



**VISIONFIVE**

[ Connecting the human experience ]

LEGAL NAME - VISION TELEPRODUCTION INC.

**GENERAL SERVICES ADMINISTRATION**

FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE **PRICE LIST**

CONTRACT NUMBERS:

**GS-07F-0095X AND GS-07F-0096X**

Contact

**ELAINE HAMILTON**  
**VISIONFIVE**

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PO BOX 411492  
KANSAS CITY, MO  
64141-1492



COMMUNICATION SOLUTIONS



**ADVERTISING AND INTEGRATED  
MARKETING SOLUTIONS for Federal  
Government  
(GSA Schedule 541 Contractor)**

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule  
CATALOG / 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 data base system. The address of GSA Advantage!  
[GSAAvantage.gov](http://GSAAvantage.gov)  
<http://apps.fss.gsa.gov/partnership/lo>

**SCHEDULE TITLE:** 7FCB-H2-07-0541-B Advertising and Integrated Marketing Solutions.

**CONTRACT NUMBERS:**

**GS-07F-0095X**  
541-4B Video/Film Production  
541-1000 Set Aside Other Direct Costs

**GS-07F-0096X** Set Aside for Small Business  
541-4F Commercial Art and Graphic Design  
541-2000 Other Direct Costs (ODC)

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) .

**FSC CLASS 541-4B AND 541-4F**

**Contract period** November 3, 2010 to November 2, 2015

**Contractor's name: Vision Teleproduction Inc.,**  
dba **VISION FIVE / V5**  
PO BOX 411492  
KANSAS CITY, MO 64141-4192

816-756-0912 [elaine@visionteleproduction.com](mailto:elaine@visionteleproduction.com)

**BUSINESS SIZE:** Small (WOB) Woman Owned Business

**GSA TABLE  
OF CONTENTS**

**CUSTOMER INFORMATION  
p 2 to 5.**

**CREATIVE CAPABILITIES &  
SERVICES p 6.**

**VIDEO / FILM PRICE LIST  
p 7**

**COMM ART GRAPHIC  
DESIGN PRICE LIST p 7**

**ODC PRIST LIST p 8 and 9**

**VIDEO / FILM  
COMM ART GRAPHIC DESIGN  
LABOR DESCRIPTIONS  
p 10 TO 12**

## CUSTOMER INFORMATION:

### 1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

#### GSA Contract:

**GS-07F-0096X** Set Aside for Small Business  
541-4F Commercial Art and Graphic Design  
541-2000 Other Direct Costs (ODC)

#### **GS-07F-0095X**

541-4B Video/Film Production  
541-1000 Set Aside Other Direct Costs

## FEDERAL SUPPLY SCHEDULE PRICE LIST

"Prices Shown Herein Are Net (discount deducted)".

#### (i) 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! The INTERNET address GSA Advantage! is: GSAAvantage.gov.

FSC Group, Part, and Section or Standard Industrial Group (as applicable)

FSC Class(es)/Product code(s) and/or Service Codes (as applicable) Contract number

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.  
Contract period.

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)

Contractor's internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry).

Business size.

(ii) CUSTOMER INFORMATION: The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

SIN	MODEL	PRICE	(To be supplied by Contractor)
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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.

1c. HOURLY RATES:

See Pricelist (Attachment 2)

2. MAXIMUM ORDER\*: \$1,000,000 per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities.

5. POINT(S) OF PRODUCTION: **Kansas City MO**

6. DISCOUNT FROM LIST PRICES: 10% from the accepted rate card. For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded in to GSA Advantage), the contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): **None**

8. PROMPT PAYMENT TERMS: **1% 20 Days/Net 30 Days**

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As specified on agency task order and mutually agreed.

11b. EXPEDITED DELIVERY: As specified on agency task order and mutually agreed

11c. OVERNIGHT AND 2-DAY DELIVERY: As specified on agency task order and mutually agreed

11d. URGENT REQUIREMENTS: As specified on agency task order and mutually agreed.

