



**AUTHORIZED FEDERAL SUPPLY SERVICE  
MULTIPLE AWARD SCHEDULES (MAS)**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**CONTRACT NUMBER: GS-23F-0270L**  
**CONTRACT PERIOD: August 23, 2016–August 22, 2021**  
**CONTRACT ADMINISTRATOR: MS. BETH MALONEY**  
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**BUSINESS SIZE: LARGE**

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**Pricelist current through Modification No. PS-A824, Effective 8/19/2020**

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Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.gsaadvantage.gov/>  
For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

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**SPECIAL NOTICE TO AGENCIES:  
Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

## INFORMATION FOR ORDERING OFFICES

### 1a. Awarded Special Item Numbers

SIN	SIN Description
541810	<p>Advertising Services – Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include, but are not limited to the following components: advertising objective determination, message decision / creation, media selection, outdoor marketing and media services, broadcast media (radio, TV and public service announcements), direct mail services, media planning, media placement services, advertising evaluation, related activities to advertising services. NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>
541850	<p>Exhibit Design and Advertising Services - Services include conceptualizing, designing and producing exhibits and their accompanying materials, providing and/or making recommendations for carpet and padding installation for exhibit property; preview, set-up and dismantling of exhibit property, cleaning, prepping and storing exhibit property for future use, shipping exhibit property to and from designated site(s); and media illumination services</p> <p>NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>
541613	<p>Marketing Consulting Services - Services include providing operating advice and assistance on marketing issues, such as developing marketing objectives and policies, sales forecasting, marketing planning and strategy, and development of multi-media campaigns. Services relating to providing assistance with challenges, contests, and competitions, such as providing marketing and advertising support, assistance with conducting the challenge / contest / competition, facilitating events; and supporting the judging of events are included. The challenge / contest / competition may be to identify a solution to a particular problem or to accomplish a particular goal. Prizes or other incentives may be offered by customers to find innovative or cost-effective solutions to improving open government. Solutions may be ideas, designs, proofs of concept or finished products. SIN 541810ODC must be used in conjunction with the payment for prizes or other incentives.</p> <p>NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>
541810ODC	<p>Other Direct Costs for Marketing and Public Relations Services- All Other Direct Costs (ODCs) proposed must be directly related and only purchased in conjunction with Marketing and Public Relations Subcategory services offered under these SINS: 512110, 541430, 541511, 541613, 541810, 541820, 541850, 541910, 541922, and 561920. ODCs shall be an integral part of the total marketing consulting services solution and shall not be the primary purpose of the work ordered. Items awarded under SIN 541810ODC are not Order-Level Materials (OLMs). ODC's are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Possible ODCs may include: funding for payment of media spots on television/radio/social media, conference meeting space, prize payments, etc.</p> <p>Travel and per diem are not considered ODCs.</p> <p>NOTE: Any commissions received for Marketing and Public Relations Subcategory will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>

**OLM**

Order-Level Materials (OLM) - OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

**OLM SIN-Level Requirements/Ordering Instructions:**

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

- |     |                      |  |
|-----|----------------------|--|
| 1b. | Lowest Priced Model: | Not Applicable   |
| 1c. | Hourly Rates:        | See pricelist pages 12 - 14.   |
| 2.  | Maximum Order:       | \$1,000,000  |
| 3.  | Minimum Order:       | \$ 100.00  |
| 4.  | Geographic Area:     | 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. |
| 5.  | Point of Production: | Silver Spring, MD 20910 (Montgomery County)  |
| 6.  | Discounts:           | Prices shown herein are NET Prices; Basic discounts have been deducted.                              |
| 7.  | Quantity Discounts:  | None offered   |

8.	Prompt payment:	Net 30 Day. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a.	Government Purchase Cards:	Accepted at or below the micro-purchase threshold.
9b.	Government Purchase Cards:	Accepted at or above the micro-purchase threshold.
10.	Foreign Items:	Not Applicable
11a.	Time of Delivery:	Negotiated with Ordering Agency
11b.	Expedited Delivery:	Negotiated with Ordering Agency
11c.	Overnight and 2-day delivery:	Negotiated with Ordering Agency
11d.	Urgent Requirements:	Negotiated with Ordering Agency
12.	FOB Point:	Destination
13a.	Ordering address:	Palladian Partners 8484 Georgia Avenue, Suite 400 Silver Spring, MD 20910
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:	Palladian Partners 8484 Georgia Avenue, Suite 400 Silver Spring, MD 20910
15.	Warranty provision:	Standard Commercial Warranty.
16.	Export Packing charges:	Not Applicable
17.	Terms and conditions of Government purchase card acceptance:	Accepted
18.	Terms and conditions of rental, maintenance, and repair:	Not Applicable
19.	Terms and conditions of installation:	Not Applicable
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:	Not Applicable
20a.	Terms and conditions of any other service:	Not Applicable
21.	List of service and distribution points:	Not Applicable
22.	List of participating dealers:	Not Applicable
23.	Preventive maintenance:	Not Applicable

