



Prime Meridian Media Inc

VIDEO . DESIGN . INTERACTIVE

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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for Consolidated Multiple Award Schedule

Federal Supply Group Professional Services Class: class

Contract Number: GS-07F-0334W

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

Contract Period: 4/1/2010 – 3/31/2025

Contractor: Prime Meridian Media Inc.
2710 Walnut Street
Denver, CO 80205

Business Size: Small Business

Telephone: 303-539-7005

Web Site: <http://www.pmm mediaservices.com/>

E-mail: david@pmm mediaservices.com

Contract Administration: David Emrich

Price list current as of Modification #PO-0027
Effective April 1, 2020

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541511	541511RC	Web Based Marketing Services
512110	512110RC	Film and Video Production Services
541850	541850RC	Exhibit Design and Implementation Services
561920	561920RC	Conference Events and Trade Show Planning Services
541430	541430RC	Commercial Art and Graphic Design Services
541810ODC	541810ODCRC	Other Direct Costs (ODCs)
OLM	OLMRC	Order Level Materials

1b. 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.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic Only. 48 Contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories and to a CONUS port or consolidation point for orders received from overseas activities.

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

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

7. Quantity discounts: None

8. Prompt payment terms: 1% - 20 Days, Net 30 Days. Note: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**

25. **Data Universal Numbering System (DUNS) number:** 825332117

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

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

Awarded GSA Labor Category Pricing:

#	SINs	Labor Category	Minimum Education	Minimum Years of Experience	Contractor or Customer Facility or Both	Unit of Issue	GSA Price
1	541511/RC; 512110/RC; 541850/RC; 561920/RC; 541430/RC	Producer	Bachelors	5	Both	Hour	\$90.68
2	541511/RC; 512110/RC; 541430/RC	Director	Bachelors	10	Both	Hour	\$75.57
3	541511/RC; 512110/RC; 541850/RC; 561920/RC; 541430/RC	Associate Producer / Associate Project Manager	Bachelors	3	Both	Hour	\$55.41
4	541511/RC; 512110/RC; 541850/RC; 541430/RC	Writer	Bachelors	3	Both	Hour	\$60.45
5	541511/RC; 541850/RC; 541430/RC	Writer - Junior	Bachelors	1	Both	Hour	\$42.97
6	541511/RC	Web Development and Engineering	Associates	5	Both	Hour	\$100.76
7	541511/RC	Web Design	Associates	2	Both	Hour	\$77.08
8	541511/RC	Web Site Maintenance / Support	Associates	2	Both	Hour	\$80.60
9	541850/RC	Graphic Designer	Bachelors	3	Both	Hour	\$90.68
10	541850/RC	Designer - Junior	Bachelors	1	Both	Hour	\$64.23
11	541850/RC	Exhibit Designer	None	10	Both	Hour	\$115.87
12	541850/RC	Exhibit Developer	None	5	Both	Hour	\$69.27
13	541850/RC	Installer	None	5	Both	Hour	\$136.02
14	541850/RC	Consultant	None	10	Both	Hour	\$91.37
15	541850/RC	Technician	None	5	Both	Hour	\$81.21
16	541430/RC	Print Designer	Bachelors	5	Both	Hour	\$90.68
17	541430/RC	Print Designer - Junior	Bachelors	1	Both	Hour	\$64.23
18	541430/RC	Printing Coordination and Production	Bachelors	3	Both	Hour	\$90.68
19	541430/RC	Post Production Supervisor	Bachelors	5	Both	Hour	\$55.67

Awarded GSA Video and Film Production Services Pricing:

