



**Integrity Arts & Technology, Inc.  
d/b/a/IDEAS**

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

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

**Contract Number: GS-02F-169AA**

**Contract period: August 8, 2013 – August 7, 2018**

For more information on ordering from Federal Supply Schedules  
Click on the FSS Schedules button [at:www.fss.gsa.gov](http://www.fss.gsa.gov)

**Solicitation No. TFTP-MC-000874-B**

FSC Group, FSC Class(es)/Product code(s) Not Applicable  
Service Codes: R499

**Schedule Title: 874 MOBIS**

Mission-Oriented Business Integrated Services (MOBIS)

SINs covered in this Schedule Award:

- \***874-1** Consulting Services [R499]
- \***874-4** Training Services: Instructor Led, Web Based  
Education Courses, Course Development, Test Administration
- \***874-9** Off-the-Shelf and Custom Print, Audio and Visual  
Instructional Training Devices

**Integrity Arts & Technology, Inc.  
64 E. Concord Street, Orlando, Florida 32801**

(407)-601-7886 Office

(407)-412-6990 Fax

Contractor's internet address/web site: [www.IDEASorlando.com](http://www.IDEASorlando.com)

Email: [sdecker@ideasorlando.com](mailto:sdecker@ideasorlando.com)

**Contract POC: Mrs. Shirley Decker EVP/Business Development**  
Business size: Small Business.



## Contract Number: GS-02F-169AA

- 1 Table of awarded special item number: SIN: \*874-1, \*874-4, \*874-9
2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage: 50 States, Including DC and Territories
5. Point(s) of production: Orlando, Florida 32801
6. Discount from list prices: Pricing listed are current GSA Prices with IFF Included.
7. Quantity discounts: None
- 7a. Volume discount: 2% on orders exceeding \$100,000.00
8. Prompt payment terms: None Net 30 Days.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: N/A
- 11a. Time of delivery: As Required by Task Order
- 11b. Expedited Delivery: As Required by Task Order
- 11c. Overnight and 2-day delivery: As Required by Task Order
- 11d. Urgent Requirements: Email: sdecker@ideasorlando.com
12. F.O.B. point(s) : Destination
13. Ordering Address: IDEAS, 64 E. Concord Street, Orlando, Florida 32801
- 13a. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: IDEAS, 64 E. Concord Street, Orlando, Florida 32801
15. Warranty Provision: Standard Commercial Warranty Applies.
16. Export Packing Charge: N/A
17. Terms and conditions of Government purchase card: None
18. Terms and conditions of rental, maintenance, and repair. N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts: Warranty by manufacturers. N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: 50 States. Including DC and Territories
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
25. Data Universal Number System: **031851178**
26. Registration: Active in (SAM) - System for Award Management

## **Contract Number: GS-02F-169AA**

Contractor's internet address/web site: [www.IDEASorlando.com](http://www.IDEASorlando.com)

### **874 -1: Integrated Consulting Services:**

Provide expert advice and assistance in support of an agency's Mission-Oriented Business functions inclusive to;

Research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and survey services, providing a variety of methodologies, inclusive to survey planning, design, development, survey administration, data validation, analysis, reporting, stakeholder briefings.

IDEAS has the expertise to provide all your management and strategy consulting service needs.

### **874-4: Training Services:**

Instructor Led Training, Web Based Training Education Courses, Project Course Development, and Project Test Administration:

IDEAS' professional services has years of experience to supporting all aspects of planning and creating your custom project development from start to finished product delivery. Our services can also include testing curriculums, administration and learning management if required by the Task Order.

IDEAS can present when required, all subject matter delivered via an instructor-led classroom setting or conference room seminars with the additional in-house production systems at our Orlando Studios. Our teams can produce web-based Internet/Intranet and prepared software packages for computer based delivery systems.

From Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistants, and Technical Specialists, IDEAS has the past project experience to produce and support all aspects to fulfill your needs. Please visit our web site to view the past experience. IDEAS continues to support the Department of Defense, VA Hospital System, US Army Medicine and many Government agencies, both on a federal and state level.

### **874 -9: Off-the-Shelf Training Devices and Training Materials:**

Print, Electronic, Audio-Visual, Multi-Media, and Simulation Training Devices Off-the-Shelf Training Devices:

IDEAS' in-house production studios design custom courses and programs that directly train students in a specific subject matter that assist the instructor with the training of a specific subject matter(s).

IDEAS works closely in conjunction with the client's needs, planning, designing, and delivering training information packages as the Task Order requires. Our expertise to design and incorporate simulators into any required Task Order with the addition of any required audio/visual, audio and digital formats are reflected in many finished DOD past projects.

# **CONTRACT NUMBER GS-02F-169AA**

## **AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**ALL PRICES INCLUDE IFF FEES AND ARE PER HOUR RATES**

<b>SIN</b>	<b>JOB POSITIONS Schedule 874</b>	<b>PRICING</b>
874-1, 874-4, 874-9	Sustaining Engineer	\$86.90
874-1, 874-4, 874-9	Lead Creative/Chief Storytelling Officer	\$347.61
874-1, 874-4, 874-9	Video Editor	\$86.90
874-1, 874-4, 874-9	Senior Instructional Designer	\$104.28
874-1, 874-4, 874-9	Senior Producer	\$121.66
874-1, 874-4, 874-9	Scheduling Manager	\$86.90
874-1, 874-4, 874-9	Senior Project Manager	\$86.90
874-1, 874-4, 874-9	Senior Budgeting Review Manager	\$104.28
874-1, 874-4, 874-9	Innovation Lead & Senior Writer	\$156.42
874-1, 874-4, 874-9	Concept & Legal Review Manager	\$156.42
874-1, 874-4, 874-9	Video Motion Graphics (2D& 3D)	\$156.42
874-1, 874-4, 874-9	Senior Illustrator	\$104.28
874-1, 874-4, 874-9	Web Developer & Programmer	\$86.90
874-1, 874-4, 874-9	Director	\$86.90
<b>874-1, 874-4, 874-9</b>	Operations and Studio Manager	\$86.90
874-1, 874-4, 874-9	Client Development Account Manager	\$86.90
874-1, 874-4, 874-9	Senior Post Producer	\$104.28

874-1, 874-4, 874-9	Art Director	\$86.90
874-1, 874-4, 874-9	Assistant Editor	\$86.90
874-1, 874-4, 874-9	Senior Writer	\$121.66
874-1, 874-4, 874-9	Senior Audio Mixer	\$104.28
874-1, 874-4, 874-9	Senior Editor	\$104.28
874-1, 874-4, 874-9	Senior Client Development Account Mgr	\$121.66
874-1, 874-4, 874-9	Lead Developer	\$121.66