- 24a. Special attributes such as environmental attributes: Not Applicable
- 24b. Section 508 Compliance: Not Applicable
25. DUNS: 961413028
26. SAM: Registered and active in SAM

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Palladian Partner, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Ms. Beth Maloney, (301) 650-8660, [BMALONEY@PALLADIANPARTNERS.COM](mailto:BMALONEY@PALLADIANPARTNERS.COM).



BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier. (6) The following office(s) is hereby authorized to place orders under this BPA:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor; (b)

Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN); (e)

Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

## Advertising & Integrated Marketing Solutions (AIMS) Pricing

**Special Item Numbers: 541810 - Advertising Services**

**541850 - Exhibit Design and Implementation Services**

**541613 – Marketing Consulting Services**

Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Domestic or Overseas	8/23/2020 - 8/22/2021
3D Designer Specialist**	Bachelors	1	Domestic Only	\$77.97
Art Director 1	Bachelors	12	Domestic Only	\$142.55
Communications Associate 1**	Bachelors	1	Domestic Only	\$79.34
Communications Associate 2**	Bachelors	3	Domestic Only	\$107.34
Communications Associate 3**	Bachelors	5	Domestic Only	\$113.67
Communications Expert/Social Marketer	Bachelors	3	Domestic Only	\$236.03
Conference Director	Bachelors	10	Domestic Only	\$105.28
Consultant Writer 1**	Bachelors	0	Domestic Only	\$88.25
Consultant Writer 2**	Bachelors	3	Domestic Only	\$138.70
Consultant Writer 3**	Bachelors	7	Domestic Only	\$156.51
Consultant Writer 4**	Bachelors	9	Domestic Only	\$164.35
Corporate Conference Monitor	Bachelors	12	Domestic Only	\$150.08
Corporate Task Order Monitor	Bachelors	12	Domestic Only	\$218.04
Database Coordinator 3**	High School	0	Domestic Only	\$68.20
Deputy Project Manager**	Bachelors	5	Domestic Only	\$106.34
Digital Media Associate**	Bachelors	0	Domestic Only	\$93.17
Digital Media Associate 1**	Bachelors	2	Domestic Only	\$101.32
Digital Media Producer 1**	None	2	Domestic Only	\$102.90
Digital Media Producer 2**	None	4	Domestic Only	\$117.48
Director of Conference Services	Bachelors	10	Domestic Only	\$171.94
Director of Digital Media	Bachelors	5	Domestic Only	\$187.56
Editor 1**	Bachelors	1	Domestic Only	\$71.68
Editor 2**	Bachelors	3	Domestic Only	\$86.78
Editorial Consultant**	Bachelors	3	Domestic Only	\$75.65
Editorial Consultant 1**	Bachelors	5	Domestic Only	\$120.49
Editorial Project Coordinator 1**	Bachelors	5	Domestic Only	\$112.41
Executive Project Manager	Bachelors	12	Domestic Only	\$218.04
Graphic Artist**	Bachelors	3	Domestic Only	\$92.04
Graphic Designer 1**	Bachelors	6	Domestic Only	\$107.40
Graphic Designer 2-a**	Bachelors	7	Domestic Only	\$116.02
Graphic Designer 2-b**	Bachelors	8	Domestic Only	\$126.09
Graphic Designer 3**	Bachelors	10	Domestic Only	\$176.54
HTML/Web Software Specialist**	None	0	Domestic Only	\$151.32
Interactive Designer Specialist**	Bachelors	1	Domestic Only	\$76.68
Integrated Communications Manager	Bachelors	5	Domestic Only	\$117.51
Integrated Communications Manager 1	Bachelors	5	Domestic Only	\$132.89
Junior Editor**	Bachelors	0	Domestic Only	\$68.07

Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Domestic or Overseas	8/23/2020 -8/22/2021
Junior Writer**	Bachelors	1	Domestic Only	\$107.12
Lead Meeting Planner	Bachelors	4	Domestic Only	\$94.75
Logistics Coordinator**	High School	0	Domestic Only	\$65.25
Logistics Coordinator 1**	High School	1	Domestic Only	\$68.20
Logistics Coordinator 2**	High School	2	Domestic Only	\$74.13
Materials Development Writer**	Bachelors	5	Domestic Only	\$122.71
Meeting Planner 2**	Bachelors	1	Domestic Only	\$74.65
Mid-Level Project Manager**	Bachelors	9	Domestic Only	\$96.56
Production/Distribution Manager**	High School	2	Domestic Only	\$76.77
Program Manager**	Bachelors	10	Domestic Only	\$124.51
Project Manager**	Bachelors	7	Domestic Only	\$106.34
Proofreader**	Bachelors	0	Domestic Only	\$55.31
Proofreader 1**	Bachelors	2	Domestic Only	\$66.67
Proofreader 2**	Bachelors	3	Domestic Only	\$80.41
Senior Consultant Writer**	Bachelors	5	Domestic Only	\$151.32
Senior Editor**	Bachelors	7	Domestic Only	\$94.21
Senior Editor 2**	Bachelors	8	Domestic Only	\$98.26
Senior Executive Manager	Bachelors	15	Domestic Only	\$228.30
Senior Graphic Designer**	Bachelors	8	Domestic Only	\$118.40
Senior Graphic Designer 1**	Bachelors	10	Domestic Only	\$128.95
Senior Meeting Planner 1**	Bachelors	4	Domestic Only	\$76.77
Senior Meeting Planner 2**	Bachelors	6	Domestic Only	\$84.97
Senior Meeting Planner 3**	Bachelors	8	Domestic Only	\$98.82
Senior Production Manager**	High School	3	Domestic Only	\$87.00
Senior Program Manager	Bachelors	12	Domestic Only	\$185.64
Senior Project Manager	Bachelors	10	Domestic Only	\$137.40
Senior Science Writer 1**	Bachelors	5	Domestic Only	\$146.26
Senior Scientist/Project Director	Masters	9	Domestic Only	\$182.88
Senior Web Developer**	Bachelors	6	Domestic Only	\$157.46
Senior Web Developer 1**	Bachelors	6	Domestic Only	\$187.57
Senior Web Developer 2**	Bachelors	8	Domestic Only	\$206.35
Senior Web Writer**	Bachelors	5	Domestic Only	\$122.71
Senior Writer/Editor**	Bachelors	5	Domestic Only	\$122.71
Senior Writer 1**	Bachelors	6	Domestic Only	\$123.12
Task Order Leader**	Bachelors	3	Domestic Only	\$82.89
Task Order Leader 1**	Bachelors	4	Domestic Only	\$85.01
Task Order Leader 2**	Bachelors	5	Domestic Only	\$87.00
Traffic Manager 1	Bachelors	10	Domestic Only	\$146.10
Web Content Specialist**	Bachelors	2	Domestic Only	\$108.47
Web Content Strategist 1**	Bachelors	3	Domestic Only	\$158.07
Web Content Strategist 2**	Bachelors	5	Domestic Only	\$164.73
Web Database Specialist 1**	High School	0	Domestic Only	\$163.94

Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Domestic or Overseas	8/23/2020 - 8/22/2021
Web Designer**	Bachelors	3	Domestic Only	\$113.50
Web Developer**	Bachelors	4	Domestic Only	\$135.71
Web Developer 1**	Bachelors	6	Domestic Only	\$146.58
Web Graphic Designer 1**	Bachelors	1	Domestic Only	\$113.50
Web Graphic Designer 2**	Bachelors	3	Domestic Only	\$163.94
Web Writer**	Bachelors	2	Domestic Only	\$113.50
Writer 1**	Bachelors	2	Domestic Only	\$115.61
Writer 2**	Bachelors	4	Domestic Only	\$120.14

Other Direct Costs for Marketing and Public Relations Services: SIN 841510ODC

Other Direct Costs (inclusive of Fee)	Price Per invoice Maximum
AV Equipment	\$60,537.02
AV Technician	\$7,200.39
Consultants	\$82,305.50
Courier	\$3,035.30
Food & Beverage	\$154,773.91
L.D. Telephone	\$393.82
Materials & Supplies	\$16,681.56
Meeting Room Rental	\$277,732.52
Misc. Meeting-Related Costs	\$876.05
Miscellaneous Costs	\$225,105.81
Postage/Express Mail	\$1,180.28
Poster Board Cost	\$5,561.00
Printing and Reproduction	\$32,584.41
Teleconferencing	\$2,205.45
Temporary Services	\$109,767.85
Transcription	\$4,773.30
Translation/Interpreting Services (incl. interpreting/translating services, equipment, and related costs)	\$10,295.95
Videoconferencing Services (per site/1 day)	\$1,908.00