#	SIN	Video and Film Production Services	Unit of Issue	Contractor or Customer Facility or Both	GSA Price
1	512110/RC	Senior Editor with System	Hour	Both	\$ 128.46
2	512110/RC	Editor with System	Hour	Both	\$ 102.77
3	512110/RC	Junior Editor with system	Hour	Both	\$ 77.08
4	512110/RC	Senior Graphics/Motion Designer with System	Hour	Both	\$ 154.16
5	512110/RC	Graphics / Motion Designer with System	Hour	Both	\$ 128.46
6	512110/RC	Junior Graphics / Motion Designer with system	Hour	Both	\$ 102.77
7	512110/RC	Digitizing to Edit Systems	Hour	Both	\$ 77.08
8	512110/RC	Rendering - Out of Session	Hour	Both	\$ 42.82
9	512110/RC	DVD Compression	Hour	Both	\$ 85.64
10	512110/RC	DVD/Blu-Ray Authoring	Hour	Both	\$ 107.05
11	512110/RC	Voice Record/Edit	Hour	Both	\$ 128.46
12	512110/RC	Audio Production / Design	Hour	Both	\$ 128.46
13	512110/RC	Sound Editing and Mixing to Picture	Hour	Both	\$ 151.64
14	512110/RC	Surround Sound Mixing	Hour	Both	\$ 214.11
15	512110/RC	ADR/Foley	Hour	Both	\$ 192.70
16	512110/RC	Foley	Hour	Both	\$ 201.26
17	512110/RC	Transfer to/from video tape	Hour	Both	\$ 192.70
18	512110/RC	ISDN Voice Recording	Hour	Both	\$ 128.46
19	512110/RC	ISDN line charge	Hour	Both	\$ 36.27
20	512110/RC	Phone Patch Set-up	Each	Both	\$ 21.41
21	512110/RC	Music & Sound Effects Search	Hour	Both	\$ 72.80
22	512110/RC	Captioning – per minute	Minute	Both	\$ 12.54
23	512110/RC	Transcription - Per Hour	Hour	Both	\$ 44.53
24	512110/RC	HDCamSR Duplication 5:00	Each	Both	\$ 111.34
25	512110/RC	HDCamSR Duplication 30:00	Each	Both	\$ 209.82
26	512110/RC	HDCamSR Duplication 60:00	Each	Both	\$ 282.62
27	512110/RC	HDCam Duplication 5:00	Each	Both	\$ 77.08
28	512110/RC	HDCam Duplication 30:00	Each	Both	\$ 137.03
29	512110/RC	HDCam Duplication 45:00	Each	Both	\$ 188.41
30	512110/RC	HDCam Duplication 60:00	Each	Both	\$ 205.54
31	512110/RC	DVCPROHD Duplication 5:00	Each	Both	\$ 42.82
32	512110/RC	DVCPROHD Duplication 30:00	Each	Both	\$ 81.36
33	512110/RC	DVCPROHD Duplication 60:00	Each	Both	\$ 107.05
34	512110/RC	Digibeta Duplication 5:00	Each	Both	\$ 47.10
35	512110/RC	Digibeta Duplication 30:00	Each	Both	\$ 111.34
36	512110/RC	Digibeta Duplication 60:00	Each	Both	\$ 167.00
37	512110/RC	BetaSP and 3/4" Duplication (1 Quantity) 5:00	Each	Both	\$ 29.97
38	512110/RC	BetaSP and 3/4" Duplication (1 Quantity) 30:00	Each	Both	\$ 68.51
39	512110/RC	BetaSP and 3/4" Duplication (1 Quantity) 60:00	Each	Both	\$ 119.90
40	512110/RC	DVCAM / HDV Duplication 5:00	Each	Both	\$ 21.41

41	512110/RC	DVCAM / HDV Duplication 30:00	Each	Both	\$ 42.82
42	512110/RC	DVCAM / HDV Duplication 60:00	Each	Both	\$ 68.51
43	512110/RC	DVD Dub	Each	Both	\$ 10.28
44	512110/RC	CD Dubs	Each	Both	\$ 8.56
45	512110/RC	VHS Dub	Each	Both	\$ 12.85
46	512110/RC	.16 mm Film Transfer (200 ft. minimum)	foot	Contractor Facility	\$ 0.27

Awarded GSA Other Direct Costs (ODCs):

