Metro Productions Government Services, LLC

27 W Queens Way, Suite 302
Hampton, VA 23669
Telephone: 757-726-0877
Fax: 757-726-0876
http://metroproductions-gs.com

Last Modified 3/13/2019
METRO PRODUCTIONS GOVERNMENT SERVICES GSA SCHEDULE PRICE LIST

CONTENTS

Company Information & Contacts .............................................................................................................. 1
Metro Overview ........................................................................................................................................... 2
Contract Ordering Information and Terms & Conditions ............................................................................. 3
Rates ......................................................................................................................................................... 5
Labor Category Descriptions ..................................................................................................................... 7
Company Information & Contacts

Company Name: Metro Productions Government Services, LLC

Schedule Title: Professional Services Schedule (PSS)

Federal Supply Group: 00CORP

Contract Number: GS00F267DA

Contract Period: August 29, 2016 through August 28, 2021

DUNS: 806259482

CAGE Code: 4UP65

Business Size: Veteran Owned Small Business

Contact Name: James Hunt or Kendra Killingsworth

Contact E-mail: jhunt@metroproductions-gs.com or kkillingsworth@metroproductions-gs.com

Telephone: (757) 726-0877

Fax: (757) 726-0876
Metro Overview

Metro Productions Government Services, LLC (Metro) is a Department of Veterans Affairs Veteran Owned Small Business and Limited Liability Corporation delivering quality Information Technology Services to federal customers. Our core competency is providing cost effective, world class Information Technology, Communications and Visual Information services and staffing to government clients. This is accomplished through continuous process improvements at all levels; state of the art technology; reach back capability; an experienced professional accounting and human resources staff; Department of Defense (DOD) domain knowledge and a management team with over seventy years of DOD experience.

Our expertise is in the following areas:

- Program Management based on PMI and PRINCE2 methodologies
- Video Production
- Information Technology Service Management based on ITILv3 best practices
- Web and SharePoint development supporting knowledge management capabilities
- Multimedia, presentation and graphic production
- Video teleconferencing and audio-visual support
- Information Technology education and training

Metro understands that the services we deliver are critical to our customers’ missions. Availability and quality are top priorities. We continually reassess our people, processes and technology in order to build trust levels and credibility with stakeholders at all levels – including key decision makers. We have a robust yet streamlined quality process that our PM and Team Leads will manage in the day-to-day work streams. At every level, we will:

- Verify that quality is planned, implemented, and fully integrated into all our activities to ensure effective and cost-efficient services.
- Establish and maintain a “Right the First Time” service approach to every task.
- Continuously improve by using client feedback and employee assessments.
- Ensure that only qualified personnel with appropriate skills are assigned to tasks.
- Provide team members with sound leadership and technical reachback.
- Establish and maintain a culture based on openness, teamwork, and a perspective that quality is the personal responsibility of each team member.
- Maintain a strict code of ethics in the performance of all assignments.

In summary, we are a process-oriented, mission-focused service organization that delivers reliable and quality solutions. We do this by using best-practice processes, continual improvement and committed personnel. We understand the unique needs of Federal and Defense customers and have a solid history of exceptional performance.
Contract Ordering Information and Terms & Conditions

1a. Table of Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541-2</td>
<td>541-2RC</td>
<td>Public Relations Services</td>
</tr>
<tr>
<td>541-3</td>
<td>541-3RC</td>
<td>Web Based Marketing Services</td>
</tr>
<tr>
<td>541-4B</td>
<td>541-4BRC</td>
<td>Video / Film Production</td>
</tr>
<tr>
<td>541-4E</td>
<td>541-4ERC</td>
<td>Commercial Photography Services</td>
</tr>
<tr>
<td>541-4F</td>
<td>541-4FRC</td>
<td>Commercial Art and Graphic Design Services</td>
</tr>
<tr>
<td>874-4</td>
<td>874-4RC</td>
<td>Training Services: Instructor Led Training, Web Based</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training and Education Courses, Course Development and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test Administration, Learning Management, Internships</td>
</tr>
<tr>
<td>C132-51</td>
<td>C132-51RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>00CORP-500</td>
<td>00CORP-500RC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of Lowest Priced Model Number:

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage: Global

5. Points of Production: Same as company address

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

7. Quantity Discounts: None Offered

8. Prompt Payment Terms: None

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

9b. Notification that 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
Metro Productions Government Services GSA Schedule Price List

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact contract administrator

11c. Overnight and 2-day delivery: Contact contract administrator

11d. Urgent Requirements: Contact contract administrator

12. FOB Points: Destination, or as requested in the RFQ

13a. Ordering Address: Same as contractor’s address

13b. Ordering Procedures: The ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: Same as company address

15. Warranty Provisions: N/A

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Credit Card Acceptance: Contact contract administrator

18. Terms and Conditions of Rental, Maintenance, and Repair: N/A

19. Terms and Conditions of Installation: N/A

20a. Terms and Conditions of Repair Parts indicating date of parts price lists and any discounts from list prices: N/A

20b. Terms and Conditions for any other services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24a. Environmental Attributes: N/A