## Labor Category Descriptions

Labor Category Title	Description	Duties and Responsibilities	Minimum Requirements
<b>3-D Designer Specialist</b>	Produces three-dimensional designs for print, animation, and Web products, as well as traditional two-dimensional designs. Collaborates with graphic designers in the design and layout of publications and assists with the development of Web products and sites.	<ul style="list-style-type: none"> <li>• Produce three-dimensional designs, illustrations, and animation</li> <li>• Produce layout of publications and campaign and educational materials according to established guidelines</li> <li>• Design Web sites</li> <li>• Conduct research for photographs and stock art</li> <li>• Provide special effects, such as animation or illustration</li> <li>• Correct graphic files according to editors' and proofreaders' marks</li> <li>• Prepare and submit files for printing</li> <li>• Check printers' proofs</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• One to three years of graphic experience and/or a student portfolio that demonstrates a strong command of design principles and outstanding execution</li> <li>• Demonstrated ability to provide special services or support research needs</li> <li>• Knowledge of professional graphic design software such as Adobe Acrobat, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Flash, and Adobe After Effects</li> </ul>
<b>Art Director 1</b>	Supervises design staff and leads projects ranging from design publications, education materials, marketing materials, and exhibits to infographics, motion graphics, user experience (UX) tasks, and Web site designs. Assists in the guidance and professional development of design staff. Oversees design tasks, budgets, and timelines across multiple campaigns and contracts.	<ul style="list-style-type: none"> <li>• Assist in the development of strategic approaches to products and campaigns</li> <li>• Provide art direction to design staff</li> <li>• Coordinate with clients to develop design concepts and publication guidelines</li> <li>• Participate in strategic and product planning meetings with staff and clients</li> <li>• Forecast and develop timelines for concurrent projects</li> <li>• Assist in the development and monitoring of budgets across projects</li> <li>• Provide and develop organizational processes to create efficiencies for designers</li> <li>• Oversee layout of publications and educational materials</li> <li>• Provide leadership and guidance with branding and identity design efforts</li> <li>• Oversee the production of wireframes for Web and infographics</li> <li>• Direct photo shoots and assist in video production tasks</li> </ul> <p style="margin-left: 40px;">Work with producers, editors, animators, and designers to guide and manage design tasks on video and animation tasks, such as art creation and storyboards</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent experience</li> <li>• Twelve years of graphic design experience with at least four years leading designers. A master's degree substitutes for two years' experience.</li> <li>• Extensive knowledge of design and desktop publishing applications, including Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and QuarkXPress</li> <li>• Experience with HTML, CSS, Adobe After Effects, Axure, and UX/user interface (UI)-related skills</li> </ul>
<b>Communications Associate 1</b>	Assists company managers and corporate officers by providing a wide array of project and contract management support.	<ul style="list-style-type: none"> <li>• Coordinate the writing, editing, design, and production of print products and Web sites</li> <li>• Write and edit fact sheets, press releases, presentations, brochures, and Web content</li> <li>• Collaborate with other staff members, consultants, and clients</li> <li>• Liaise with vendors</li> <li>• Contribute to business development and corporate marketing efforts</li> <li>• Assist on special projects</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• One year of experience working on health, education, social science, or life science publications and Web sites</li> <li>• Outstanding writing, editing, and proofreading skills</li> <li>• Ability to organize complex projects and keep them on deadline</li> <li>• Natural customer service mentality and experience working directly with clients</li> <li>• Advanced Microsoft Office skills</li> </ul>