#	SIN	Other Direct Costs Services	Unit of Issue	GSA Price
1	541810ODC/RC	Writer - Senior	hour	\$ 90.68
2	541810ODC/RC	Art Director/Storyboard Artist	hour	\$ 75.57
3	541810ODC/RC	Researcher	hour	\$ 45.34
4	541810ODC/RC	Production Coordinator	hour	\$ 45.34
5	541810ODC/RC	Location Scout	hour	\$ 40.30
6	541810ODC/RC	Casting Director	hour	\$ 60.45
7	541810ODC/RC	Director of Photography	hour	\$ 161.21
8	541810ODC/RC	Video/Junior Camera Operator	hour	\$ 70.53
9	541810ODC/RC	Gaffer / Grip	hour	\$ 40.30
10	541810ODC/RC	Audio Tech/Mixer	hour	\$ 50.38
11	541810ODC/RC	Audio Tech/Boom Operator	hour	\$ 40.30
12	541810ODC/RC	Still Photographer	hour	\$ 65.49
13	541810ODC/RC	Production Assistant	hour	\$ 22.17
14	541810ODC/RC	Signage	each	\$ 2,518.89
15	541810ODC/RC	Wall Treatment (1 Design Layer)	each	\$ 3,667.51
16	541810ODC/RC	Medium screen	each	\$ 2,276.07
17	541810ODC/RC	Large screen	each	\$ 1,590.93
18	541810ODC/RC	Monitor Wall Mounts	each	\$ 125.94
19	541810ODC/RC	Computer Drives for Touchscreens	each	\$ 865.49
20	541810ODC/RC	Exhibit Cabinet	each	\$ 6,005.04
21	541810ODC/RC	Kiosk Unit (Standard)	each	\$ 5,285.64
22	541810ODC/RC	HD Video Camera Package #1	day	\$ 1,531.49
23	541810ODC/RC	HD Video Camera Package #2	day	\$ 503.78
24	541810ODC/RC	Lighting/Grip Package 1	day	\$ 322.42
25	541810ODC/RC	Audio Package	day	\$ 161.21
26	541810ODC/RC	Craft Service (product)	person/day	\$ 25.19
27	541810ODC/RC	Grip/Lighting Expendables	each	\$ 25.19
28	541810ODC/RC	Teleprompter	day	\$ 161.21
29	541810ODC/RC	Studio/Stage (X-Large)	day	\$ 1,007.56
30	541810ODC/RC	ISDN Bridging Charge	hour	\$ 85.64
31	541810ODC/RC	On camera Host/Narrator	hour	\$ 110.83
32	541810ODC/RC	On camera Principle	hour	\$ 55.42
33	541810ODC/RC	Voiceover Talent (non-union)	each	\$ 503.78
34	541810ODC/RC	Music Composition	each	\$ 5,037.78
35	541810ODC/RC	Music Library - Non-broadcast/internal - per cut	each	\$ 105.79
36	541810ODC/RC	Music Library - Museum - per cut, per language	each	\$ 226.70
37	541810ODC/RC	Sound Effect	each	\$ 12.85
38	541810ODC/RC	Web Hosting	month	\$ 151.13
39	541810ODC/RC	CD-Rom Development and Engineering	hour	\$ 151.13

40	541810ODC/RC	Conference Center Room	day	\$ 2,397.98
41	541810ODC/RC	Meeting Room	day	\$ 657.43
42	541810ODC/RC	Catering	person	\$ 50.33
43	541810ODC/RC	Audio Visual Support - Large	day	\$ 8,268.35
44	541810ODC/RC	Audo Visual Support - Conference	day	\$ 1,621.04
45	541810ODC/RC	Audio Visual Support Meeting	day	\$ 411.08
46	541810ODC/RC	Signage	each	\$ 249.87
47	541810ODC/RC	Conference Support Supplies	each	\$ 54.31
48	541810ODC/RC	HDCamSR Stock 5:00	each	\$ 77.08
49	541810ODC/RC	HDCamSR Stock 30:00	each	\$ 119.90
50	541810ODC/RC	HDCamSR Stock 60:00	each	\$ 171.28
51	541810ODC/RC	HDCam Stock 5:00	each	\$ 68.51
52	541810ODC/RC	HDCam Stock 30:00	each	\$ 102.77
53	541810ODC/RC	HDCam Stock 60:00	each	\$ 154.16
54	541810ODC/RC	Digibeta Stock 5:00	each	\$ 42.82
55	541810ODC/RC	Digibeta Stock 30:00	each	\$ 77.08
56	541810ODC/RC	Digibeta Stock 60:00	each	\$ 111.34
57	541810ODC/RC	BetaSP and 3/4" Stock 5:00	each	\$ 21.41
58	541810ODC/RC	BetaSP and 3/4" Stock 60:00	each	\$ 68.51
59	541810ODC/RC	DVCAM / HDV Stock 60:00	each	\$ 40.30
60	541810ODC/RC	DVD Stock All Lengths	each	\$ 8.56
61	541810ODC/RC	CD Stock All Lengths	each	\$ 8.56
62	541810ODC/RC	VHS Stock All Lengths	each	\$ 8.56