24b. 508 Compliance: N/A

25. Data Universal Number System (DUNS): 806259482

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: Registered
### Rates

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)</th>
<th>Rate w/IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>541-2, 541-3, 541-4B, 541-4E, 541-4F, C132-51, 874-4</td>
<td>Information Manager</td>
<td>$69.80</td>
</tr>
<tr>
<td>541-3, 541-4B, C132-51</td>
<td>Audio Visual Engineer II**</td>
<td>$53.82</td>
</tr>
<tr>
<td>541-3, 541-4B, C132-51</td>
<td>Audio Visual Engineer I**</td>
<td>$36.60</td>
</tr>
<tr>
<td>541-3, 541-4B, 541-4E, 541-4F</td>
<td>Multimedia Specialist**</td>
<td>$39.83</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Program Manager/Public Affairs/Strategic Communications</td>
<td>$100.82</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Alternate Program Manager / Lead Sr. Strategic Communications Strategist</td>
<td>$91.31</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Exhibit Manager/Strategic Communications Strategist</td>
<td>$72.29</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Communication Strategist - Intermediate</td>
<td>$67.53</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Communication Strategist - Associate</td>
<td>$64.68</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Web Knowledge Manager / Strategic Communications Strategist -Intermediate</td>
<td>$65.97</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4E, 541-4F</td>
<td>Graphic Designer / Analyst</td>
<td>$49.46</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4F</td>
<td>Senior Researcher/Task Lead</td>
<td>$67.19</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4F</td>
<td>Senior Researcher Offsite</td>
<td>$73.62</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4F</td>
<td>Junior Researcher</td>
<td>$46.29</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4F</td>
<td>Research Analyst</td>
<td>$50.41</td>
</tr>
<tr>
<td>541-2, 541-4B, 541-4F</td>
<td>Research Analyst Offsite</td>
<td>$50.41</td>
</tr>
<tr>
<td>541-3, 541-4B, C132-51</td>
<td>Electronics Tech Maintenance II**</td>
<td>$36.03</td>
</tr>
<tr>
<td>541-3, 541-4B, C132-51</td>
<td>Electronics Tech Maintenance I**</td>
<td>$33.81</td>
</tr>
<tr>
<td>541-3, 541-4B, 541-4F</td>
<td>Illustrator III**</td>
<td>$46.33</td>
</tr>
<tr>
<td>541-3, 541-4B, 541-4F</td>
<td>Illustrator II**</td>
<td>$37.86</td>
</tr>
<tr>
<td>541-3, 541-4B, 541-4F</td>
<td>Illustrator I**</td>
<td>$30.55</td>
</tr>
<tr>
<td>541-4B, 541-4F</td>
<td>Exhibits Specialist III**</td>
<td>$52.91</td>
</tr>
<tr>
<td>541-4B, 541-4F</td>
<td>Exhibits Specialist II**</td>
<td>$38.65</td>
</tr>
<tr>
<td>541-3, 541-4B, C132-51</td>
<td>Computer Operator II**</td>
<td>$29.76</td>
</tr>
<tr>
<td>541-4B, 541-4E, 541-4F</td>
<td>Photographer IV**</td>
<td>$47.45</td>
</tr>
<tr>
<td>541-4B, 541-4E, 541-4F</td>
<td>Photographer III**</td>
<td>$37.45</td>
</tr>
<tr>
<td>541-4B, 541-4E, 541-4F</td>
<td>Photographer II**</td>
<td>$32.20</td>
</tr>
<tr>
<td>541-4B, 541-4E, 541-4F</td>
<td>Photographer I**</td>
<td>$28.11</td>
</tr>
<tr>
<td>541-4B, 541-4F</td>
<td>Production Control Clerk**</td>
<td>$40.17</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>541-4B</td>
<td>Producer</td>
<td>$80.15</td>
</tr>
<tr>
<td>541-4B</td>
<td>Director</td>
<td>$85.16</td>
</tr>
<tr>
<td>541-4B</td>
<td>Videographer</td>
<td>$70.13</td>
</tr>
<tr>
<td>541-4B</td>
<td>Sound Engineer</td>
<td>$35.07</td>
</tr>
<tr>
<td>541-4B</td>
<td>Video Editor</td>
<td>$60.11</td>
</tr>
<tr>
<td>541-4B</td>
<td>Production Assistant</td>
<td>$30.06</td>
</tr>
<tr>
<td>541-4B</td>
<td>Scriptwriter</td>
<td>$80.15</td>
</tr>
<tr>
<td>541-4B</td>
<td>Video Graphic Designer</td>
<td>$80.15</td>
</tr>
<tr>
<td>541-4B</td>
<td>Media Support Specialist / Media Technician IV - Lead</td>
<td>$51.40</td>
</tr>
<tr>
<td>541-4B</td>
<td>Media Support Specialist / Media Technician III</td>
<td>$41.21</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

Information Manager
Serve as the on-site program manager to provide direct communications support. Provide oversight of the overall technical management, direction and control of work performed under this contract. Lead the contract team in developing and delivering high-quality information technology, visual information products, and administrative support functions. Conduct this through an application of the appropriate level of task organization and personnel management. Establish a collaborative team atmosphere that supports the government leads and fellow team members on various projects and products. Prepare progress reports on a monthly basis to the Government Program Manager and Contracting Office Representative. Coordinate with Metro Productions Human Resources on personnel and finance matters pertaining to members of the Metro team.