<b>Communications Associate 2</b>	Assists company managers and corporate officers by providing a wide array of project and contract management support.	<ul style="list-style-type: none"> <li>• Coordinate the writing, editing, design, and production of print products and Web sites</li> <li>• Write and edit fact sheets, press releases, presentations, brochures, and Web content</li> <li>• Collaborate with other staff members, consultants, and clients</li> <li>• Liaise with vendors</li> <li>• Assist with the development of task budgets</li> <li>• Contribute to business development and corporate marketing efforts</li> <li>• Assist on special projects</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Three years' experience working on health, education, social science, or life science publications and Web sites</li> <li>• Outstanding writing, editing, and proofreading skills</li> <li>• Ability to organize complex projects and keep them on deadline</li> <li>• Natural customer service mentality and experience working directly with clients</li> <li>• Advanced Microsoft Office skills</li> </ul>
<b>Communications Associate 3</b>	Assists company managers and corporate officers by providing a wide array of project and contract management support.	<ul style="list-style-type: none"> <li>• Coordinate the writing, editing, design, and production of print products and Web sites</li> <li>• Write and edit fact sheets, press releases, presentations, brochures, and Web content</li> <li>• Collaborate with other staff members, consultants, and clients</li> <li>• Liaise with clients and vendors</li> <li>• Develop task budgets</li> <li>• Contribute to business development and corporate marketing efforts</li> <li>• Assist on special projects</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Extensive knowledge of government contracts</li> <li>• Five years' experience working on health, education, social science, or life science campaigns, publications, and Web sites; a master's degree substitutes for two years' experience</li> <li>• Three years of government contracting experience</li> <li>• Outstanding writing, editing, and proofreading skills</li> <li>• Ability to organize complex projects and keep them on deadline</li> <li>• Natural customer service mentality and experience working directly with clients</li> <li>• Advanced Microsoft Office skills</li> </ul>
<b>Communications Expert/Social Marketer</b>	Develops strategic communications plans and educational and outreach efforts designed to educate the public about progress in biomedical research and evidence-based health information. Also performs a wide range of social marketing and public communications tasks, as requested.	<ul style="list-style-type: none"> <li>• Meet with clients to discuss program goals and objectives</li> <li>• Identify specific objectives for public education or public awareness efforts</li> <li>• Develop public education campaigns or initiatives based on communications and social marketing and previous successful efforts and based on client needs and program mission</li> <li>• Identify, review, evaluate, and formulate appropriate messages and strategic communications efforts, focusing on those that best meet the project objectives</li> <li>• Oversee implementation of plans as requested</li> <li>• Assist in the analysis, identification, and dissemination of nationwide, state, regional, and local scientific, health, and medical news</li> <li>• Include consideration of evaluation components of plan and subsequent testing</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in public health education, communications, or related field</li> <li>• At least three years' experience with public health education, communications, and/or social marketing initiatives, preferably in a public relations or agency environment</li> <li>• Knowledge of biomedical science research initiatives and/or public health education issues and theory</li> <li>• Experience applying above knowledge specifically for Federal agencies</li> <li>• Ability to write and implement plans that respond to client requirements</li> </ul>
<b>Conference Director</b>	Serves as head of the conference department and is responsible for conference, meeting, workshop, and special event planning. Oversees the work of the conference staff and participates as senior planner for meetings. Has extensive knowledge of conference planning, logistical support, and contract negotiation.	<ul style="list-style-type: none"> <li>• Oversee conference planning assignments</li> <li>• Manage conference staff and resources</li> <li>• Assist in budget and fiscal monitoring</li> <li>• Negotiate contracts and review all contracts under negotiation by staff</li> <li>• Oversee travel support for speakers and participants <ul style="list-style-type: none"> <li>• Select and reserve facilities</li> </ul> </li> <li>• Provide registration and meeting support on-site</li> <li>• Oversee writing and editing of conference materials including abstracts, agendas, and address lists <ul style="list-style-type: none"> <li>• Supervise pre- and post-meeting mailings</li> </ul> </li> <li>• Ensure maintenance of main conference database</li> <li>• Oversee new database creation and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> <li>• Ten years of applicable experience in conference planning, task order management, and budget and fiscal monitoring. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Extensive knowledge of conference and event planning and contract negotiations as well as word processing and database applications</li> </ul>

<b>Consultant Writer 1</b>	Under supervision of senior staff, contributes to production of educational and promotional materials for technical and lay audiences. Assists with larger publications and creates material for smaller projects.	<ul style="list-style-type: none"> <li>• Oversee and perform editorial tasks, including substantive editing, copyediting, and proofreading, on larger publications</li> <li>• Research, develop, and write promotional and educational material for smaller projects</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than five years</li> <li>• Zero to two years of experience in science and medical writing</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Consultant Writer 2</b>	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences.	<ul style="list-style-type: none"> <li>• Research, develop, and write promotional and educational materials using established guidelines</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than five years</li> <li>• Three years' experience in science and medical writing, or a master's degree plus one year of experience, or a Ph.D. plus six months' experience</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Consultant Writer 3</b>	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences. Also serves as rapporteur for scientific meetings.	<ul style="list-style-type: none"> <li>• Research, develop, and write promotional and educational materials using established guidelines</li> <li>• Attend and report on scientific meetings</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than seven years</li> <li>• Seven years' experience in science and medical writing, or a master's degree plus two years' experience, or a Ph.D. plus one year of experience</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>