28. **Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) are applicable to this contract and the entire Consolidated Multiple Award Schedule. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Exhibit C Personnel and Service Descriptions

HOURLY LABOR RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOBS TITLE, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION

Labor Category Descriptions

PRODUCER

Minimum General Experience: 5 years as a Producer, Associate Producer or Coordinator in broadcast, film, cable or multimedia industry. Has experience in the studio and/or the field with video, film, webcasts and/or live production events. Working knowledge of audio and video engineering, camera operation, lighting and editing. Manages, instructs, and organizes various aspects of a production. Has financial responsibility for managing the full budget for the end product. May be responsible for hiring and managing the entire cast and crew for production and all aspects of the project.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

DIRECTOR

Minimum General Experience: 10 years experience in the field or in the studio as cameraman, editor, writer, producer or similar position, with 2 years experience as a director. Full responsibility for the overall look, composition, lighting, and production of shooting. Works with the client and writers to ensure that the script fulfills the projects mission. Can work with camera operators on the position and angle of shots and have at least moderate knowledge of lighting and sound issues. May cast and select for roles. Has control over the setup of shots, oversees the film or video in scope and direction. May or may not provide creative direction in post-production.

Minimum Education: BA, Communication/Film or equivalent or additional years of relevant experience acceptable.

ASSOCIATE PRODUCER / PROJECT MANAGER

Minimum General Experience: 3 years as a Production Assistant or Production Coordinator. Must have an understanding of all elements of production; writing skills a plus. High level of management responsibility for producing segments for a project. Obtains needed releases, transportation for crews, book travel for crews, provides for other field crew needs. In addition, provides logistical and editorial support, research on the shooting location, scouting, presenting proposals and story ideas, managing production and postproduction phases.

Minimum Education: BA, TV/Film or equivalent field or additional years of relevant experience acceptable.

WRITER

Minimum General Experience: 3 years experience writing for television and film productions, articles, reports, brochures, website and interactive media with a wide range of uses. Has worked with Art Directors in an advertising agency/marketing company environment to produce copy for publishing, print advertising, television and film productions. Has experience working in post production, specifically in the production of audio-for-video and radio commercials and/or programming. In addition, experience with Speechwriting, outreach, public relations, and supporting communication services.

Minimum Education: BA Degree, Journalism, English or a related field or equivalent work experience.

JUNIOR WRITER

Minimum General Experience: 1 year experience writing articles, reports, brochures, and/or manuals for documentation, television and film productions with a wide range of uses. Writes, proofreads, and edits documents and copy content for publishing, print advertising, television and film productions. Assists in collecting and organizing information required for the preparation of articles, reports, brochures, books and/or manuals. Coordinates writing with the display of graphics and the production of the document. In addition, some experience with outreach, public relations, and supporting communication services.

Minimum Education: BA Degree, Journalism, English or a related field or equivalent work experience.

WEB DEVELOPMENT AND ENGINEERING

Minimum General Experience: 5 years experience as a programmer, developer and designer of content with additional experience of oversight of website creations, website tools and methods, and industry standards for website engineering and protocols. Experience or knowledge of standard website interface applications and design elements. Able to supervise others and guide projects.