Qualifications:
- Experience: 5 years in related field
- Education: Master’s Degree in Communications Related Discipline
- Security Clearance: Top Secret/SCI Clearance

Audio Visual Engineer II
Employee supports the other Audio Visual Engineers in the execution of all their assigned tasks. Employee maintains and repairs the 15 channel CCTV system. Provides technical auditorium and classroom equipment support. Employee is proficient at the installation of new or replacement of AV equipment and components as well as turn-key AV system design and installation. Employee has some knowledge in AMX programming and design. Execute all audio and video reproduction customer requests in a timely fashion using VIOS. Consult with the customer and provide technical guidance so the correct equipment and/or procedure are captured in the work order to ensure a positive end result. If the employee is unsure of the correct equipment and/or procedure, he/she will ask for assistance from one of the other AV Engineers. These general services and end products of these services are provided IAW AR 25-1 (all) and DA Pam 25-1 (all).

Qualifications:
- Experience: 3 years operation related AV equipment and related test equipment.
- Education: Bachelor’s and CTS, AMX, Extron Installer certificates required and qualifications in electronics and AV maintenance preferred.
- Security Clearance: Top Secret/SCI Clearance

Audio Visual Engineer I
Employee supports the other Audio Visual Engineers in the execution of all their assigned tasks. Employee maintains and repairs the 15 channel CCTV system. Provides technical auditorium and classroom equipment support. Employee has entry level knowledge in the installation of new or replacement of AV equipment and components as well as turn-key AV system design and installation. Employee understands entry level knowledge in AMX programming and design. Execute all audio and video reproduction customer requests in a timely fashion using VIOS. Consult with the customer and provide technical guidance so the correct equipment and/or procedure are captured in the work order to ensure a positive end result. If the employee is unsure of the correct equipment and/or procedure, he/she will ask for assistance from one of the other AV Engineers. These general services and end products of these services are provided IAW AR 25-1 (all) and DA Pam 25-1 (all).

Qualifications:
- Experience: 1 year operation related AV equipment and related test equipment.
- Education: Bachelor’s courses and certificate qualifications in electronics and AV maintenance preferred.
- Security Clearance: Top Secret/SCI Clearance

Electronics Technician Maintenance II
The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers’ manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.
Qualifications:
- Experience: 3 years in electronic maintenance
- Education: Associate’s Degree, A+, Sec+, MCSA, MCSE, Dell Parts certifications required
- Security Clearance: Secret

Electronics Technician Maintenance I
The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

Qualifications:
- Experience: 1 year in electronic maintenance
- Education: Associates Degree
- Security Clearance: Secret

Illustrator III
The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

Qualifications:
- Experience: 5 years in graphic arts
- Education: Bachelor’s Degree, Adobe/Photoshop Products
- Security Clearance: Top Secret

Illustrator II
The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

Qualifications:
- Experience: 3 years in graphic arts
- Education: Bachelor’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Illustrator I
Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating,
someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

Qualifications:
- Experience: 1 year in graphic arts
- Education: Associate’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Production Control Clerk
This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Qualifications:
- Experience: 3 years in related field
- Education: High School Diploma
- Security Clearance: Secret

Multimedia Specialist
The role of the Multimedia Specialist is to provide leadership and mentorship to the other Multimedia Specialist in the media development services for projects, products, and applications across the enterprise. This includes designing, building, and implementing new multimedia pages, illustrations, and CD-ROMs; integrating these with back end applications and company Web sites/intranet; and supervising the day-to-day administration of the organization’s multimedia portfolio. This employee is highly proficient in the use of a variety of Web development languages. This employee has professional expertise in computer-based media such as digital audio and visual media and is able to bring words, sound, photography, animation, video, and illustrations all together in a digital presentation. This illustrator designer applies master concepts and practices involved in the design of illustration solutions to visual problems. The Multimedia Specialist has expert knowledge in and is able to use software applications such as Corel, Photoshop, Illustrator, Flash, Dreamweaver, 3-D animator software and Adobe After Effects. Employee is highly capable of recording and editing sound files and sound tracks for media productions and is able to video record using motion illustrations and video footage as he uses programs like Premier and Avid. This technician must be able to teach others and also be able to write professional scripts, convey ideas and to deliver information clearly. He/ she is able to produce interactive media requiring or inviting user participation. The Multimedia Specialist must be able to produce a highly technically sound product that is interesting, easy to navigate and is relevant to the user. The Multimedia product may be delivered over the Internet (World Wide Web), on a CD ROM, DVD or by video. Multimedia content is most often instructional, informational and/or entertaining. These general services and the end products of these services are provided IAW AR 25-1 (all) and DA Pam 25-1 (all). Employee should have minimum of 4-5 years multimedia education, training and experience as well as possess expert knowledge in applicable software.