12. FOB POINTS: Destination

13a. ORDERING ADDRESS: **VISIONFIVE**  
**PO Box 411492 Kansas City MO**  
**64141-1492 / 816-756-0912 or 1-855-55 VISION5**

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

14. PAYMENT ADDRESS: Same as contractor ordering address

# FEDERAL SUPPLY SCHEDULE PRICE LIST

"Prices Shown Herein Are Net (discount deducted)".

15. WARRANTY PROVISION: Standard Commercial Warranty
16. EXPORT PACKING CHARGES: Not applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds above the micro-purchase level) N/A
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A
23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 Compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. DUNS NUMBER: 091244405  
Data Universal Number System (DUNS) number
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:  
Registration valid until 10/26/2011.
27. We are registered in the Central Contractor Registration (CCR) database.



**VISIONFIVE**

[ Connecting the human experience ]

**1-855-55 VISION5**

( toll free 1- 855 - 558 - 4746 )

dir. (816) 756-0912

fax (816) 931-1099

all lines of communication are

**OPEN**

**LINE 1** Video. Digital. Services

**LINE 2** Public Outreach

**LINE 3** Media. Training

**LINE 4** Information Technology

**LINE 5** AV Systems

## YOU'RE CONNECTED

ON **LINE 1 VIDEO. DIGITAL.** PRODUCTION SERVICES

ON **LINE 3 MEDIA.** TRAINING

[ ignite emotion, inform and entertain ]

**VISIONFIVE** - We're committed to... clear, honest communication that connects with our shared human experience in ways that are compelling, entertaining and easy to understand. Visually stimulating, engaging content for online education and distributed learning are key to effective, interactive training.

*"At **VISION5** I inspire our team to give extraordinary support to one another, so we can give extraordinary support to you and your mission. Allow us to help simplify your life and serve your needs."*

*Elaine Hamilton, President*

Two **VISIONFIVE** stories recently won National Association Broadcaster TELLY Awards:

- **'YOUR RIGHT, YOUR LIFE'** - the stories of five incredible people who went from tragedy to redemption through domestic violence.
- **'FORT RILEY – KEEPING THE PROMISE'** - for excellence in Government video production the US ARMY AT FORT RILEY.



**V5** has provided high quality design and production services to numerous organizations with great success, some include;

- the US Army
- PBS
- the City of Kansas City
- the State of MO – Missouri Outdoors Broadcast Show
- the National Injury Free Coalition for Kids
- the Liberty Memorial World War I Museum
- the Kauffman Center for the Performing Arts
- the Human Rights Commission of KC
- the NFL’s Committee of the 101; including pieces on Peyton Manning, Drew Brees and most top NFL Athletes.

## **V5 CREATIVE CAPABILITIES**

We produce long and short form documentaries, stories; broadcast shows; event presentations and instructional training media. We design and integrate web sites; and develop print collateral for marketing and communications. We also provide public outreach communications; production research, media consulting and media training.

- Film - Video Production
- Script, Copy & Technical Writing
- 2D / 3D / Flash Animation
- Web Content Videos
- Commercial Art
- Media Training
- Close Captioning / Subtitling
- CD & DVD Duplication
- Producing to Post Editing
- Graphic Design & Messaging
- Motion Graphic Design
- Web Design & Social Messaging
- Photo Journalism
- Print Marketing Materials
- Commercial Photography
- Packaging Design

## **OUR SERVICES**

### **541 4B Video/Film Production**

V5 provides Video and Film Production services that informs, communicates, educates and entertains. Development includes pre-production, production and post-production services (original concepts, writing, location reconnaissance, directing, shooting in studios, on location, live shows, or events, arranging for talent, animation, narration, editing, music and sound effects, duplication, and distribution.) We provide various outputs in industry standard formats, as well as CD-ROM, DVD, Web and Internet video streaming. SIN 541-1000 Other Direct Costs (see below)

### **SIN 541-4F Commercial Art and Graphic Design**

V5 provides commercial art, graphic design, 2D & 3D animation and special effects that instantly grabs attention, strengthens messaging and connects the consumer market with a product, service or communication. Services include: Creative direction, Conceptual design and layouts, logos and corporate identity copywriting, technical writing; sketches, drawings, publication designs; typographic layouts and furnishing custom or stock artwork in various formats.