**IDEAS**

64 E. Concord St. Orlando, FL 32801

Phone: 407-601-7878

Fax: 407-412-6990

**GOVERNMENT FSS POC**

**Shirley Decker, EVP. Business Development**

**Government and Healthcare Markets**

Email: [sdecker@ideasorlando.com](mailto:sdecker@ideasorlando.com)

407-601-7886

**Sales**

**Mark Edson, Director, Business Development**

Enterprise and Location-Based Entertainment Markets

Email: [medson@ideasorlando.com](mailto:medson@ideasorlando.com)

407-601-7878 x1129

**Operations/Jobs**

John Lux, Chief Operating Officer

Email: [jlux@ideasorlando.com](mailto:jlux@ideasorlando.com)

407-601-7882

**Post Production Scheduling**

Christine Biondo, Scheduling Manager

Email: [cbiondo@ideasorlando.com](mailto:cbiondo@ideasorlando.com)

407-601-7883

## SUSTAINING ENGINEER

MAINTAINS ALL STUDIO EQUIPMENT, SETS UP ANY SPECIALIZED NEEDS AND RESPONSIBLE FOR ALL IT ISSUES. DEFINES FEATURE AND CAPABILITY STANDARDS FOR ALL AUDIO/VIDEO PERIPHERALS AND UNIFIED COMMUNICATIONS TECHNOLOGIES, SERVICES AND PERIPHERALS. BRIEFS TECHNOLOGY TRENDS AND INDUSTRY BEST PRACTICES IN THE REALM OF AUDIO, VIDEO AND UNIFIED COMMUNICATIONS AND THEIR EFFECT ON ENTERPRISE SYSTEMS.  
ASSOCIATES DEGREE AND MINIMUM 5 YEARS' EXPERIENCE

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## LEAD CREATIVE/CHIEF STORYTELLING OFFICER

LEADS CREATIVE IDEAS, BRINGS IN NEW BUSINESS, ESTABLISHES PARTNERSHIPS, GIVES MOTIVATIONAL TALKS. DEVELOPS STANDARDS, SYSTEMS AND BEST PRACTICES (BOTH HUMAN AND TECHNOLOGICAL) FOR CONTENT CREATION, DISTRIBUTION, MAINTENANCE, CONTENT RETRIEVAL AND CONTENT REPURPOSING, INCLUDING THE REAL-TIME IMPLEMENTATION OF CONTENT STRATEGIES. LEVERAGING MARKET DATA TO DEVELOP CONTENT THEMES/TOPICS AND EXECUTE A PLAN TO DEVELOP THE ASSETS THAT SUPPORT A POINT OF VIEW AND EDUCATE CUSTOMERS THAT LEADS TO CRITICAL BEHAVIORAL METRICS. SUPERVISING WRITERS, EDITORS, CONTENT STRATEGISTS; BE AN ARBITER OF BEST PRACTICES IN GRAMMAR, MESSAGING, WRITING, AND STYLE. ENSURING CONSISTENT GLOBAL EXPERIENCE AND IMPLEMENT APPROPRIATE LOCALIZATION/TRANSLATION STRATEGIES. WORKS CLOSELY WITH COMPANY'S CHIEF DESIGN OFFICER ON ALL CREATIVE AND BRANDING INITIATIVES TO ENSURE A CONSISTENT MESSAGE ACROSS CHANNELS.  
MASTERS AND 10 YEARS' EXPERIENCE REQUIRED

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## VIDEO EDITOR

WORKS ON EDITING PROJECTS, ASSISTS WITH ARCHIVING AND DUBBING, PART OF A POST-PRODUCTION TEAM THAT JOINS TOGETHER RAW MATERIAL RECORDED BY THE CAMERA AND SOUND CREWS AND ADDS ANY EXTRA SOUND EFFECTS, GRAPHICS AND SPECIAL EFFECTS. WORKS ON PROJECTS SUCH AS CORPORATE VIDEOS, COMMERCIALS AND VARIOUS RAW FOOTAGE VIDEOS. FINDS OUT ABOUT THE NEEDS OF THE PROJECT FROM THE DIRECTOR OR CLIENT. TRANSFERRING FILM OR VIDEO FOOTAGE TO COMPUTER AND EXAMINING THE FOOTAGE AND DECIDING WHICH SHOTS TO KEEP AND WHICH TO CUT OUT. CUTTING AND JOINING SHOTS USING EDITING SOFTWARE AND MAINTAINING A CLEAR IDEA OF THE STORYLINE, EVEN THOUGH YOU MAY BE EDITING SCENES OUT OF SEQUENCE.  
CREATING A 'ROUGH CUT' FROM THE CHOSEN MATERIAL AND DIGITALLY ENHANCING PICTURE QUALITY.  
USING COMPUTER SOFTWARE TO ADD TITLES, GRAPHICS, SOUND AND ANY VISUAL EFFECTS AND PUTTING ALL THE ELEMENTS TOGETHER, IN ORDER, FOR THE FINAL VERSION AND CREATING FINAL DVDS.  
ON LARGER PROJECTS, COULD BE ONE OF SEVERAL EDITORS WITH DIFFERENT JOBS AND SPECIALIZATIONS, SUCH AS OFFLINE EDITING (MAKING THE ROUGH CUT), ONLINE EDITING (PRODUCING THE FINAL VERSION) OR SOUND EDITING.  
BACHELOR'S DEGREE AND 5 YEARS' EXPERIENCE

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## SENIOR INSTRUCTIONAL DESIGNER

CREATES E-LEARNING TOOLS, TRAINING PROGRAMS FOR INSTRUCTOR-LED PROGRAMS, DEVELOPS INDIVIDUAL TRAINING PROGRAM GOALS, OVERALL PROGRAM OBJECTIVES AND MODULE OBJECTIVES. WORKS WITH A VARIETY OF SUBJECT MATTER EXPERTS TO DESIGN TRAINING CURRICULA AND PROGRAMS, CONSIDERED MODERATELY COMPLEX IN NATURE. USES TEMPLATE ORIENTED E-LEARNING APPLICATIONS IN A SOPHISTICATED MANNER TO DESIGN INTERACTIVE E-LEARNING PRODUCTS. DESIGNS EVALUATION STRATEGIES TO VALIDATE THAT LEARNING OUTCOMES ARE ACHIEVED. APPLIES KNOWLEDGE OF ADULT LEARNING THEORY TO IDENTIFY APPROPRIATE TRAINING MEDIA AND METHODOLOGIES BASED ON AUDIENCE LEARNING STYLES, COURSE CONTENT, AUDIENCE LOCATION, POINT WITHIN THE LEARNING PROCESS, ETC. DESIGNING IS CREATED FOR TRADITIONAL CLASSROOM, ONLINE CLASSROOM, SELF-PACED E-LEARNING MODULES OR A BLEND OF APPROACHES. TRAINING METHODOLOGIES MAY INCLUDE GROUP LECTURE, ROLE PLAY, SIMULATION EXERCISES, SELF-STUDY, ON-THE-JOB TRAINING, COMPUTER-BASED TRAINING, ETC. MASTERS AND 5 YEARS' EXPERIENCE