Qualifications:
- Experience: 4 years in multimedia
- Education: Bachelor’s Degree, Adobe/Photoshop Products
- Security Clearance: Top Secret
Exhibits Specialist III
At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

Qualifications:
- Experience: 4 years in graphic arts
- Education: Bachelor’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Exhibits Specialist II
At this level, the Exhibits Specialist performs independently the phases of work in which he/she is proficient, and receives training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, this specialist works from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which the specialist is thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks the exhibits specialist’s performance at the completion of each phase of work that involves several processes or stages of development.

Qualifications:
- Experience: 1 years in graphic arts
- Education: Associate’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Computer Operator II
The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedures, refers problems that do not respond to preplanned procedures, and may serve as an assistant operator, working under general supervision.

Qualifications:
- Experience: 1 years as a computer operator
- Education: Associate’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Photographer IV
The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, he/she selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.
Metro Productions Government Services GSA Schedule Price List

Qualifications:
- Experience: 8 years in military photography
- Education: Bachelor’s Degree, Adv Scanning, Adobe/Photoshop Products
- Security Clearance: Top Secret

Photographer III
This Photographer selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although “specialized” photography can be performed using some special-purpose equipment under closer supervision. In typical assignments, the photographer photographs the following: (1) images requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) images in fine detail and exact color when color and condition may deteriorate rapidly; (3) conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Qualifications:
- Experience: 5 years in military photography
- Education: Bachelor’s Degree, Adv Scanning, Adobe/Photoshop Products
- Security Clearance: Top Secret

Photographer II
This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

Qualifications:
- Experience: 3 years in still or location photography
- Education: Associate’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Photographer I
The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. The worker must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photographs.
Qualifications:
- Experience: 1 year in still or location photography
- Education: Associate’s Degree, Adobe/Photoshop Products
- Security Clearance: Secret

Program Manager/ Public Affairs/Strategic Communications
Serve as the on-site program manager to provide direct communications support to the client. Provide oversight of the overall technical management, direction and control of work performed under this contract. Lead the contract team in developing and delivering high-quality public affairs/strategic communications products. Conduct this through an application of the appropriate level of task organization and personnel management. Establish a collaborative team atmosphere that supports the government leads and fellow team members on various projects and products. Prepare progress reports on a monthly basis to the Government Program Manager and Contracting Office Representative. Coordinate with Metro Productions Human Resources on personnel and finance matters pertaining to members of the Metro team. Provide oversight in conjunction with the Exhibits Lead on the exhibits portion of the contract to include coordination with sub-contractor team partners on various projects. Position requires in-depth knowledge and understanding of the military preferably with experience as a military public affairs officer. This position entails communications research, analysis, planning, implementation, continuous evaluation; stakeholder identification and relationship management. This senior manager must have knowledge of and experience in leadership messaging, outreach, message mapping, communicating key messages, branding, and organization identity. The position involves measurement, risk communications, media relations, media monitoring, media analysis and media reporting.

Qualifications:
- Experience: minimum of 15 years of demonstrated professional experience, with at least 5 years continuous experience at the strategic level achieved within the past 15 years.
- Education: Master’s Degree in a communications-related field. PMP certification is desirable.
- Security Clearance: Secret

Alternate Program Manager/ Lead Sr. Strategic Communications Strategist
Serve as the on-site deputy program manager to provide direct communications support to the client. Assist the Program Manager in providing oversight of the overall technical management, direction and control of work performed under this contract. Assist the Program Manager in leading the contract team in developing and delivering high-quality public affairs/strategic communications products. Establish a collaborative team atmosphere that supports the government leads and fellow team members on various projects and products. Assist in the preparation of progress reports on a monthly basis to the Government Program Manager and Contracting Office Representative. Coordinate with Metro Productions Human Resources on personnel and finance matters pertaining to members of the Metro team, as required. Assist the Exhibits Lead on the exhibits portion of the contract, as required. In-depth knowledge and understanding of the military; preferably served as a military Public Affairs Officer. This position entails communications research, analysis, planning, implementation, continuous evaluation, stakeholder identification and relationship management. This manager must have knowledge of and experience in leadership messaging, outreach, message mapping, communicating key messages, branding; organization identity, measurement, risk communications, media relations, media monitoring, media analysis, media reporting, and project management.

As a senior strategist, assist subject matter experts (SMEs) in developing communication strategy and guidance designed to educate and inform various internal and external audiences on platforms, programs and issues. Provide guidance and counsel to senior leadership on the ramification of actions/comments/documents as they pertain to the communication and public affairs communities. Attend various Operational Planning Team (OPT) meetings, Communication Planning Group meeting and Initial Planning Review meetings offering input/guidance on behalf of OCPA. Develop theme, messages talking points and response to queries on issues that do not require a full-fledged communication plan. Provide primary contractor support for internal communication processes. Serve as the contract lead and continuity for planning and execution of client projects.

Qualifications:
- Experience: 15 years of demonstrated professional experience, 5 years continuous experience at the strategic level achieved within the past 15 years. This experience will be in the areas of public affairs and/or strategic communications, including communications research, communications planning, campaign development, exhibit development and/or evaluation.
- Education: Bachelor’s Degree in a communications related field. PMP certification is desirable.
- Security Clearance: Secret
Exhibits Manager/Strategic Communications Strategist

Provide on-site communications strategy, planning, and execution support to the client. Participate in OCPA-formed communication teams (cells, communication working groups, etc.) to perform communications campaign tasks. Serves as the lead for exhibits and displays related projects. Manages these projects related to displays and exhibits, both in (semi-permanent) and outside (mobile/temporary) the client’s facilities. Liaison with the client’s point of contact, security officer and resource manager, as well as building management office staff on display/exhibit projects. Coordinate with sub-contractor team partners on logistics, work scheduling, building security and access, and quality control.