Minimum Education: AA Degree, Art/Graphic Design and/or related technical fields

WEBSITE MAINTENANCE / SUPPORT

Minimum General Experience: 2 years experience as a programmer, developer or designer of content. Working knowledge of HTML format, Javascript, etc. Able to program/engineer web pages/sites incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing engineering of the websites.

Minimum Education: AA Degree, Art/Graphic Design or a related field.

WEB DESIGN

Minimum General Experience: 2 years experience within the graphic design environment. 1 year of web and/or interactive design. Experience with HTML, Javascript, etc. a plus. Working with the Developer, the designer is responsible for the overall aesthetic look and feel of the website/interactive project. Maintains and modifies the design of the websites as needed.

Minimum Education: AA Degree, Art/Graphic Design or a related field

EXHIBIT DESIGNER

Responsible for designing spaces at trade shows, on design sets, or at facilities like museums. Creates vision for exhibitions, design and production. Primary responsibilities include: Use of creative license to design for exhibits, determine vision for exhibits with client direction, plan and budgets and timelines, research and advise on materials, provide sketch and concepts of exhibits, create formal plans and designs, provide supervision and guidance during implementation of exhibits, recommend solutions for design problems and ensure final exhibit conforms to specifications.

Minimum General Experience: 10 years professional experience as main designer or key member of design team for exhibits for a variety of subjects and locations requiring understanding of a wide variety of subject matter and themes from a wide array of fields of study. Formal training/5 years experience with both artistic and digital design applications. Broad base of understanding of materials and the installation process. Experience working with clients for initial design concepts and ability to oversee and support installation teams and professionals in construction and supporting installation services.

EXHIBIT DEVELOPER

The exhibit developer, working as part of an exhibit team, plays a key role in development of exhibits. The Exhibit Developer is responsible for creating engaging content and developing successful interpretive strategies for exhibits, researching and collaborating with colleagues to

develop exhibit interactives and media. Essential duties and responsibilities include: Conduct content research and develop interpretive strategies for assigned exhibits. Includes literature review, visitor research, theme and topic development, brainstorming with other team members. Collaborate, communicate progress, and coordinate work with cross-functional teams including project managers, designers and developers, subject matter experts, Research and interpret information, images, objects, tools, and technologies. Develop exhibit content for delivery through text, images, interactives, video, and audio.

Minimum General Experience: 5 years of qualified experience working on exhibits focusing on a broad range of subjects and variety of exhibit materials, content and content delivery. Must be familiar with both tactile and digital content processes for content delivery. Must have a base understanding in the development of educational, entertaining and theme based exhibits and working with those who can bring their expertise to a project.

INSTALLER (EXHIBIT SPECIALIST 1)

The installer, exhibits specialist, brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques. They are also able to review planning and design documents for installation and requirements for communications with designers, other technicians and project management team.

Minimum General Experience: 5 years working with standard carpentry, electric and supporting skills to provide basic services and/or supervisory skills to oversee more detailed professional with higher technical or experience standards for specialized needs. Basic ability for working on both interior and exterior projects with understandings of materials to be utilized for use on exhibits and understanding material qualities, durability and project specific requests and/or ability to consult with professionals with more specific background and experience.

CONSULTANT

Provides overview and expertise on exhibit planning, content and professional services to bring the ideas and concepts to the next step of exhibit planning. Understands both broad planning needs and the experience to bring in the experts or those knowledgeable with specific creative, technical and related exhibit experience. May have specific subject matter experience or be able to gather other specialists and experts and help them define the key needs of any project. Has experience or understanding of key exhibit principles for delivery to specific audience requirements.

Minimum General Experience: 10 years experience with specific exhibit support services and/or projects that provide similar visitor or audience needs. (i.e., film, multimedia, publications, etc.). Must have experience overseeing experts and consultants as well as client support to maintain goals and key milestones of the project are met.

TECHNICIAN

The Exhibits Technician works closely with other exhibit team members working on the fabrication, installation, and maintenance of, traveling and off-site exhibitions. The primary focus of this position is on the care and upkeep of exhibit components ensuring they are maintained to a high level and conducting or arranging repairs when required. Position requires “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions. Ideal candidates will possess a general working knowledge of accepted museum/gallery standards in regard to exhibit maintenance and construction, use of tools and equipment, and the ability to research, identify, and procure parts and supplies.