### **SIN 541-1000 AND 541-2000 Other Direct Costs**

We provide competitively priced purchases related to video/film production and graphic design such as audio/visual equipment, facility rental, production personnel, media costs, booth rental, studio rental, printing, duplication and etc.

# FEDERAL SUPPLY SCHEDULE PRICE LIST cont.

"Prices Shown Herein are Net (discount deducted)".

<b>541-4B VIDEO / FILM PRODUCTION</b>	<b>LABOR CATEGORIES</b>	<b>BASE</b>	<b>NOV 2011</b>	<b>NOV 2012</b>	<b>NOV 2013</b>	<b>NOV 2014</b>
	<b>Business Analyst</b>	\$74.19	\$76.42	\$78.71	\$81.07	\$83.50
	<b>Boom Operator</b>	\$68.78	\$70.84	\$72.97	\$75.16	\$77.41
	<b>Sr. Creative / Art Director</b>	\$105.50	\$104.55	\$107.68	\$110.91	\$114.24
	<b>Director of Photography</b>	\$110.58	\$113.90	\$117.31	\$120.83	\$124.46
	<b>Project Manager / Production Manager</b>	\$86.83	\$89.43	\$92.12	\$94.88	\$97.73
	<b>Editor</b>	\$47.60	\$49.03	\$50.50	\$52.01	\$53.57
	<b>Sr. Gaffer / Lighting Director</b>	\$104.99	\$108.14	\$111.38	\$114.73	\$118.17
	<b>Graphic Design</b>	\$99.75	\$102.74	\$105.82	\$109.00	\$112.27
	<b>3-D Animation / Motion Graphics</b>	\$126.05	\$129.83	\$133.73	\$137.74	\$141.87
	<b>Key Grip</b>	\$69.35	\$71.43	\$73.57	\$75.78	\$78.05
	<b>Grip</b>	\$64.59	\$66.53	\$68.52	\$70.58	\$72.70
	<b>Grip II</b>	\$44.89	\$46.24	\$47.62	\$49.05	\$50.52
	<b>Jib Operator</b>	\$84.20	\$86.73	\$89.33	\$92.01	\$94.77
	<b>Makeup Artist - Daily Rate</b>	\$687.81	\$708.44	\$729.70	\$751.59	\$774.14
	<b>Producer</b>	\$101.50	\$104.55	\$107.68	\$110.91	\$114.24
	<b>Executive Producer</b>	\$116.56	\$120.06	\$123.66	\$127.37	\$131.19
	<b>Still Photographer</b>	\$83.27	\$85.77	\$88.34	\$90.99	\$93.72
	<b>Teleprompter Operator</b>	\$38.54	\$39.70	\$40.89	\$42.11	\$43.38
	<b>Videographer</b>	\$75.66	\$77.93	\$80.27	\$82.68	\$85.16
	<b>Sr. Writer</b>	\$72.32	\$74.49	\$76.72	\$79.03	\$81.40

<b>541-4F COMM ART GRAPHIC DESIGN</b>	<b>LABOR CATEGORIES</b>	<b>BASE</b>	<b>NOV 2011</b>	<b>NOV 2012</b>	<b>NOV 2013</b>	<b>NOV 2014</b>
	<b>Business Analyst</b>	\$74.19	\$76.42	\$78.71	\$81.07	\$83.50
	<b>Sr. Creative / Art Director</b>	\$101.5	\$104.55	\$107.68	\$110.91	\$114.24
	<b>Graphic Design</b>	\$99.75	\$102.74	\$105.82	\$109.00	\$112.27
	<b>3-D Animation / Motion Graphics</b>	\$126.05	\$129.83	\$133.73	\$137.74	\$141.87
	<b>Producer</b>	\$101.5	\$104.55	\$107.68	\$110.91	\$114.24
	<b>Executive Producer</b>	\$116.56	\$120.06	\$123.66	\$127.37	\$131.19
	<b>Project Manager / Production Manager</b>	\$86.83	\$89.43	\$92.12	\$94.88	\$97.73