Qualifications:
- Experience: 5 years of demonstrated strategic/tactical/media communication professional experience. The 5 years of experience must have been achieved within the last 10 years with experience in communications research, communications planning, campaign development, exhibit development and/or evaluation.
- Education: Bachelor’s Degree in communications related field
- Security Clearance: Secret

Web Knowledge Manager /Strategic Communications Strategist

Database management for entry of events, user assistance, statistics, research and briefings. Design, manage and coordinate primary internal web portal that displays and disseminates important Public Affairs information. Participate in the development and deployment of critical online communication survey and assessment forms. Provide weekly meeting support to government clients which includes A/V, VTC, and teleconference support with public affairs professionals worldwide. Deliver regular status updates and reports on all managed web resources (ACEC, web portals, etc.). This position requires knowledge of content management systems, database functionality, communication surveys/assessments, web development, in addition to excellent written and spoken communications skills. The strategic communications strategist will provide program support for the operation, maintenance, sustainment and continuous improvement of a customized database that captures and displays events from across the government client’s organization and tracks their alignment with the client’s communication priorities. Acting as a Knowledge/Content Manager, the strategist will help develop, maintain, and organize content for an internal web portal using a proprietary or a customized CMS. Regular coordination between content owners and content approval authorities is critical to success. This individual must think strategically and creatively, while demonstrating hands-on skills such as content organization, writing, editing and technical skills, as well as experience and confidence with emerging communication technologies. Position requires basic knowledge and understanding of government organizations, public affairs and strategic communications, communications research, analysis, planning, implementation and continuous evaluation. This manager/strategist must be skilled in stakeholder identification and relationship management, leadership messaging, outreach, message mapping, communicating key messages, branding, organization identity, measurement, risk communications, media relations, media monitoring, media analysis, and media reporting.

Qualifications:
- Experience: 5 years of demonstrated strategic/ tactical/ media communication professional experience with specific experience in military public affairs and strategic communications. The five years of experience must have been achieved within the last 10 years. This experience will be in the areas of public affairs and/or strategic communications, including communications research, communications planning, and database/content management.
- Education: Bachelor’s Degree in communications-related field.
- Security Clearance: Secret

Graphic Designer/Analyst

Create quality graphic design elements for communication products using contemporary computer software programs and technology. Provide creative and technical guidance to production staff and clients. Demonstrate original thinking and judgment in accomplishing objectives with minimal supervision. Provides ongoing graphic and web design support to the client. Oversees print communications products through the entire design process to ensure timely deliverables. Collaborates in the development of the client’s theme and brand identity. Coordinates multiple overlapping projects with graphics support team, defining work requirements, tracking progress, performing quality control and delivering finished products to customer. Monitors the strategic environment for customer-relevant issues and opportunities, and provides consultation aimed at aligning resources, improving communication effectiveness, and ultimately achieving communication goals and objectives. Coordinates with various departments/partners to ensure products are consistent with established branding and standards. This position requires knowledge of design principles, including layout, typography, color, balance, composition and cutting-edge design trends. Analyst must be detail-oriented and able to work in a high-volume, fast-paced, and deadline-driven environment. Excellent researching and
organizational skills required. Strong oral and written communications skills, especially with punctuation and grammar are needed. Proficiency in Adobe Creative Suite applications (InDesign, Photoshop, Illustrator).

Qualifications:
- Experience: 3 years related on-the-job experience preferred with experience in military public affairs and strategic communications.
- Education: Bachelor’s Degree in Graphic Design
- Security Clearance: Secret

Communication Strategist-Intermediate
This position requires the employee to provide comprehensive strategic communication guidance to client leadership and working in concert with senior leaders to develop communication goals and objectives. You must be able to manage project integration with Department of Defense organizations including community relations, media relations, online and social media, publishing, military websites, client media, Department of Defense media, and multimedia and video production. You must be able to support the development and execution of Public Affairs communication strategies, plans and guidance for key senior client Leader engagements including the professional association meetings and symposiums. Develop statements of work for the development of all visual products in support of key senior client communications campaigns, and manage contracts of the development of the visual products in excess of $1 million. Solid presentation skills, along with the ability to remain calm under pressure and work with others to find solutions for last minute problems will make you successful in this position.

Qualifications:
- Experience: 8 years of demonstrated strategic/ tactical/ media communication professional experience with specific experience in military public affairs and strategic communications. The eight years of experience must have been achieved within the last 10 years. This experience will be in the areas of public affairs and/or strategic communications, including communications research, communications planning, and database/content management.
- Education: Bachelor’s Degree in communications-related field.
- Security Clearance: Secret

Communication Strategist-Associate
This position requires the employee to bring multiple internal client entities together as a communication lead. Involve direct interaction with client senior leaders, as you prepare and present high-level briefings. Desired skills include the ability to write and edit articles, content for websites and talking points for various client related issues. Coordinate the content and production of marketing materials such as brochures, posters, and calendars that are provided to client public affairs officers around the world. Independently integrate social media tools, print and electronic media into strategic communication plans, public affairs guidance and events to help communicate the client story and enforce the client brand. Solid presentation skills, along with the ability to remain calm under pressure and work with others to find solutions for last minute problems is necessary in this position.