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## SENIOR PRODUCER

COORDINATE WITH CREATIVE DIRECTORS, PRODUCERS, DESIGNERS, EXTERNAL AD AGENCIES, STRATEGY TEAMMATES, AND INTERNAL STAKEHOLDERS TO ENSURE THAT ALL DELIVERABLES ARE PRODUCED, APPROVED AND DELIVERED ON TIME WITHIN BUDGET, WITH NO ERRORS: ESTABLISH AND MAINTAIN PRODUCTION SCHEDULES. DISSEMINATE PLANS, SPECS, NEGOTIATED DEADLINES AND SCHEDULES TO PRODUCTION TEAMS. COORDINATE INTERNAL AND EXTERNAL APPROVALS. COORDINATE WITH MARKETING STRATEGY TO ENSURE THAT FINAL MEDIA PLANS ARE DELIVERED TO PRODUCTION IN TIME TO MEET DEADLINES. BID OUT JOBS WHEN NECESSARY; DRAFT CONTRACTS FOR EXTERNAL VENDORS. MANAGE RIGHTS CLEARANCES AS NEEDED. MANAGE BUDGETS FOR ALL ASSIGNED PROJECTS. REACT QUICKLY TO CHANGES AND UPDATE PRODUCTION TEAM. WORK WITH THE DIRECTOR OF PRODUCTION IN DEVELOPING, IMPLEMENTING AND IMPROVING PRODUCTION PROCESSES TO INCREASE QUALITY AND TIMELINESS AND DECREASE COST. WORK WITH THE DIRECTOR OF PRODUCTION TO IMPROVE THE LONG TERM PLANNING OF CREATIVE TEAMS AND DESIGN GROUPS. MENTOR PRODUCTION STAFF AND ENGAGE FREELANCE PRODUCERS/PROJECT MANAGERS AS NEEDED. FORECAST DEPARTMENTAL OPERATIONAL NEEDS, I.E. STAFF AND SOFTWARE UPGRADES, BASED ON INDUSTRY TRENDS. PRODUCERS ALSO HANDLE A LARGE VARIETY OF PROJECTS THAT INCLUDE E-LEARNING, WEBSITES, ETC.

ASSOCIATES DEGREE AND REQUIRE MINIMUM 5 YEARS' EXPERIENCE AND 2 YEARS IN PROJECT MANAGEMENT

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## SCHEDULING MANAGER

COORDINATES TALENT TO HOURS NEEDED FOR EACH PROJECT, CREATES WORK ORDERS FOR BILLING PROJECTS. MANAGES THE PLANNING AND ESTABLISHMENT OF PRODUCTION SCHEDULES, MONITORING OF MATERIALS INVENTORIES, TRACKING OF PROGRESS OF PRODUCTION, AND REVIEWING OF FACTORS WHICH AFFECT PRODUCTION SCHEDULES. FAMILIAR WITH STANDARD CONCEPTS, PRACTICES, AND PROCEDURES WITHIN A PARTICULAR FIELD. RELIES ON EXTENSIVE EXPERIENCE AND JUDGMENT TO PLAN AND ACCOMPLISH GOALS. PERFORMS A VARIETY OF COMPLEX TASKS. A CERTAIN DEGREE OF CREATIVITY AND LATITUDE IS REQUIRED.

BACHELORS AND 4 YEARS MINIMUM FOR EXPERIENCE

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## SENIOR PROJECT MANAGER

OVERSEES ALL PROJECTS AND HANDLES THE LARGER PROGRAMS PERSONALLY. SAME RESPONSIBILITIES AS SENIOR PRODUCERS AND ALSO PARTICIPATES IN UP FRONT CREATIVE SESSIONS TO CREATE PROPOSALS. ENFORCE SAFETY AND REGULATIONS. DIRECT AND COORDINATE THE ACTIVITIES OF EMPLOYEES ENGAGED IN THE PRODUCTION. CONFER WITH OTHER SUPERVISORS TO COORDINATE OPERATIONS AND ACTIVITIES WITHIN OR BETWEEN DEPARTMENTS. PLAN

AND ESTABLISH WORK SCHEDULES, ASSIGNMENTS, AND PRODUCTION SEQUENCES TO MEET PRODUCTION GOALS. INSPECT MATERIALS, PRODUCTS, OR EQUIPMENT TO DETECT DEFECTS OR MALFUNCTIONS. OBSERVE WORK AND MONITOR GAUGES, DIALS, AND OTHER INDICATORS TO ENSURE THAT OPERATORS CONFORM TO PRODUCTION OR PROCESSING STANDARDS.

- CONDUCT EMPLOYEE TRAINING IN EQUIPMENT OPERATIONS OR WORK AND SAFETY PROCEDURES, OR ASSIGN EMPLOYEE TRAINING TO EXPERIENCED WORKERS. INTERPRET SPECIFICATIONS, POLICIES AND PROCEDURES FOR WORKERS. KEEP RECORDS OF EMPLOYEES' ATTENDANCE AND HOURS WORKED. READ AND ANALYZE CHARTS, WORK ORDERS, PRODUCTION SCHEDULES, AND OTHER RECORDS AND REPORTS TO DETERMINE PRODUCTION REQUIREMENTS AND TO EVALUATE CURRENT PRODUCTION ESTIMATES AND OUTPUTS. THE SENIOR PROJECT MANAGER IS THE LEAD IN PLANNING, ORGANIZING, SECURING AND MANAGING RESOURCES TO BRING ABOUT THE SUCCESSFUL COMPLETION OF SPECIFIC PROJECT GOALS AND OBJECTIVES.

BACHELORS AND 8 YEARS MINIMUM FOR EXPERIENCE

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#### SENIOR BUDGETING REVIEW MANAGER