<b>Consultant Writer 4</b>	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences. Also serves as rapporteur for scientific meetings.	<ul style="list-style-type: none"> <li>• Research, develop, and write promotional and educational materials using established guidelines</li> <li>• Attend and report on scientific meetings, often serving as the lead among several writers</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than nine years</li> <li>• Nine years' experience in science and medical writing, or a master's degree plus four years' experience, or a Ph.D. plus two years' experience</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Corporate Conference Monitor</b>	Oversees project managers and meeting planning staff for all Palladian conference and meeting planning services. Provides corporate-level leadership and supervision for all conference and meeting planning tasks and contracts. Responsible for compliance with contract requirements and for ensuring invoices are accurate. Has extensive knowledge of conference planning, logistical support, and contract negotiation.	<ul style="list-style-type: none"> <li>• Oversee conference planning assignments</li> <li>• Manage conference staff and resources</li> <li>• Initiate start-up of new contract activities <ul style="list-style-type: none"> <li>• Assist in budget and fiscal monitoring</li> </ul> </li> <li>• Negotiate contracts and review all contracts under negotiation by staff <ul style="list-style-type: none"> <li>• Formulate corporate policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Twelve years of applicable experience in conference planning, task order management, staff supervision, and budget and fiscal monitoring. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Extensive knowledge of conference and event planning and contract negotiations</li> <li>• Experience in peer-review and advisory board support or similar high-level agency support</li> </ul>
<b>Corporate Task Order Monitor</b>	Oversees project managers in providing all Palladian services, including but not limited to graphic design and production, writing and editorial support, and conference support, to Federal agencies for producing publications and marketing and educational materials for technical and lay audiences. Materials include but are not limited to patient and professional education materials, research summaries, reports, manuals, newsletters, fact sheets, brochures, exhibits, collateral and other marketing materials, Web pages and sites, and peer-reviewed scientific manuscripts. Services include conference and database support, social marketing, and related professional expertise.	<ul style="list-style-type: none"> <li>• Identify and assign staff according to the requirements of each project</li> <li>• Chair planning meetings</li> <li>• Serve on peer-review and advisory boards</li> <li>• Secure and manage business contracts</li> <li>• Oversee corporate and administrative activities for Palladian</li> <li>• Formulate corporate policy</li> <li>• Oversee marketing and public relations</li> <li>• Oversee budget development and management</li> <li>• Oversee purchase and maintenance of office equipment and project resources</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field, or equivalent experience of not less than four years in relevant field</li> <li>• Twelve years of communications and/or Federal agency support experience, plus not less than five years of project management experience. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Experience in peer-review and advisory board support or similar high-level agency support</li> <li>• Extensive knowledge of software for Web design, word processing, database, and desktop publishing software, among others</li> <li>• At least eight years of management support on large multi-task projects</li> </ul>
<b>Database Coordinator 3</b>	With minimal supervision, keeps participant, application, and other project databases updated.	<ul style="list-style-type: none"> <li>• Collect and assemble information on applicants or participants and enter it into the appropriate database <ul style="list-style-type: none"> <li>• Check database information for accuracy</li> </ul> </li> <li>• Identify database problems and research solutions</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent experience</li> <li>• Familiarity with database software and Internet search engines</li> <li>• At least one year of database entry experience</li> </ul>
<b>Deputy Project Manager</b>	Under supervision of Senior Project Manager, Mid-Level Project Manager, or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project, develops production timelines and schedules,	<ul style="list-style-type: none"> <li>• Manage projects appropriate for experience level</li> <li>• Assist in managing larger projects when needed</li> <li>• Assist in task assignment and quality control</li> <li>• Develop and manage production timelines and schedules</li> <li>• Assist in coordinating all phases of production of publications and graphics</li> <li>• Oversee staff and consultant writers, graphic</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in specific field, such as writing and editing, or equivalent experience of no less than four years</li> <li>• Five years' specific field experience, including editing and publications</li> </ul>