## OTHER DIRECT COST / CATALOGPRICE LIST

<b>Camera Package - Vericam HD, Lenses, 4 Batteries, and Battery Charger</b>	Day or 1/2 day	\$1,100.00
<b>HD Fujinon XA 17X7.6 BERM Lens - (w / adapter)</b>	Day or 1/2 day	\$300.00
<b>Matte box and filters package</b>	Day or 1/2 day	\$165.00
<b>HD Fujinon HA13X4.5BERM Wide Angle Lens (4.5 to 59mm) - (w / adapter)</b>	Day or 1/2 day	\$375.00
<b>Large 16 HMI Lighting Instruments Package</b>	Day	\$1,903.00
<b>Audio Package w/ Hand Held Mic; Shotgun Mic, Wind Screen, Boom pole, Wireless Lav Mic Sys., Mixer; Accessories.</b>	Day or 1/2 day	\$178.75
<b>Audio / 2 Wireless Mics</b>	Day or 1/2 day	\$150.00
<b>5 Ton Lighting Truck / w HMI Package</b>	Day	\$1,200.00
<b>Fisher Dollies</b>	Day	\$250.00
<b>Tracks</b>	Day	\$30.00
<b>Jib - 20'</b>	Day	\$1,555.55
<b>Jib - 30'</b>	Day	\$1,777.78
<b>Sony DV Cam 2/3' chip Camera Package w/ Lense - Monitor - Matte box and filters w/shotgun and / or wireless mic. 3 Light Arri Kit.</b>	Day	\$830.00
<b>ARRI HMI Combo Lighting Kit</b>	Day	\$195.00
<b>Tungsten Lighting Package</b>	Day	\$453.00
<b>Tyler Helicopter Super Nose Mount &amp; Batteries</b>	Day	\$1,060.00
<b>Tyler Mount / Dismount on Helicopter</b>	Day	\$350.00
<b>Non-Linear Digital Edit Systems:</b>		
<b>Vision HD Final Cut Pro and SD Avid Express Rental Fee</b>	Day or 1/2 DAY	\$1,204.08
<b>Production Softwares; After Effects, Adobe Pkg., Motion, DVD Studio Pro Authoring</b>	Day or 1/2 DAY	\$320.00
<b>Voice Over Talent</b>	Hourly	\$500.00
<b>DVC Pro Tapes - 126 MINUTES</b>	Each	\$21.35
<b>DV Cam Tapes</b>	Each	\$23.69
<b>DVD Disc &amp; Vision Dub Fee for Masters</b>	Each	\$5.55

<b>Monitor SD</b>	Day	\$45.00
<b>Monitor HD</b>	Day	\$150.00
<b>Tripod</b>	Day	\$38.00
<b>Teleprompter</b>	Day	\$556.00
<b>Vision Sony EX1 Camera Rental</b>	Day	\$500.00
<b>Camera - Panasonic DVX-100A w/ Kit</b>	Day	\$150.00
<b>Vision EX Memory Cards for Sony EX Camera Rental Rate</b>	Each	\$250.00
<b>Closed Captioning services :30 - :60 video</b>	Each	\$130.00
<b>Closed Captioning services :90 - 4 min video</b>	Each	\$180.00
<b>Closed Captioning services 5 - 10 min video</b>	Each	\$250.00
<b>Closed Captioning services 10 - 15 min video</b>	Each	\$250.00
<b>Closed Captioning Translation Fee</b>	Each	\$180.00
<b>Studio / Sound Stage Facility Rental; w/ Lights, Audio, Screen or Set, Tripod, HD Monitors, Crew</b>	Day	\$1,895.00
<b>Sound Studio / Audio - Editing</b>	Hourly	\$90.00
<b>Audio / Sound Engineer</b>	Day	\$1,197.90
<b>Sound Studio / Sweetening</b>	Hourly	\$90.00
<b>Still Photography (Miscellaneous Equipment)</b>	Day	\$200.00
<b>Digitizing / Logging Vision Rate</b>	Hourly	\$50.00
<b>DVD Studio Pro Authoring Software Vision Rate</b>	Hourly	\$50.00
<b>Duplication - Broadcast Rate Card</b>		
<b>DVC Pro HD 126L Source Down Conversion</b>	1-25 Dubs	\$55.15
<b>DVD Duplication Rate Card</b>		
<b>ProDisk CD Duplication - color inkjet print-text only&amp; jewel case.</b>	20 - 100	\$1.83