RESPONSIBLE FOR ALL FINANCIAL NEEDS, STRATEGY AND MEMBER OF THE OPERATING COMMITTEE, RUNNING ALL DAY TO DAY NEEDS OF COMPANY AND FOR THE CLIENTS FROM FINANCIAL PERSPECTIVE. PREPARE OR DIRECT PREPARATION OF FINANCIAL STATEMENTS, BUSINESS ACTIVITY REPORTS, FINANCIAL POSITION FORECASTS, ANNUAL BUDGETS, OR REPORTS REQUIRED BY REGULATORY AGENCIES. SUPERVISE EMPLOYEES PERFORMING FINANCIAL REPORTING, ACCOUNTING, BILLING, COLLECTIONS, PAYROLL, AND BUDGETING DUTIES. DELEGATE AUTHORITY FOR THE RECEIPT, DISBURSEMENT, BANKING, PROTECTION, AND CUSTODY OF FUNDS, SECURITIES, AND FINANCIAL INSTRUMENTS. MAINTAIN CURRENT KNOWLEDGE OF ORGANIZATIONAL POLICIES AND PROCEDURES, FEDERAL AND STATE POLICIES AND DIRECTIVES, AND CURRENT ACCOUNTING STANDARDS. CONDUCT OR COORDINATE AUDITS OF COMPANY ACCOUNTS AND FINANCIAL TRANSACTIONS TO ENSURE COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS AND STATUTES. RECEIVE, RECORD, AND AUTHORIZE REQUESTS FOR DISBURSEMENTS IN ACCORDANCE WITH COMPANY POLICIES AND PROCEDURES. MONITOR FINANCIAL ACTIVITIES AND DETAILS SUCH AS RESERVE LEVELS TO ENSURE THAT ALL LEGAL AND REGULATORY REQUIREMENTS ARE MET. DEVELOP AND MAINTAIN RELATIONSHIPS WITH BANKING, INSURANCE, AND NON-ORGANIZATIONAL ACCOUNTING PERSONNEL TO FACILITATE FINANCIAL ACTIVITIES FOR BOTH THE COMPANY AND THE CLIENTS.

BACHELOR'S DEGREE AND 10 YEARS' EXPERIENCE

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#### CONCEPT & LEGAL REVIEW MANAGER

RESPONSIBLE FOR NEGOTIATING, WRITING, REVIEWING, SUMMARIZING, RESEARCHING AND EXECUTING A WIDE VARIETY OF AGREEMENTS FOR COMPANIES AND CLIENTS, INCLUDING MARKETING AGREEMENTS, ENTERTAINMENT AGREEMENTS, LICENSE AGREEMENTS, REAL ESTATE LEASES, CONFIDENTIALITY AGREEMENTS, AND OTHER GENERAL BUSINESS CONTRACTS BOTH DOMESTICALLY AND INTERNATIONALLY. PRIMARY RESPONSIBILITIES - NEGOTIATE, WRITE, AND EXECUTE AGREEMENTS AND CONTRACTS. OFFER COUNSEL ON A VARIETY OF LEGAL ISSUES. MANAGE VARIOUS PROJECTS AND DEADLINES. ADVISE EXECUTIVES ON CONTRACT STATUS, LEGAL RISKS AND BUSINESS TERMS OF VARIOUS DEALS. EXPLAIN LEGAL LANGUAGE. PROVIDE ASSISTANCE WITH GLOBAL JOINT VENTURES, STRATEGIC PARTNERSHIP DEALS, AND MERGERS AND ACQUISITIONS. DRAFT TERMS AND CONDITIONS IN AGREEMENTS. ENSURE LEGAL OBJECTIVES ARE MET. RESEARCH UNIQUE LEGAL ISSUES IMPACTING THE ORGANIZATION BY IDENTIFYING APPLICABLE STATUTES, JUDICIAL DECISIONS, AND CODES. PERFORM PRE-LITIGATION WORK TO MINIMIZE RISKS AND MAXIMIZE LEGAL RIGHTS. REVIEW ADVERTISING AND MARKETING MATERIALS TO ENSURE COMPLIANCE WITH LEGAL REQUIREMENTS. DEVELOP SOLUTIONS TO COMPLEX LEGAL QUESTIONS.

BACHELOR'S AND AT LEAST 10 YEARS' EXPERIENCE

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### INNOVATION LEAD & SENIOR WRITER

OVERSEES CREATIVE FOR MAJORITY OF PROJECTS. RESPONSIBLE FOR MAJORITY OF SCRIPT WRITING AND CREATIVE CONCEPTS. REVISE WRITTEN MATERIAL TO MEET COMPANY STANDARDS AND TO SATISFY NEEDS OF CLIENTS, PUBLISHERS, DIRECTORS, OR PRODUCERS. CHOOSE SUBJECT MATTER AND SUITABLE FORM TO EXPRESS EXPERIENCES OR IDEAS, OR TO NARRATE STORIES OR EVENTS. PLAN PROJECT ARRANGEMENTS OR OUTLINES, AND ORGANIZE MATERIAL ACCORDINGLY. PREPARE WORKS IN APPROPRIATE FORMAT AND SEND THEM TO PRODUCERS. DEVELOP FACTORS SUCH AS THEMES, PLOTS, CHARACTERIZATIONS, PSYCHOLOGICAL ANALYSES, HISTORICAL ENVIRONMENTS, ACTION, AND DIALOGUE, TO CREATE MATERIAL. CONFER WITH CLIENTS OR PRODUCERS TO DISCUSS CHANGES OR REVISIONS TO WRITTEN MATERIAL. CONDUCT RESEARCH TO OBTAIN FACTUAL INFORMATION AND AUTHENTIC DETAIL, USING SOURCES SUCH AS NEWSPAPER ACCOUNTS, DIARIES, AND INTERVIEWS AND CLIENT-PROVIDED INFORMATION. ABILITY TO WRITE IN PRODUCTION FORMAT TO ALLOW FOR ANY MEDIA REQUIREMENTS AND ABILITY TO WRITE BOTH STORYLINE OR IN DIALOGUE FORMAT.

MASTER'S AND 10 YEARS' EXPERIENCE AND CREATIVE WRITING SKILLS REQUIRED

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### VIDEO MOTION GRAPHICS (2D & 3D)

COLLABORATE WITH PRODUCERS TO ASSESS CREATIVE NEEDS FOR ALL GRAPHICS REQUIREMENTS. CONCEPTUALIZATION AND CREATION OF GRAPHICS FOR A VARIETY OF MATERIALS, I.E., SIZZLES, ON AIR SHOWS, WEB CONTENT, ETC. RESEARCH STOCK PHOTOS, VIDEOS AND ILLUSTRATION APPLICABLE TO PROJECT DESIGN AND DEVELOP STORYBOARDS, SKETCHES .PROFICIENCY IN PHOTOSHOP, ILLUSTRATOR, AFTER EFFECTS, CINEMA 4D AND/OR MOTION WITH WORKING KNOWLEDGE OF PLUG-INS PROFICIENCY WITH FINAL CUT PRO AND/OR AVID. CREATES ALL PROGRAMS REQUIRING MOTION GRAPHICS AND VIDEO FOR A VARIETY OF MEDIA OUTLETS. HIGH LEVEL OF COMPUTER SKILLS.