	and monitors status of development of all products and delivery of all services under designated project. Monitors quality control and quality assurance procedures and outcomes. Coordinates design and production of publications and educational and marketing materials and Web products, and/or conference support per assignments and maintains contact with client.	designers, graphic artists, and editors <ul style="list-style-type: none"> <li>• Oversee training of staff</li> <li>• Assist with development of project budget estimates and management of task order plans</li> <li>• Assist Senior Project Manager with business development as needed</li> <li>• Oversee layout design, graphics, and production of publications and other materials</li> <li>• Serve as primary contact with project clients</li> <li>• Plan, write, and edit copy for print or the Web</li> </ul>	coordination, with two years' management level or other leadership or task coordination experience. A master's degree substitutes for one year of experience; a Ph.D. substitutes for three years' experience. <ul style="list-style-type: none"> <li>• Extensive knowledge of needed terms and various styles, such as American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with Section 508 compliance for Web content</li> <li>• Familiarity with appropriate word processing and presentation software, such as Microsoft Word, Microsoft PowerPoint, and Adobe Acrobat</li> </ul>
<b>Digital Media Associate</b>	Under the guidance of senior-level staff, provides support to range of interactive communications tasks including webinar support, video post-production, video captioning, social media updates and maintenance, accessibility remediation of PDFs and other Web-based materials, Web site content updates, task coordination, and research activities in support of projects.	<ul style="list-style-type: none"> <li>• Complete tasks within Web communications project under direction of project manager; these can include updating Web sites, webinar assistance, social media support, presentation development assistance, and converting files to Section 508 compliant files</li> <li>• Ensure Section 508 compliance of completed communications products; this can include conversion of files as well as quality control checking of converted files</li> <li>• Complete research tasks as assigned</li> <li>• Support digital media post-production tasks including integration of transcripts and quality control testing</li> </ul>	<ul style="list-style-type: none"> <li>• Hands-on experience with Adobe Acrobat, other office applications (including Microsoft Office), and either HTML or a Web content management tool</li> <li>• Practitioner of social media</li> <li>• Bachelor's degree with relevant experience from either an internship or demonstrable hands-on project experience in undergraduate studies</li> </ul>
<b>Digital Media Associate 1</b>	Under the guidance of senior-level staff, provides support to a range of interactive communications tasks, including webinar support, video post-production, video captioning, social media updates and maintenance, accessibility remediation of PDFs and other Web-based materials, supporting Web site content updates, task coordination, compiling digital user data, and research activities in support of projects.	<ul style="list-style-type: none"> <li>• Complete tasks within digital communications project under direction of the project manager; these can include updating Web sites, webinar assistance, social media support, quality control processes, presentation development assistance, and converting files to Section 508-compliant files</li> <li>• Ensure Section 508 compliance of completed communications products; this can include conversion of files as well as quality control checking of converted files</li> <li>• Complete research tasks as assigned</li> <li>• Support digital media post-production tasks, including integration of transcripts and quality control testing</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree and a minimum of two to three years of work experience</li> <li>• Hands-on experience with Adobe Acrobat, other office applications (including Microsoft Office), and either HTML or Web content management tools</li> <li>• Experience as a practitioner of social media</li> </ul>
<b>Digital Media Producer 1</b>	With direction from senior staff, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration.	<ul style="list-style-type: none"> <li>• Contribute to storyboard development and video production</li> <li>• Go to client sites and tape events and interviews <ul style="list-style-type: none"> <li>• Complete video post-production tasks, such as editing footage and converting video to appropriate media</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Two to three years of hands-on professional experience in all aspects of creative video pre-production, production, and post-production</li> <li>• One to two years of Mac-based video editing and production experience <ul style="list-style-type: none"> <li>• Comprehensive understanding of technical aspects of video production, including site setup, shooting techniques, high definition storage requirements, and all aspects of post-production</li> </ul> </li> </ul>