Qualifications:
- Experience: 5 years of demonstrated strategic/ tactical/ media communication professional experience with specific experience in military public affairs and strategic communications. The three years of experience must have been achieved within the last 6 years. This experience will be in the areas of public affairs and/or strategic communications, including communications research, communications planning, campaign development, exhibit development and/or evaluation.
- Education: Bachelor’s Degree in communications related field.
- Security Clearance: Secret

Senior Researcher – Task Lead
Serve as the on-site research lead to provide direct support in media analysis, research, evaluation and assessment in support to the client. Lead the media monitoring and assessment team in the collection, analysis, reporting; s research, analysis, continuous evaluation, leadership messaging, message mapping, key messages, branding, organization identity, and measurement of plans and products. Establish a collaborative team atmosphere that supports the government leads and fellow team members on various projects and products. The position involves measurement, risk s, media relations, media monitoring, media analysis and media reporting.
Identify, summarize, and organize news and information received from various sources; analyze and interpret the information for its impact on the client, and prepare summaries of the information with recommendations for action. Examine news items of national, and international significance in order to identify items of interest and impact to Army leadership. Gather information
and develop perspectives about news subjects through research, interviews, observation, and experience. Position requires in-
depth knowledge and understanding of the military preferably with experience as a military public affairs officer.

Qualifications:
- Experience: 10 years in related field
- Education: Master’s Degree in s Related Discipline
- Security Clearance: Secret

**Senior Researcher – Offsite**
The position involves measurement, risks, media relations, media monitoring, media analysis and media reporting. Identify, summarize, and organize news and information received from various sources; analyze and interpret the information for its impact on the client, and prepare summaries of the information with recommendations for action. Examine news items of national, and international significance in order to identify items of interest and impact to Army leadership. Gather information and develop perspectives about news subjects through research, interviews, observation, and experience. Develop metrics that gauge the importance and impact of news stories in order to evaluate the effectiveness of our overall effort at media analysis. Pre- and post-campaign metrics, data visualization, and proactive audience identification are all useful skills in this area. Position requires in-depth knowledge and understanding of the military preferably with experience as a military public affairs officer.

Qualifications:
- Experience: 10 years in related field
- Education: Master’s Degree in s Related Discipline
- Security Clearance: Secret

**Junior Researcher**
This positions involves collection, analysis, reporting, s research, analysis, continuous evaluation, leadership messaging, message mapping, key messages, branding, organization identity, and measurement of plans and products. Support the onsite Senior Researcher by providing media monitoring support and reporting to the client on a daily basis. Gather information and develop perspectives about news subjects through research, interviews, observation, and experience. Develop metrics that gauge the importance and impact of news stories in order to evaluate the effectiveness of our overall effort at media analysis.

Qualifications:
- Experience: 5 years in related field
- Education: Bachelor’s Degree in s Related Discipline
- Security Clearance: Secret

**Research Analyst**
This position requires the employee to Identify, summarize, and organize news and information received from various sources; analyze and interpret the information for its impact on the client, and prepare summaries of the information with recommendations for action. Examine news items of national, and international significance in order to identify items of interest and impact to the client leadership. Gather information and develop perspectives about news subjects through research, interviews, observation, and experience. Reports to the Senior Researcher-Task Lead.

Qualifications:
- Experience: 3 years in related field
- Education: Bachelor’s Degree in s Related Discipline
- Security Clearance: Secret

**Research Analyst Offsite**
This position requires the employee to work from the corporate site to identify, summarize, and organize news and information received from various sources; analyze and interpret the information for its impact on the client, and prepare summaries of the information with recommendations for action. Examine news items of national, and international significance in order to identify items of interest and impact to the client leadership. Gather information and develop perspectives about news subjects through research, interviews, observation, and experience. Reports to the Senior Researcher-Task Lead.
Metro Productions Government Services GSA Schedule Price List

Qualifications:
- Experience: 3 years in related field
- Education: Bachelor’s Degree in s Related Discipline
- Security Clearance: Secret

Producer
Produce a video that meet the communication objective of the client. Manage all aspects of production from creative concept through completion ensuring the project is on time and budget. Demonstrate original thinking and judgment in accomplishing objectives without supervision. Assess and develop client goals, objectives and desired image in conjunction with Account Executive. Recommend and develop appropriate creative approach to achieve client objectives. Develop realistic budget requirements to meet client objective. Write, or supervise the writing of original treatments and/or shooting scripts. Obtain concept, treatment, and script approval from client prior to start of production. Develop and communicate all production/post-production requirements and scheduling (e.g.; casting, studio/location shooting, freelance personnel, production equipment, travel, graphic art and editorial). Direct all aspects of production and crew personnel in the footage acquisition process. Collaborate with and direct all post-production personnel in realization of the final product. Manage all aspects of budget and work within budget. Advise client, Account Executive and Operations Manager of all budget related issues such as cost overruns, script changes, and production delays. Maintain and continuously improve contemporary proficiency in audiovisual production techniques.