BACHELOR'S AND AT LEAST 10 YEARS' EXPERIENCE

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### SENIOR ILLUSTRATOR

KEY ILLUSTRATIONS FOR ANIMATION PROJECTS AS WELL AS STILL ART, I.E. STORYBOARDING. USE MATERIALS SUCH AS PENS AND INK, WATERCOLORS, CHARCOAL, OIL, OR COMPUTER SOFTWARE TO CREATE ARTWORK. INTEGRATE AND DEVELOP VISUAL ELEMENTS, SUCH AS LINE, SPACE, MASS, COLOR, AND PERSPECTIVE, IN ORDER TO PRODUCE DESIRED EFFECTS SUCH AS THE ILLUSTRATION OF IDEAS, EMOTIONS, OR MOODS. CONFER WITH CLIENTS, EDITORS, WRITERS, ART DIRECTORS, AND OTHER INTERESTED PARTIES REGARDING THE NATURE AND CONTENT OF ARTWORK TO BE PRODUCED. SUBMIT PRELIMINARY OR FINISHED ARTWORK OR PROJECT PLANS TO CLIENTS FOR APPROVAL, INCORPORATING CHANGES AS NECESSARY. MAINTAIN PORTFOLIOS OF ARTISTIC WORK TO DEMONSTRATE STYLES, INTERESTS, AND ABILITIES. CREATE FINISHED ART WORK AS DECORATION, OR TO ELUCIDATE OR SUBSTITUTE FOR SPOKEN OR WRITTEN MESSAGES. MONITOR EVENTS, TRENDS, AND OTHER CIRCUMSTANCES, RESEARCH SPECIFIC SUBJECT AREAS, ATTEND ART EXHIBITIONS, AND READ ART PUBLICATIONS IN ORDER TO DEVELOP IDEAS AND KEEP CURRENT ON ART WORLD ACTIVITIES. STUDY DIFFERENT TECHNIQUES TO LEARN HOW TO APPLY THEM TO ARTISTIC ENDEAVORS. RENDER DRAWINGS, ILLUSTRATIONS, AND SKETCHES OF BUILDINGS, MANUFACTURED PRODUCTS, OR MODELS, WORKING FROM SKETCHES, BLUEPRINTS, MEMORY, MODELS, OR REFERENCE MATERIALS.

BACHELOR'S AND MINIMUM OF 8 YEARS' EXPERIENCE

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## WEB DEVELOPER & PROGRAMMER

RESPONSIBLE FOR ALL PROGRAMMING NEEDS FOR BOTH WORK FOR HIRE AND COMPANY INTELLECTUAL PROPERTY. CONTRIBUTE TO DEVELOPMENT AND MAINTENANCE OF A PROPRIETARY PROJECT MANAGEMENT SYSTEM. CREATES FROM VARIOUS JAVASCRIPT/AJAX RICH TOOLS FROM SPEC WORK WITH EXISTING PHP/JSON BACKBENDS EXTENSIVE PHP / LAMP DEVELOPMENT EXPERIENCE. EXPERIENCE WITH ZEND FRAMEWORK OR ANY OTHER MVC FRAMEWORK EXPERIENCE WITH JAVASCRIPT, JQUERY AND JQUERY UI DEMONSTRATED UNDERSTANDING OF GOOD UX PRINCIPLES AND DESIGN AESTHETICS PYTHON KNOWLEDGE AND EXPERIENCE. DESIGN, BUILD, OR MAINTAIN WEB SITES, USING AUTHORING OR SCRIPTING LANGUAGES, CONTENT CREATION TOOLS, MANAGE TOOLS AND DIGITAL MEDIA. PERFORM OR DIRECT WEB SITE UPDATES. WRITE, DESIGN, OR EDIT WEB PAGE CONTENT, OR DIRECT OTHERS PRODUCING CONTENT. CONFER WITH MANAGEMENT OR DEVELOPMENT TEAMS TO PRIORITIZE NEEDS, RESOLVE CONFLICTS, DEVELOP CONTENT CRITERIA, OR CHOOSE SOLUTIONS. BACK UP FILES FROM WEB SITES TO LOCAL DIRECTORIES FOR INSTANT RECOVERY IN CASE OF PROBLEMS. IDENTIFY PROBLEMS UNCOVERED BY TESTING OR CUSTOMER FEEDBACK, AND CORRECT PROBLEMS OR REFER PROBLEMS TO APPROPRIATE PERSONNEL FOR CORRECTION. EVALUATE CODE TO ENSURE THAT IT IS VALID, IS PROPERLY STRUCTURED, MEETS INDUSTRY STANDARDS AND IS COMPATIBLE WITH BROWSERS, DEVICES, OR OPERATING SYSTEMS. MAINTAIN UNDERSTANDING OF CURRENT WEB TECHNOLOGIES OR PROGRAMMING PRACTICES THROUGH CONTINUING EDUCATION, READING, OR PARTICIPATION IN PROFESSIONAL CONFERENCES, WORKSHOPS, OR GROUPS. ANALYZE USER NEEDS TO DETERMINE TECHNICAL REQUIREMENTS DEVELOP OR VALIDATE TEST ROUTINES AND SCHEDULES TO ENSURE THAT TEST CASES MIMIC EXTERNAL INTERFACES AND ADDRESS ALL BROWSER AND DEVICE TYPES. KNOWLEDGE OF MEDIA PRODUCTION, COMMUNICATION, AND DISSEMINATION TECHNIQUES AND METHODS. THIS INCLUDES ALTERNATIVE WAYS TO INFORM AND ENTERTAIN VIA WRITTEN, ORAL, AND VISUAL MEDIA.

ASSOCIATES DEGREE AND AT LEAST 5 YEARS' EXPERIENCE

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## DIRECTOR

LEADS PRODUCTION CREW ON SITE AS WELL AS WRITING CREATIVE CONCEPTS AND SCRIPTS, AND POST PRODUCTION NEEDS. THE DRIVING CREATIVE FORCE IN A FILM'S PRODUCTION, AND ACTS AS THE CRUCIAL LINK BETWEEN THE PRODUCTION, TECHNICAL AND CREATIVE TEAMS. RESPONSIBLE FOR CREATIVELY TRANSLATING THE FILM'S WRITTEN SCRIPT INTO ACTUAL IMAGES AND SOUNDS ON THE SCREEN - HE OR SHE MUST VISUALIZE AND DEFINE THE STYLE AND STRUCTURE OF THE FILM, THEN ACT AS BOTH A STORYTELLER AND TEAM LEADER TO BRING THIS VISION TO REALITY. MAIN DUTIES INCLUDE CASTING, SCRIPT EDITING, SHOT COMPOSITION, SHOT SELECTION AND EDITING. AWARENESS OF THE CONSTRAINTS OF THE FILM'S BUDGET AND SCHEDULE. ASSUME MULTIPLE ROLES SUCH AS: PRODUCER OR DIRECTOR/WRITER. REQUIRES GREAT CREATIVE VISION, DEDICATION AND COMMITMENT. MAY WRITE THE FILM'S SCRIPT OR COMMISSION IT TO BE WRITTEN; OR JOIN THE PRODUCTION AFTER AN EARLY DRAFT OF THE SCRIPT IS COMPLETE. DEVELOPS A VISION FOR THE FINISHED FILM, AND DEFINES A PRACTICAL ROUTE FOR ACHIEVING IT. DURING PRE-PRODUCTION, MAKE CRUCIAL DECISIONS, SUCH AS SELECTING THE RIGHT CAST, CREW AND LOCATIONS FOR THE FILM. DIRECT REHEARSALS AND THE PERFORMANCES OF THE ACTORS ONCE THE FILM IS IN PRODUCTION. MANAGE THE TECHNICAL ASPECTS OF FILMING, INCLUDING THE CAMERA, SOUND, LIGHTING, DESIGN AND SPECIAL EFFECTS DEPARTMENTS. DURING POST PRODUCTION, WORK CLOSELY WITH EDITORS THROUGH THE MANY TECHNICAL PROCESSES OF EDITING, TO REACH THE FINAL CUT OR VERSION OF THE FILM. AT ALL STAGES, RESPONSIBLE FOR MOTIVATING THE TEAM TO PRODUCE THE BEST POSSIBLE RESULTS. APPRECIATE THE NEEDS AND EXPECTATIONS OF THE CLIENTS. POSSESS AND COMPLIMENT EXCEPTIONAL ARTISTIC VISION AND CREATIVE SKILLS TO DEVELOP AN ENGAGING AND ORIGINAL FILM. UNERRING COMMITMENT AND A DEEP PASSION FOR FILMMAKING ARE ESSENTIAL, ALONG WITH THE ABILITY TO ACT AS A STRONG AND CONFIDENT LEADER. MAKE DECISIONS, ABLE TO DELEGATE, AND