## LABOR / TASK CATEGORIES

LABOR DESCRIPTIONS	DUTIES	GENERAL EXPERIENCE
<b>Administrative Assistant</b>	Assists in the preparation of plans, reports, briefings and presentations. Assists by handling correspondence, coordinating schedules and appointments, handling calls, scheduling travel, running errands, filing, photocopying, distributing information, and facilitating the efficient daily operation of the facility.	2 years experience in an administrative role with the ability to write documents. Have excellent interpersonal, organizational and some logistics coordination experience, high level of word processing skills including Word, Excel, and PowerPoint. Minimum Education: High School or GED
<b>Administrative (Business Analyst)</b>	Coordinates and manages tasks related to government programs. Meets with government customers / representatives to carry out statements of work and deliver government products. Prepares cost proposals in accordance with solicitations.	Entry level position must have good typing and word processing skills, know Microsoft Word and Excel and be computer literate. Must have strong interpersonal and organizational skills. In depth knowledge and experience in Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR).
<b>Audio / Sound Engineer</b>	Has extensive knowledge and experience in using the majority of professionally recognized brands of video and audio equipment. Responsibilities include set up of video and audio equipment for location and soundstage productions, as well as recording of all production audio. Responsible for sound design using recorded narration, library music and sound effects. Responsible for editing and mixing audio tracks using non-linear digital sound recording systems, as well as the multi-track analog systems. Knowledgeable in installation and maintenance of the audio equipment.	Bachelor Degree or four (4) years of experience in music, sound recording or related multimedia productions.
<b>Boom Operator</b>	Captures sounds on the set. This includes fitting personal microphones to talent, setting up the sound recording equipment, running audio cables, and setting out production headsets. May distribute daily dialogue scripts and operate a second boom. The film set may change several times during the day and it's essential to have every item on hand that's required.	Two years of college and two years of sound recording experience in motion picture, broadcast production or theatre.
<b>Director of Photography</b>	Responsible for translating the script/screenplay into visual images. Experienced in operating a number of commercially recognized brands of video and film cameras. Responsible for the lighting of all studio and location sets. Supervises the production crew and conveys to them the Director's and the Producer's concepts and creative goals for the entire production. Sets the proper tempo for the crew and through example and direct consultation, establishes proper demeanor for the crew.	Over five (5) years of experience in video and film productions.
<b>Editor</b>	Responsible for organizing the sound and visual elements in preparation for the edit. Assists the edit team in organizing, modifying, and completing the finished program material for client approval.	1 year experience in an edit room or as an assistant editor in film or video. Working knowledge of technical video editing equipment operation. Minimum Education: BA degree in Media / Communications or equivalent or additional years of relevant experience acceptable.