Qualifications:
- Experience: 3 years in related field
- Education: Bachelor’s Degree in Communications or related field, with a course study in Film or Video Production is essential.
- Security Clearance: Must be eligible for a NACLC investigation.

Director
Direct a video that meet the communication objective of the client. Manage all aspects of production from creative concept through completion ensuring the project is on time and budget. Demonstrate original thinking and judgment in accomplishing objectives without supervision. Assess and develop client goals, objectives and desired image in conjunction with Account Executive. Recommend and develop appropriate creative approach to achieve client objectives. Develop realistic budget requirements to meet client objective. Write, or supervise the writing of original treatments and/or shooting scripts. Obtain concept, treatment, and script approval from client prior to start of production. Develop and communicate all production/post-production requirements and scheduling (e.g.; casting, studio/location shooting, freelance personnel, production equipment, travel, graphic art and editorial). Direct all aspects of production and crew personnel in the footage acquisition process. Collaborate with and direct all post-production personnel in realization of the final product. Manage all aspects of budget and work with the client, Account Executive and Operations Manager of any budget related issues such as cost overruns and production delays. Continuously improve contemporary proficiency in audiovisual production techniques.

Qualifications:
- Experience: 3 years in related field
- Education: Bachelor’s Degree in Communications or related field, with a course study in Film or Video Production is essential.
- Security Clearance: Must be eligible for a NACLC investigation.

Videographer
Create broadcast quality video imagery and lighting design using current video production techniques, equipment and technology. Provide audio-visual production elements as required by producers, directors and/or clients with or without their supervision. Assess and develop production requirements prior to shooting by meeting with producers and/or production coordinators. Coordinate production equipment requirements for each project: camera, lighting, grip, audio, vehicle, for either studio or location production. Maintain professional level proficiency in videography, lighting, audio recording and related production techniques to ensure all images and associated elements meet industry standards for technical and creative quality. Coordinate other production crew personnel so all audio-visual technical elements are completed to the satisfaction of producers and/or clients. Maintain expert level proficiency with all video cameras, lighting instruments, and audio equipment. Maintain knowledge of digital media management operations for file management in field applications. Coordinate with post-production staff to ensure seamless project workflow.
Qualifications:

- Experience: 3 years professional experience required. Must have in-depth knowledge of videography and related audio/visual production requirements.
- Education: Bachelor’s Degree (BA or BS) in Communication or Media Arts with a course study in Film or Video Production an essential
- Security Clearance: Must be eligible for a NACLC investigation.

**Sound Engineer**
Create broadcast quality audio recordings and original sound design using contemporary audio production techniques, equipment and technology. Provide creative and technical guidance to production staff and clients. Demonstrate original thinking and judgment in accomplishing objectives without supervision. Develop creative audio editing strategies and original sound design requirements for Television, Radio, Video, DVD and CD-ROM productions by meeting with producers, editors and/or clients. Using Pro Tools software, record narration, edit and equalize audio tracks, create sound design elements, final mix to pix and audio layback to video masters that meet the producer, editor and/or client’s requirements. Evaluate and select stock library music and sound effects in terms of dramatic and entertainment value and realize the producers, editors and/or client’s communication objective. When required, help coordinate original music scores, jingles and out-of-house audio recording sessions. Maintain proficiency with Metro network and FTP site technology. When required, provide field location or studio production audio recordings. Ensure sound design elements meet industry quality standards by maintaining proficiency with the Pro Tools Software. When required, meet with producers and develop creative studio set designs and assist with their construction. Assist producers as required with preproduction planning to include casting, location scouting, wardrobe, and research. Maintain the Metro Music and Sound Effects Libraries. Make recommendations for the purchase of music license agreements. Perform work on time and within budget to the satisfaction of producers and/or clients. Stay current with broadcast technical standards and apply standards to all production and post-production audio work. Assist in researching the purchase of audio production equipment that keeps the company current with industry standards. Perform preventative maintenance on company purchased equipment.

Qualifications:

- Experience: 3 years in related field. Must have in-depth knowledge of editing and related audio/visual production requirements. Must have experience with Linear and Non-Linear editing systems and software programs, (i.e.; Avid, Final Cut Pro, Adobe...etc.)
- Education: Bachelor’s Degree (BA or BS) in Communication or Media Arts with course study in Film or Video Production is essential.
- Security Clearance: Must be eligible for a NACLC investigation.