TO COLLABORATE WITH OTHERS. EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS ARE VITAL TO GET THE BEST FROM THE FILMMAKING TEAM. INSPIRE AND MOTIVATE THE TEAM TO PRODUCE THE FILM THEY HAVE ENVISIONED. EXTENSIVE UNDERSTANDING OF THE ENTIRE FILMMAKING PROCESS, FROM BOTH TECHNICAL AND CREATIVE POINTS OF VIEW. A CAPACITY FOR LONG HOURS OF INTENSIVE WORK, ATTENTION TO DETAIL, AND THE ABILITY TO REMAIN CALM AND THINK CLEARLY UNDER GREAT PRESSURE, ARE KEY SKILLS.

BACHELORS AND MINIMUM 8 YEARS' EXPERIENCE

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### OPERATIONS & STUDIO MANAGER

RESPONSIBLE FOR DAY TO DAY OPERATION OF COMPANY, BUDGETING, PROPOSAL CREATION, AND BUSINESS DEVELOPMENT FOR THE STUDIO. MEMBER OF THE OPERATING COMMITTEE. DIRECT OR COORDINATE AN ORGANIZATION'S FINANCIAL OR BUDGET ACTIVITIES TO FUND OPERATIONS, MAXIMIZE INVESTMENTS, OR INCREASE EFFICIENCY. CONFER WITH BOARD MEMBERS, ORGANIZATION OFFICIALS, OR STAFF MEMBERS TO DISCUSS ISSUES, COORDINATE ACTIVITIES, OR RESOLVE PROBLEMS. ANALYZE OPERATIONS TO EVALUATE PERFORMANCE OF COMPANY OR ITS STAFF IN MEETING OBJECTIVES OR TO DETERMINE AREAS OF POTENTIAL COST REDUCTION, PROGRAM IMPROVEMENT, AND POLICY CHANGE. DIRECT, PLAN, OR IMPLEMENT POLICIES, OBJECTIVES, OR ACTIVITIES OF ORGANIZATIONS OR BUSINESSES TO ENSURE CONTINUING OPERATIONS, TO MAXIMIZE RETURNS ON INVESTMENTS, OR TO INCREASE PRODUCTIVITY. PREPARE BUDGETS FOR APPROVAL, INCLUDING THOSE FOR FUNDING OR IMPLEMENTATION OF PROGRAMS. DIRECT OR COORDINATE ACTIVITIES OF BUSINESSES OR DEPARTMENTS CONCERNED WITH PRODUCTION, PRICING, SALES, OR DISTRIBUTION OF PRODUCTS. NEGOTIATE OR APPROVE CONTRACTS OR AGREEMENTS WITH SUPPLIERS, DISTRIBUTORS, FEDERAL OR STATE AGENCIES, OR OTHER ORGANIZATIONAL ENTITIES. APPOINT DEPARTMENT HEADS OR MANAGERS AND ASSIGN OR DELEGATE RESPONSIBILITIES TO THEM.

BACHELOR'S DEGREE AND MINIMUM OF 10 YEARS' BUSINESS AND FINANCE EXPERIENCE

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### ART DIRECTOR

RESPONSIBLE FOR ART DIRECTION OF PROJECTS, LEADS SOCIAL MEDIA APPLICATIONS AND WEBSITE DESIGN. FORMULATE BASIC LAYOUT DESIGN OR PRESENTATION APPROACH AND SPECIFY MATERIAL DETAILS, SUCH AS STYLE AND SIZE OF TYPE, PHOTOGRAPHS, GRAPHICS, ANIMATION, VIDEO, AND SOUND. REVIEW AND APPROVE ART MATERIALS, COPY MATERIALS, AND PROOFS OF PRINTED COPY DEVELOPED BY STAFF MEMBERS. MANAGE OWN ACCOUNTS AND PROJECTS, WORKING WITHIN BUDGET AND SCHEDULING REQUIREMENTS. CONFER WITH CREATIVE, ART, COPYWRITING, OR PRODUCTION DEPARTMENT HEADS TO DISCUSS CLIENT REQUIREMENTS AND PRESENTATION CONCEPTS AND TO COORDINATE CREATIVE ACTIVITIES. PRESENT FINAL LAYOUTS TO CLIENTS FOR APPROVAL. CONFER WITH CLIENTS TO DETERMINE OBJECTIVES, BUDGET, BACKGROUND INFORMATION, AND PRESENTATION APPROACHES, STYLES, AND TECHNIQUES. HIRE, TRAIN, AND DIRECT STAFF MEMBERS WHO DEVELOP DESIGN CONCEPTS INTO ART LAYOUTS OR WHO PREPARE LAYOUTS FOR PRINTING. WORK WITH CREATIVE DIRECTORS TO DEVELOP DESIGN SOLUTIONS. REVIEW ILLUSTRATIVE MATERIAL TO DETERMINE IF IT CONFORMS TO STANDARDS AND SPECIFICATIONS. ATTEND PHOTO SHOOTS AND PRINTING SESSIONS TO ENSURE THAT THE PRODUCTS NEEDED ARE OBTAINED.

