materials, and displays for clients. Designer may create packaging and promotional displays for new products, distinctive logos for a product or business, or the visual design for a client’s interactive media and facility
• Collaborates with members of the creative team to produce copy layout, charts, graphs, illustrations, and other visual communication’s design
• Evaluates and maintains the graphic style and color for assignments based on established standards and policies
• Provides information and recommendations on production and costs, including paper stock and printing when requested
• Must have a strong working knowledge of Adobe Creative Suite, Quark X-press, Photoshop, etc.

**Communication Specialist**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
- Reports to Senior Copywriter and develops original creative design outlines and concepts
- Responsible for all narrative content, review of all messaging produced by the company for all media; print, audio, visual and web
- Oversees multiple projects from initiation through execution
- Works with editor to ensure accuracy of content and messaging
- Manages the client relationship
- Ensures that the Iris creative process and integrity at all stages of development are met

**Senior Web Developer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 5 years of industry experience

**General Responsibilities**
- Responsible for technical coding of web and other interactive and multi-media programs including HTML, Java, Flash, Director, JavaScript and other software applications
- Conducts technical troubleshooting and 508 compliance
- Reports to VP, Digital Services

**VP, Digital Services**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 10 years of industry experience

**General Responsibilities**
- Leads all digital initiatives, providing interactive marketing strategies
- Has a deep understanding of competitive landscapes, media analytics, research and insights
- Implements digital strategies and tactics
- Supports the Managing Director with client relationships and new business opportunities
Tracks and reports success to internal stakeholders
Ensures that the Iris creative process and integrity at all stages of digital/interactive/social media development are met

Marketing/Social Media Manager

Qualifications/Requirements: Bachelor’s Degree with a minimum of 5 years of industry experience

General Responsibilities
- Researches, develops and implements marketing and media strategies for clients
- Works closely with clients to define strategies for marketing and media solutions
- Reviews research and statistical analyses of social media campaigns
- Works closely with account teams and internal stakeholders

Senior Software Architect/Developer

Qualifications/Requirements: Bachelor’s Degree with a minimum of 8 years of industry experience

General Responsibilities
- Defines objectives by analyzing requirements
- Supports development of system features and functionality
- Designs web architecture, site flow and content organization
- Determines design methodologies and tool sets
- Completes programming using languages and software products; designing and conducting tests
- Supports projects and account/client services and internal support teams
- Works with internal clients as directed
- Supports the documentation and workflow of all phases of delivery

Illustrator

Qualifications/Requirements: Bachelor’s Degree with a minimum of 5 years of industry experience

General Responsibilities
- Develops drawings of designs for all creative projects
- Supports concepting with original and innovative creative designs
- Works with art directors on creative assets
- Brainstorms creative concepts with the internal stakeholder team

Executive Director
Qualifications/Requirements: Bachelor’s Degree with a minimum of 10 years of industry related experience

General Responsibilities
- Specializes in broadcast production and multimedia development
- Provides senior level strategic and tactical direction
- Provides direction on all aspects of planning and executing film/or video production including creative, scheduling, crews, equipment and other production tasks

Lighting Director
**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 8 years of industry related experience

**General Responsibilities**
- Works with either still photographer, video or film director to produce the various lighting elements required (placement, intensity, color) and works with srams and gels
- Reviews lighting effects
- Supervises setup by lighting technicians/staff
- Reports to producer or director as assigned

---

**Director of Photography**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 6 years of industry related experience

**General Responsibilities**
- Operates film, video, tapeless cameras and plans the position and angle of shots
- Works with the director to determine the overall look, composition and power/equipment requirements for each location
- Report to producer or director as assigned

---

**Camera Operator, Videographer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 4 years of industry related experience

**General Responsibilities**
- Responsible for setting up and operating camera using standard broadcast producing techniques
- Supports efforts of production by helping with lighting, cabling, set and camera set-up and other duties as assigned
- Takes direction from director or producer

---

**Gaffer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 2 years of industry related experience

**General Responsibilities**
- Responsible for executing the technical and creative aspects of lighting during film and/or video production
- Reports to the director of photography or lighting director

---

**Grip**

**Qualifications/Requirements:** Associate’s Degree with a minimum of 2 years of industry related experience

**General Responsibilities**
• Responsible for providing assigned support to the camera and lighting department for file and video production
• Reports to the production manager

**Production Assistant**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 1 year of industry related experience

**General Responsibilities**
- Provides logistical and creative support to the producer to help ensure quality for file and video productions
- Able to handle a wide variety of production responsibilities as assigned
- Reports to the production manager

**Field Audio Engineer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 4 years of industry related experience

**General Responsibilities**
- Provides audio support to video or film production as it relates to the mechanics of recording, mixing and reproduction of sound.
- Responsible to capture all audio signals in the prescribed format during film or video production
- Reports to the director or producer