<b>Gaffer / Lighting Director</b>	Responsible for electrical and lighting equipment and the accessories for their proper performance such as cables, stands, distribution boxes, camera mounts, etc. Performs location and set lighting and supervises grip crew members. Assumes position of the lighting director if project budget requires smaller crew composition. Maintains grip truck and its grip equipment as well as camera dolly, camera crane, and electrical generator. Supervises the sound stage and has extensive knowledge of lighting techniques. Works under the direction of Cameraperson or Director of Photography.	Five (5) years of experience in video and film productions.
<b>Producer</b>	Interacts with the client, project manager, and the crew during all phases of production. Leads and explains to the crew and the director the feel and the intent of the project at hand. Manages production schedule and associated costs on daily basis. Reviews daily, keeps a thorough knowledge of the project status, which ensures the quality of the production. Schedules all elements & stages of the project. Delegates appropriate assignments to task managers and retains overview of their accomplishments. Capable of understanding client's objectives and goals and converting them into written scenes, dialogs and actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Operates computer word processing program, uses e-mail and has Web searching skills. Maintains a current and thorough knowledge of industry standards, practices and innovations.	Five (5) years of experience in video, film, and multi media production. Possess writing skills.
<b>Executive Producer</b>	Supervises & delegates project work flow. He/ she has oversight over the Account Executive, the Producer and crew. Responsible for leading the video / film or multimedia production team, in efficient and effective execution, set schedules and over sees budget. Maintains a current and thorough knowledge of industry standards, practices, and innovations.	Has a degree and or 7 to 10 years experience in the communications arena.
<b>Still Photographer</b>	Documents production by taking still photographs. These pictures are used for documentary and publicity purposes. Specific duties include taking pictures for set operators, posters, portraits, etc.	Progressive related experience
<b>Writer</b>	Capable of understanding client's objectives and goals and converting them into written scenes, dialogs and actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Operates computer word processing program, uses e-mail and has Web searching skills.	Bachelor of Art Degree and progressive related experience in writing documents and scripts for media based projects such as multi-media productions, video and/or film productions, live events, interactive training, speech writing, and web site productions. Experienced in using MS Word program.
<b>Jib Operator</b>	A highly skilled position, the operator is responsible for setting up and operating all cranes on film and video productions ranging from small jib arm, (used to make slight camera movements) to 90 foot long cranes (used for shooting crowds or action sequences.) Operator is responsible for transportation, assembly, elevated shots and dismantling.	Five (5) years of experience assembling, operating and dismantling jib dollies.

<b>Teleprompter Operator</b>	The teleprompter operator is responsible for obtaining the talent script from the producer and downloading it to the teleprompter computer. The teleprompter operator also sets up and operates the teleprompter.	Progressive related experience
<b>Key Grip</b>	Works under the direction of Gaffer / Lighting Dir. Has extensive knowledge and experience in using camera stands, camera mounts, light stands, electric cables, electric connectors, scene slates, and other grip equipment.	Two (2) years experience.
<b>Grip</b>	Works under the direction Key Grip / Lighting & Stage Directors in production set-up and execution. Maintains grip truck and equipment as well as camera dolly, camera crane, and necessary equipment. Functions as a production assistant.	Three (3) years of experience in video and film productions.
<b>Grip II</b>	Works under the direction of Key Grip or Gaffer. Has extensive knowledge and experience in using dollies, camera stands, camera mounts, light stands, electric cables, electric connectors, scene slates, and other grip equipment.	Two (2) years of experience in video and film productions.
<b>Makeup Artist</b>	Responsible for all talent makeup application. Knowledgeable in techniques of using proper makeup to match skin complexion of men, women, and children. Experienced in choosing proper makeup for best-desired results under different color temperatures for daylight or tungsten balanced lights.	
<b>Graphic Artist / Animator</b>	Is able to perform a wide range of routine to complex duties and responsibilities to include: web graphics design, publications, brochures, covers, posters, illustration, and logos. Ascertains client needs, conceptualizes and implements graphic directions, and assures specifications for assigned projects. Creates complex, original graphic design and comprehensive layout concepts while developing visual solutions. Ability to meet both short and long range deadlines and communicate ideas effectively, orally, with art, or in writing. Reports to Creative Director & Producer.	3 years of relevant working experience in graphics, with brochures, reports, illustrations, training materials, advertising, TV, or film. Minimum Education: BA, Graphics, Design or equivalent or additional years of relevant experience acceptable. Able to operate Adobe Suite softwares.
<b>Videographer</b>	Responsible for setup of video, audio, projection and all other equipment for sound stage and location productions, as well as lighting of all studio and location sets. Ensures high technical quality of all electronically recorded signals. Translates the script / screenplay into visual images. Has experience in operating a number of commercially recognized brands of video and film cameras. Supervises the production crew and conveys to them the Director's and the Producer's concepts and creative goals for the entire production. Sets the proper tempo for the crew and through example and direct consultation, establishes proper demeanor for the crew.	Associate Degree or three (3) to five (5) years of progressive experience in the field of multi media / video and film productions.