BACHELOR'S AND 7 YEARS' EXPERIENCE

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## CLIENT DEVELOPMENT ACCOUNT MANAGER

RESPONSIBLE FOR FINDING NEW OPPORTUNITIES. FORMULATE, DIRECT AND COORDINATE MARKETING ACTIVITIES AND POLICIES TO PROMOTE PRODUCTS AND SERVICES, WORKING WITH ADVERTISING AND PROMOTION MANAGER. IDENTIFY, DEVELOP, OR EVALUATE MARKETING STRATEGY, BASED ON KNOWLEDGE OF ESTABLISHMENT OBJECTIVES, MARKET CHARACTERISTICS, AND COST AND MARKUP FACTORS. EVALUATE THE FINANCIAL ASPECTS OF PRODUCT DEVELOPMENT, SUCH AS BUDGETS, EXPENDITURES, RESEARCH AND DEVELOPMENT APPROPRIATIONS. DEVELOP PRICING STRATEGIES, BALANCING FIRM OBJECTIVES AND CUSTOMER SATISFACTION. COMPILE LISTS DESCRIBING PRODUCT OR SERVICE OFFERINGS. INITIATE MARKET RESEARCH STUDIES OR ANALYZE THEIR FINDINGS. USE SALES FORECASTING OR STRATEGIC PLANNING TO ENSURE THE SALE AND PROFITABILITY OF PRODUCTS, LINES, OR SERVICES, ANALYZING BUSINESS DEVELOPMENTS AND MONITORING MARKET TRENDS. COORDINATE OR PARTICIPATE IN PROMOTIONAL ACTIVITIES OR TRADE SHOWS, WORKING WITH DEVELOPERS, ADVERTISERS, OR PRODUCTION MANAGERS, TO MARKET PRODUCTS OR SERVICES. CONSULT WITH CLIENT TO FULLY UNDERSTAND THEIR NEEDS AND BE THE LIAISON WITH THE CLIENT AND TEAM WHO WILL PRODUCE THE FINAL PRODUCT.

BACHELOR'S DEGREE AND MINIMUM OF 10 YEARS' EXPERIENCE

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## SENIOR POST PRODUCER

RESPONSIBLE FOR ALL POST PRODUCTION OF PROJECTS. RESPONSIBLE FOR OVERALL PRODUCTION OPERATIONS, AND BUDGET. RESPONSIBLE FOR MAINTAINING PROJECT/PROGRAM BUDGETS, PRODUCTION/STUDIO SCHEDULES, AND ON-TIME/ON-BUDGET DELIVERY OF STUDIO PRODUCTION. WORK COLLABORATIVELY WITH PROGRAMMING, DIGITAL, AND CREATIVE SERVICES TEAMS TO FACILITATE ALL PRODUCTION. FACILITATE PRODUCTION OF ALL VALUE-ADDED OPPORTUNITIES. MANAGES DAY TO DAY OPERATION OF ALL POST PRODUCTION PROJECTS AND SECURES RESOURCES NEEDED (TALENT AND MANPOWER) TO OPERATE AND SUPPORT PRODUCTION DEMAND. SCHEDULE AND MAINTAIN POST FACILITIES (EDIT, GRAPHICS, STUDIO, AND CREW).MANAGE BUDGET AS NEEDED FOR FREELANCE TALENT AND EXTERNAL VENDORS PER PRODUCTION. BUILD AND MAINTAIN PROFESSIONAL AND TRUSTING RELATIONSHIPS WITH INTERNAL AND EXTERNAL CLIENTS.

BACHELORS AND MINIMUM 8 YEARS' EXPERIENCE

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## ASSISTANT EDITOR

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RESPONSIBLE FOR ALL MACHINE ROOM ACTIVITIES FOR CLIENT NEEDS, EDITING, SOME SHOOTING AS REQUIRED. ORGANIZE AND STRING TOGETHER RAW FOOTAGE INTO A CONTINUOUS WHOLE ACCORDING TO SCRIPTS OR THE INSTRUCTIONS OF DIRECTORS AND PRODUCERS. REVIEW ASSEMBLED FILMS OR EDITED VIDEOTAPES ON SCREENS OR MONITORS TO DETERMINE IF CORRECTIONS ARE NECESSARY. TRIM FILM SEGMENTS TO SPECIFIED LENGTHS, AND REASSEMBLE SEGMENTS IN SEQUENCES THAT PRESENT STORIES WITH MAXIMUM EFFECT. DETERMINE THE SPECIFIC AUDIO AND VISUAL EFFECTS AND MUSIC NECESSARY TO COMPLETE FILMS. SET UP AND OPERATE COMPUTER EDITING SYSTEMS, ELECTRONIC TITLING SYSTEMS, VIDEO SWITCHING EQUIPMENT, AND DIGITAL VIDEO EFFECTS UNITS TO PRODUCE A FINAL PRODUCT. SELECT AND COMBINE THE MOST EFFECTIVE SHOTS OF EACH SCENE TO FORM A LOGICAL AND SMOOTHLY RUNNING STORY. EDIT FILMS AND VIDEOTAPES TO INSERT MUSIC, DIALOGUE, AND SOUND EFFECTS, TO ARRANGE FILMS INTO SEQUENCES, AND TO CORRECT ERRORS, USING EDITING EQUIPMENT. CUT SHOT SEQUENCES

TO DIFFERENT ANGLES AT SPECIFIC POINTS IN SCENES, MAKING EACH INDIVIDUAL CUT AS FLUID AND SEAMLESS AS POSSIBLE. MARK FRAMES WHERE A PARTICULAR SHOT OR PIECE OF SOUND IS TO BEGIN OR END. VERIFY KEY NUMBERS AND TIME CODES ON MATERIALS. HANDLES CLOSED CAPTIONING REQUIREMENTS.  
ASSOCIATES DEGREE AND 4 YEARS' EXPERIENCE.

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### SENIOR WRITER

KEY WRITER FOR ALL CLIENTS AND REVISES WRITTEN MATERIAL TO MEET PERSONAL STANDARDS AND TO SATISFY NEEDS OF CLIENTS, DIRECTORS, OR PRODUCERS. CHOOSE SUBJECT MATTER AND SUITABLE FORM TO EXPRESS IDEAS, OR TO NARRATE STORIES OR EVENTS. PLAN PROJECT ARRANGEMENTS OR OUTLINES, AND ORGANIZE MATERIAL ACCORDINGLY. PREPARE WORKS IN APPROPRIATE FORMAT FOR PRODUCERS. DEVELOP FACTORS SUCH AS THEMES, PLOTS, CHARACTERIZATIONS, PSYCHOLOGICAL ANALYSES, HISTORICAL ENVIRONMENTS, ACTION, AND DIALOGUE, TO CREATE MATERIAL. CONFER WITH CLIENTS PRODUCERS TO DISCUSS CHANGES OR REVISIONS TO WRITTEN MATERIAL. CONDUCT RESEARCH TO OBTAIN FACTUAL INFORMATION AND AUTHENTIC DETAIL, USING SOURCES SUCH AS NEWSPAPER ACCOUNTS, DIARIES, AND INTERVIEWS AND CLIENT-PROVIDED INFORMATION.  
MASTER'S DEGREE AND 10 YEARS MINIMUM WITH CREATIVE WRITING SKILLS REQUIRED