**Video Editor**
Create broadcast quality video programs using contemporary video editing techniques, equipment and technology. Provide creative and technical guidance to clients, producers, sound editors and graphic artists. Demonstrate original, creative thinking and judgment in accomplishing objectives without supervision. Know and uphold broadcast technical standards. Meet with producers and/or clients to develop creative strategies and post-production requirements for all assigned projects. Develop the Post-Production requirements for each project and provide guidance for the appropriate use of budget so projects are completed on time, on budget, and to satisfaction of producers and/or clients. Edit video, graphics, audio, and other applicable elements in a sequence that presents the story with maximum creative effect. Maintain professional level proficiency in video, audio, and related post-production techniques to ensure all images and associated elements meet industry broadcast standards. Provide and/or identify training opportunities for post-production staff. Research and propose the purchase of post-production equipment and software that keeps the company current with industry standards. Oversee maintenance of video editing equipment to ensure staff editors maintain basics of preventative maintenance on company purchased equipment. Overseer Post-Production IT infrastructure. Supervise implementation and upkeep of Post-Production computer systems and related infrastructure. Coordinate with IT administrator for appropriate support of Post-Production servers and workgroups. Assist in managing and maintaining AVID Unity System and related equipment and software. Monitor and ensure data integrity of master library.

Qualifications:

- Experience: Minimum 5 years demonstrated experience in applicable field. Familiarity with PCs, knowledge of database software; design software; project management software.
- Education: Associates degree and/or any combination of education, training and experience that provides the required skills and abilities.
Metro Productions Government Services GSA Schedule Price List

- Security Clearance: Must be eligible for a NACLC investigation.

Production Assistant
Provide administrative support to the Production Manager. Provide front office production support for the day-to-day operations of the Richmond facility. Provide client hospitality and craft services for all facility related activities. Assist the Production Manager with the day-to-day business operations. Greet, welcome and announce guests. Create and maintain a hospitable and welcome atmosphere for clients. Assist on Shoots in studio and on local shoots as a PA. Assist with craft services requests for Studio Production. Assist in Post Production with delivery and processing of footage. Assist Producers as needed, including research and discovery efforts. Assist Production Departments with clerical and administrative support.

Qualifications:
- Experience 1 year of related experience and/or training; or equivalent combination of education and experience.
- Education: Associate’s degree (A.A.) or equivalent from a two-year college or technical school is preferred.
- Security Clearance: Must be eligible for a NACLC investigation.

Scriptwriter
Create ideas and stories to life in scripts for videos. Work with producers to develop ideas that agree with the client and company’s vision. Accept feedback of your work from the producer and rewriting the script if necessary (you may need to do this several times before arriving at the final agreed version). Developing believable plots and characters which may include researching background material. Laying out the screenplay to an agreed format and coming up with themes and ideas.

Qualifications:
- Experience: 5 years in related field.
- Education: Bachelor’s Degree in Creative Writing, Film Production.
- Security Clearance: Must be eligible for a NACLC investigation.

Video Graphic Designer
Create broadcast quality graphic design elements for video post-production using contemporary computer software programs and technology. Provide creative and technical guidance to production staff and clients. Demonstrate original thinking and judgment in accomplishing objectives without supervision. Provide leadership and assist with development of junior graphic artists. Develop creative graphic design strategies and post-production requirements by meeting with producers and/or clients. Create 2D/3D graphic design elements for video production using industry standard computer software programs; (i.e. Adobe Photoshop, Illustrator, AfterEffects, Maya…etc.) Create and output to video (or appropriate medium) graphic elements that reflects producer/client goals. Ensure graphic elements meet industry quality standards by maintaining computer software proficiency and up-to-date graphic post-production techniques. Perform work on time and within budget to the satisfaction of producers and/or clients. Stay current with broadcast and computer technical standards and apply standards to all post-production graphic work. Research and develop proficiency in new media applications and deliverables. Assist in researching the purchase of graphic software programs that keep the company current with industry standards. File all work orders and production reports in a complete and timely manner.

Qualifications:
- Experience: 3 years in related field. Must have in-depth knowledge of computer graphics and related audio/visual production requirements. Must have experience with 2D and 3D computer graphic software programs; i.e. Adobe Photoshop, Illustrator, AfterEffects, Maya…etc.
- Education: Bachelor’s Degree (BA or BS) in Graphic or Fine Arts with course study in Graphic design and Video Production is essential.
- Security Clearance: Must be eligible for a NACLC investigation.

Media Support Specialist / Media Technician IV - Lead
The Media Technician Lead supervises/manages personnel to execute the design, planning, production, execution, and presentation of multimedia products to include Global News Network feeds. Responsible for video camera operations, pre-production design and preparation, post-production development, and delivery of video and other multimedia products to support exercise/event storylines and master scenario event list requirements. Collects and develops materials to support After Action Reviews. Develops and executes media training for US and multinational forces.
Metro Productions Government Services GSA Schedule Price List

Qualifications:
- Experience: 7 years in related field.
- Education: Bachelor’s Degree in media and/or public affairs support.
- Security Clearance: Secret

Media Support Specialist / Media Technician III
The Media Technician is the technical expert responsible for the design, planning, production, execution, and presentation of multimedia products to include Global News Network feeds. Responsible for video camera operations, pre-production design and preparation, post-production development, and delivery of video and other multimedia products to support exercise/event storylines and master scenario event list requirements. Collects and develops materials to support After Action Reviews. Develops and executes media training for US and multinational forces.

Qualifications:
- Experience: 5 years in related field.
- Education: Bachelor’s Degree in media and/or public affairs support.
- Security Clearance: Secret
Metro Productions Government Services, LLC.

27 W Queens Way, Suite 302

Hampton, VA 23669

http://metroproductions-gs.com