Minimum General Experience: 5 years experience working on exhibits or varying size, content and materials. Must have technical and related skills for maintenance, updates and general ability to troubleshoot exhibits and their “pieces” during installation and post install if required.

Minimum Skills: General computer, audio-visual, and general maintenance/repair experience and knowledge.

GRAPHIC DESIGNER

Minimum General Experience: 3 years of experience in animation, with 2 years of experience with software programs such as After Effects/Cinema4D/Plugins, etc. This person should be able to design and present creative concepts and be able to work as director/supervisor or work as a designer/ animator. Must be able to work with graphic packages and understand follow key branding and graphic use guidelines. Completed design will be used for videos, presentations and supporting media and communication formats.

Minimum Education: BA degree, Communications or a related field. Additional years of relevant experience can be substituted for degree.

DESIGNER - JUNIOR

Minimum General Experience: 1 year of experience in animation, with 1 year of experience with software programs such as After Effects/Cinema4D/Plugins, etc. This person should be able to design simple projects and be able to work under the direction of a director/supervisor as an

animator and graphics developer. Completed design will be used for videos, presentations and supporting media and communication formats.

Minimum Education: BA degree, Communications or a related field. Additional years of relevant experience can be substituted for degree.

PRINT DESIGNER

Minimum General Experience: 5 years of relevant working experience working in graphics, with brochures, reports, illustrations, training materials, TV film, advertising or other collateral material. Develops, designs, creates layouts, works with art, graphic elements for visual communication media with extensive knowledge of programs such as InDesign/Photoshop/Illustrator. Works with still photographers, writers and photo libraries; negotiates rates for clearances and rights.

Minimum Education: BA, Graphic Design or equivalent or additional years of relevant experience acceptable.

PRINT DESIGNER - JUNIOR

Minimum General Experience: 1 year of relevant working experience in graphics, with brochures, reports, illustrations, training materials, advertising, TV, film or other collateral material. Designs and produces art and copy layouts for visual communication media. Working knowledge of InDesign/Photoshop/Illustrator.

Minimum Education: BA, Graphic Design or equivalent or additional years of relevant experience acceptable.

PRINTING COORDINATION AND PRODUCTION

Minimum General Experience: 3 years of relevant experience working with designers, writers, layout specialists and printing vendors. Includes understanding of printing layout and processes and supporting digital applications and support needs.

Working familiarity with standard design applications. Ability to maintain schedules, reviews and approvals utilizing communication tools and client support needs.

Minimum Education: BA in design or graphic services or relevant experience acceptable.

POST PRODUCTION SUPERVISOR

Minimum General Experience: 5 years experience in the field of post-production supervising all elements of video, audio and graphic services in creation of video, audio and graphics

deliverables. Ability to supervise post production personnel and understand all aspects of processes and translate and provide information to clients and other personnel. Experience with scheduling, budgets, crews and supporting services. Basic technical skills or understanding of digital and applications for post-production services.

Minimum Education: BA in film, graphics or art related courses or related field and equivalent work experience.

Labor and Equipment Services Descriptions

SENIOR EDITOR WITH SYSTEM

Minimum General Experience: 10 years of experience in editing film or video. Working knowledge of technical video editing equipment operation. Provides a full range of services as an editor. Capable of acting in a supervisory capacity. Has superior creative skills to edit picture and sound, color correct and be able to work with graphic elements. Must be able to discover the story in un-scripted productions, enhance the creative vision contained in scripts and be able to work with designers and sound engineers to complete projects.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

EDITOR WITH SYSTEM

Minimum General Experience: 5 years of experience in editing film or video. Working knowledge of technical video editing equipment operation. Has extensive creative skills to edit picture and sound, color correct and be able to work with graphic elements. Organizes, modifies, and completes finished program material for client approval and be able to layback the final edit to the edit master or file format. Must be able to enhance the creative vision contained in scripts and be able to work with designers and sound engineers to complete projects.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