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### SENIOR AUDIO MIXER

RESPONSIBLE FOR ALL AUDIO NEEDS FOR ALL PROJECTS, I.E. VO TALENT, ADR SESSIONS, FINAL TAPE FOR FILM AND TV. DETERMINE THE SPECIFIC AUDIO EFFECTS AND MUSIC NECESSARY TO COMPLETE FILMS. REVIEW FILMS AND VIDEOTAPES TO INSERT APPROPRIATE MUSIC, DIALOGUE, AND SOUND EFFECTS. AUDIO NEEDS ARE MOST CRITICAL TO THE FINISHING OF THE PROJECT. WORK CLOSELY WITH THE CLIENT AND/OR PRODUCER SINCE THIS IS THE FINISHING STAGE AND CRUCIAL TO EXCEEDING EXPECTATIONS. STRONG UNDERSTANDING OF THE MUSIC LIBRARY AVAILABLE AND CREATION OF MUSIC BED AND SOUND EFFECTS THAT MAKE THE DIFFERENCE.  
BACHELORS AND MINIMUM 8 YEARS' EXPERIENCE

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### SENIOR EDITOR

RESPONSIBLE FOR EDITING NEEDS FOR ALL PROJECTS AND PART OF A POST-PRODUCTION TEAM THAT JOINS TOGETHER RAW MATERIAL RECORDED BY THE CAMERA AND SOUND CREWS AND ADDS ANY EXTRA SOUND EFFECTS, GRAPHICS AND SPECIAL EFFECTS. WORKS ON PROJECTS SUCH AS CORPORATE VIDEOS, COMMERCIALS AND VARIOUS RAW FOOTAGE VIDEOS. FINDS OUT ABOUT THE NEEDS OF THE PROJECT FROM THE DIRECTOR OR CLIENT, AND WORKS CLOSELY WITH THE CLIENTS DURING THE EDITING PROCESS. TRANSFERRING FILM OR VIDEO FOOTAGE TO COMPUTER AND EXAMINING THE FOOTAGE AND DECIDING WHICH SHOTS TO KEEP AND WHICH TO CUT OUT  
KEEPING A CLEAR IDEA OF THE STORYLINE AS THEY MAY BE EDITING SCENES OUT OF SEQUENCE — AND MAKING SUGGESTIONS ON POSSIBLE CHANGES TO IMPROVE ON THE PROCESS. CREATING A 'ROUGH CUT' FROM THE CHOSEN MATERIAL AND THEN DIGITALLY ENHANCING PICTURE QUALITY AFTER DISCUSSION WITH THE CLIENT AND/OR PRODUCER. USING COMPUTER SOFTWARE TO ADD TITLES, GRAPHICS, SOUND AND ANY VISUAL EFFECTS.  
BACHELORS AND MINIMUM 8 YEARS' EXPERIENCE

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## SENIOR CLIENT DEVELOPMENT ACCOUNT MANAGER

HEADS UP BUSINESS DEVELOPMENT FOR ALL ASPECTS OF COMPANY, AND MEMBER OF THE OPERATING COMMITTEE. DIRECT OR COORDINATE POTENTIAL CLIENT'S FINANCIAL OR BUDGET ACTIVITIES TO FUND OPERATIONS AND MAXIMIZES THEIR INVESTMENT IN THE PROJECT. ANALYZE OPERATIONS TO EVALUATE PERFORMANCE OF A COMPANY OR ITS STAFF IN MEETING OBJECTIVES OR TO DETERMINE AREAS OF POTENTIAL COST REDUCTION, PROGRAM IMPROVEMENT, OR POLICY CHANGE. DIRECT, PLAN, OR IMPLEMENT POLICIES, OBJECTIVES, OR ACTIVITIES OF ORGANIZATIONS OR BUSINESSES TO ENSURE CONTINUING OPERATIONS, TO MAXIMIZE RETURNS ON INVESTMENTS, OR TO INCREASE PRODUCTIVITY. PREPARE BUDGETS FOR APPROVAL, INCLUDING THOSE FOR FUNDING OR IMPLEMENTATION OF PROGRAMS. DIRECT OR COORDINATE ACTIVITIES OF BUSINESSES OR DEPARTMENTS CONCERNED WITH PRODUCTION, PRICING, SALES, OR DISTRIBUTION OF PRODUCTS. NEGOTIATE OR APPROVE CONTRACTS OR AGREEMENTS WITH SUPPLIERS, DISTRIBUTORS, FEDERAL OR STATE AGENCIES, OR OTHER ORGANIZATIONAL ENTITIES. APPOINT DEPARTMENT HEADS OR MANAGERS AND ASSIGN OR DELEGATE RESPONSIBILITIES TO THEM.

BACHELORS AND MINIMUM 10 YEARS' EXPERIENCE

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## LEAD DEVELOPER

RESPONSIBLE FOR ALL APPLICATIONS, PROGRAMMING, DESIGN, DEVELOPMENT, RESEARCH. UNDERSTAND THE GOALS AND STRATEGY BEHIND EACH PROJECT FROM CONCEPTION THROUGH COMPLETION. TAKES OWNERSHIP OF ALL SOFTWARE PRODUCTS, INCLUDING WEB SITES, REPORTING, DATABASES AND DATA SYSTEMS, OPERATIONAL SYSTEMS AND OTHER APPLICATIONS. PARTICIPATE IN DESIGN BRAINSTORMING SESSIONS, TECHNICAL DESIGN REVIEWS, FORMAL CODE REVIEWS, BUG TRIAGE, AND FUNCTIONAL WALKTHROUGHS. WORK IN A COLLABORATIVE DEVELOPMENT ENVIRONMENT, PROVIDING ASSISTANCE AND TECHNICAL GUIDANCE TO LESS EXPERIENCED TEAM MEMBERS. ALIGN THE INTEGRATION BETWEEN DEVELOPMENT PROJECTS AND EXISTING SYSTEMS, SOFTWARE AND HARDWARE. MANAGE EXTERNAL DEVELOPMENT RESOURCES TO EXECUTE STRATEGIES AND TACTICS FROM VARIOUS LINES OF BUSINESS. PROVIDES GUIDANCE TO FELLOW IT COLLEAGUES, MENTORING THEM IN PROJECT MANAGEMENT, OPERATIONAL PERFORMANCE AND STRATEGIES FOR PROCESS IMPROVEMENT. POSSESSES A SOLID BACKGROUND IN C / C++, EMBEDDED SYSTEMS IS REQUIRED - IDEALLY WITH EXTENSIVE SKILLS IN AREAS SUCH AS: SYSTEM SOFTWARE AND DEVICE DRIVERS, LINUX, ETHERNET, TCP/IP, REST AND XML, JSON (P), HTML5. AND NETWORKING.

BACHELORS AND 8 YEARS MINIMUM FOR EXPERIENCE.

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