**A-2 Audio Engineer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 4 years of industry related experience

**General Responsibilities**
- Assists with the set-up and strike of the entire audio system.
- Responsible for running cables, back of house set-up with wireless –microphones, wired and wireless intercom systems, assembly of speakers/line arrays.
- Reports to the field audio engineer

**Teleprompter Operator**

**Qualifications/Requirements:** Associate’s Degree with a minimum of 2 years of industry related experience

**General Responsibilities**
- Responsible for running the video teleprompter to scroll through scripted material
- Able to adapt to changing speech pattern and edit and format scripts as needed
- Reports to the producer

**Production Coordinator**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 3 years of industry related experience

**General Responsibilities**
• Provides logistical and creative support to the producer to help ensure quality for file and video productions
• Able to handle a wide variety of production responsibilities as assigned
• Reports to the production manager

**Script Writer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 2 year of industry related experience

**General Responsibilities**
• Responsible for writing, proofing and editing all copy for all media forms to meet client objectives
• Reports to the creative director

**Camera Assistant**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 1 year of industry related experience

**General Responsibilities**
• Assists photographer with light, camera setup, equipment, etc.
• Assists in all editing final images
• Reports to the photographer

**Field Producer**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 2 years of industry related experience

**General Responsibilities**
• Assists with all aspects of video and film production.
• Coordinates shoot logistics, conducts research, maintains contracts with vendors, schedules talent and facilities, secures appropriate releases, coordinates activities related to production and other duties as assigned
• Reports to producer

**Motion Designer/Animation**

**Qualifications/Requirements:** Bachelor’s Degree with a minimum of 3 years of industry related experience

**General Responsibilities**
• Designs motion graphics and presentation graphics
• Provides creative animations and demonstrates a fluent expertise with complex software programs
• Builds/designs 3d logos and environments from beginning to end. Work includes modeling, texturing, lighting, rigging, animations, rendering and compositing
• Reports into creative director

**Non-Linear Editor**
**Qualifications/Requirements:** Bachelor's Degree with a minimum of 8 years of industry related experience

**General Responsibilities**

- Creates a visual sequence of images using an editing system to meet client objectives
- Oversees all graphics and knowledge of all editing software including Final Cut Pro SD and Avid offline
- Organizes, modifies and completes finished program material for client approval by editing the visual elements of the film or video into a rough cut
- Operates and maintains editing equipment and software systems and duplicates edited material
- Works with color correction, online session and mix if necessary
- Senior level and works independently
- Reports to the director

---

**Audio (Sound) Engineer**

**Qualifications/Requirements:** Bachelor's Degree with a minimum of 6 years of industry related experience

**General Responsibilities**

- Provides post-production sound editing support to record, synchronize, mix, or reproduce music, voices, or sound effects in film or video productions
- Must be computer literate and have expertise in sound and dialogue recording, automated dialogue replacement, playback, editing and mixing equipment and soundtrack delivery systems.
- Excellent hearing and a good sense of timing are required
- Senior level and works independently
- Reports to the director

---

**Production Manager**

**Qualifications/Requirements:** Bachelor's Degree with a minimum of 5 years of industry related experience

**General Responsibilities**

- Responsible for overall coordination and completion of project, including schedules, deadlines, assignments and monitoring and summarizing progress.
- Ensures customer objectives are met, provides oversight of work, assigns company assets, manages the team, interfaces with customers, makes personnel assignments and performs other duties
- Provides logistical and creative support to the producer to help ensure quality for file and video productions
- Able to handle a wide variety of production responsibilities as assigned
- Reports to the producer

---

**Producer**
Qualifications/Requirements: Bachelor's Degree with a minimum of 4 years of industry related experience

General Responsibilities
- Responsible for understanding and implementing strategic and tactical client objectives
- Understands all aspects of planning and executing film and/or video production that includes script writing, audio, camera work, music, crewing, equipment and other creative and managerial production elements as required for successful execution of production
- Reports to the director

Director

Qualifications/Requirements: Bachelor’s Degree with a minimum of 5 years of industry related experience

General Responsibilities
- Responsible for the overall look, composition, lighting, and production
- Studies scripts to determine artistic interpretation
- Plans, directs, and coordinates filming or taping, instructs camera operators on the position and angle of shots, coordinates lighting and sound. May select, and cast for roles
- Acts as liaison with producer, actors, and the technical staff.
- Works with the cinematographer to determine power and equipment requirements for each location.
- Reports to the executive director

Script Supervisor

Qualifications/Requirements: Bachelor's Degree with a minimum of 2 years of industry related experience

General Responsibilities
- Works with director to understand scene numbering and daily production schedule
- Experienced in keeping the script during production including marking code numbers for each scene take
- Directs and coordinates scene and take numbering with the slate grip
- Reports to the director