JUNIOR EDITOR WITH SYSTEM

Minimum General Experience: 3 years of experience in an edit room or as an assistant editor in film or video. Working knowledge of technical video editing equipment operation. Responsible for organizing the sound and picture elements in preparation for the edit. Assists the edit team in organizing, modifying, and completing finished program material for client approval. Digitizes

and organizes footage for projects. Has the ability to edit simpler projects for the web and for DVD. Has the ability to create basic text graphics and work with provided graphics.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

SENIOR GRAPHICS / MOTION DESIGNER WITH SYSTEM

Minimum General Experience: 10 years of experience in design and/or animation, with 3 years of experience with software programs such as After Effects/Cinema4D/Plugins, etc. Knowledge of 3-D modeling, rigging and lighting is a plus. Must demonstrate fluency with multiple software programs. Must be able to work and support existing graphics and ability to manipulate and use creative vision but understand brand and ID requirements. This person must be able to design and present creative concepts for clients and be able to work as director/supervisor above other designer/animators. Completed design will be used for videos, presentations and supporting media and communication formats.

Minimum Education: BA degree, Communications or a related field. Additional years of relevant experience can be substituted for degree.

GRAPHICS / MOTION DESIGNER WITH SYSTEM

Minimum General Experience: 3 years of experience in animation, with 2 years of experience with software programs such as After Effects/Cinema4D/Plugins, etc. This person should be able to design and present creative concepts and be able to work as director/supervisor or work as a designer/ animator. Must be able to work with graphic packages and understand follow key branding and graphic use guidelines. Completed design will be used for videos, presentations and supporting media and communication formats.

Minimum Education: BA degree, Communications or a related field. Additional years of relevant experience can be substituted for degree.

JUNIOR GRAPHICS / MOTION DESIGNER WITH SYSTEM

Minimum General Experience: 1 year of experience in animation, with 1 year of experience with software programs such as After Effects/Cinema4D/Plugins, etc. This person should be able to design simple projects and be able to work under the direction of a director/supervisor as an animator and graphics developer. Completed design will be used for videos, presentations and supporting media and communication formats.

Film and Video Production Services.

The below services include supporting needs for creation of final deliverables in digital and analog formats as indicated. Services include video, audio and related needs for customers for video and audio projects.

- Digitizing to Edit Systems
- Rendering - Out of Session
- DVD Compression
- DVD/Blu-Ray Authoring
- Voice Record/Edit
- Audio Production / Design
- Sound Editing and Mixing to Picture
- Surround Sound Mixing
- ADR/Foley
- Foley
- Transfer to/from video tape
- ISDN Voice Recording
- ISDN line charge
- Phone Patch Set-up
- Music & Sound Effects Search
- Captioning – per minute
- Transcription - Per Hour
- HDCamSR Duplication 5:00
- HDCamSR Duplication 30:00
- HDCamSR Duplication 60:00
- HDCam Duplication 5:00
- HDCam Duplication 30:00
- HDCam Duplication 45:00
- HDCam Duplication 60:00
- DVCPROHD Duplication 5:00
- DVCPROHD Duplication 30:00
- DVCPROHD Duplication 60:00
- Digibeta Duplication 5:00
- Digibeta Duplication 30:00
- Digibeta Duplication 60:00
- BetaSP and 3/4" Duplication (1 Quantity) 5:00
- BetaSP and 3/4" Duplication (1 Quantity) 30:00
- BetaSP and 3/4" Duplication (1 Quantity) 60:00

- DVCAM / HDV Duplication 5:00
- DVCAM / HDV Duplication 30:00
- DVCAM / HDV Duplication 60:00
- DVD Dub
- CD Dubs
- VHS Dub

Film Transfer and Related Support Services

On-site services for transferring and digitizing of 16mm film utilizing state of the art film scanner and supporting editorial, image and audio needs. Provides capturing of images (negative and positive) Multiple tape machine and disc formats available to transfer from as well. Full color correction, grain reduction and dirt/scratch reduction available.

- 16mm Film Transfer (200 feet minimum)