<b>Digital Media Producer 2</b>	<p>With limited direction, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration.</p> <p>With limited direction, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration.</p>	<ul style="list-style-type: none"> <li>• Plan, manage, and execute storyboarding and video production</li> <li>• Manage all aspects of on-site shooting, from equipment rental to contracting freelance technical specialists</li> <li>• Work with content specialists and subject matter experts to refine scripts and storyboards</li> <li>• Work with digital designers to develop original imagery for animation sequences</li> <li>• Complete video post-production tasks, such as editing footage and converting film to appropriate media</li> <li>• Supervise digital media associate activities, such as captioning and transcription</li> </ul>	<ul style="list-style-type: none"> <li>• Four to five years of hands-on professional experience in all aspects of creative video pre-production, production, and post-production</li> <li>• Two to three years of Mac-based video editing and production experience</li> <li>• Comprehensive understanding of all aspects of video production, including talent selection and creative direction, producing, interviewing, on-site shooting techniques, high definition storage requirements, and all aspects of post-production</li> </ul>
<b>Director of Conference Services</b>	<p>Serves as head of the conference department and is responsible for overseeing managers and meeting planning staff for all Palladian conference and meeting planning services. Has extensive knowledge of conference planning, logistical support, and contract negotiation. Responsible for compliance with contract requirements and for ensuring invoices are accurate. Provides leadership and oversight on larger, more complex conferences and events.</p>	<ul style="list-style-type: none"> <li>• Oversee conference planning assignments</li> <li>• Manage conference staff and resources</li> <li>• Assist in budget and fiscal monitoring</li> <li>• Negotiate contracts and review all contracts under negotiation by staff</li> <li>• Review reimbursement forms and invoices for accuracy and adherence to the Federal Travel Regulation</li> <li>• Assist in negotiating facility contracts and review contracts</li> <li>• Ensure accuracy and maintenance of conference management tool</li> <li>• Train and monitor new staff</li> <li>• Initiate start-up of new contract activities</li> <li>• Formulate corporate policy</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> <li>• CMP or CGMP certification</li> <li>• Ten years of applicable experience in conference planning, task order management, and budget and fiscal substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Extensive knowledge of conference and event planning and contract negotiations as well as word processing and database applications</li> <li>• Applicable knowledge using conference management software</li> <li>• Experience planning events with over 1,000 participants</li> </ul>
<b>Director of Digital Media</b>	<p>In close collaboration with clients, conceptualizes and directs video and digital animation projects. Identifies key stakeholders and talent, as well as strategic opportunities, and provides creative direction to designers and video production team. With a supporting project manager, ensures all deliverables are met on time and within budget, and that the team adheres to best practices and quality assurance standards.</p>	<ul style="list-style-type: none"> <li>• Work with client and subject matter experts to understand audience and key messages, as well as any event-specific opportunities</li> <li>• Provide creative direction for digital video, animation, and DVD products</li> <li>• Identify and acquire appropriate staffing and resources to support pre-production, production, and post-production</li> <li>• Oversee technical, administrative, and creative staff</li> <li>• Develop and monitor project budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in film, digital design, or a related communications field, or equivalent experience of no fewer than four years of relevant work experience</li> <li>• Five to seven years of applicable experience in a deadline-driven, creative production role</li> <li>• Ability to plan strategically and to lead teams in the execution of project plans</li> <li>• Extensive knowledge of word processing, spreadsheet, and project management software</li> <li>• Extensive knowledge of video pre-production, production, and post-production tools and methodologies</li> <li>• Ability to handle multiple task areas</li> <li>• Ability to manage multidisciplinary teams</li> </ul>
<b>Editor 1</b>	<p>Provides editorial services for publications, and assists senior editors and project managers with project coordination.</p>	<ul style="list-style-type: none"> <li>• Provide copyediting and proofreading support for Web and print publications</li> <li>• Help coordinate freelance artists and proofreaders <ul style="list-style-type: none"> <li>• Perform photo research and assist with other aspects of layout design <ul style="list-style-type: none"> <li>• Verify references</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field, or bachelor's in substantive field with writing and editing experience <ul style="list-style-type: none"> <li>• Familiarity with scientific terms and styles including American Medical Association, Chicago, and U.S. Government Printing Office</li> </ul> </li> <li>• One to three years of writing and editing experience</li> <li>• Familiarity with Microsoft Office; some knowledge of desktop publishing and graphics software</li> </ul>

<b>Editor 2</b>	Provides editorial and project management services for publications and educational materials. Coordinates with project managers and senior editors to manage production of assigned publications.	<ul style="list-style-type: none"> <li>• Provide and coordinate copyediting and proofreading support</li> <li>• Monitor revisions made by graphic designers, graphic artists, and word processors</li> <li>• Serve as contact for client project manager</li> <li>• Verify references</li> <li>• Provide some substantive editing of documents for both technical and lay audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field, or bachelor's in substantive field with writing and editing experience</li> <li>• Familiarity with scientific terms and styles including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Three to five years of writing and editing experience</li> <li>• Familiarity with Microsoft Office and some knowledge of desktop publishing and graphics software</li> </ul>
<b>Editorial Consultant</b>	Provides editorial expertise in needed areas, such as copyediting, proofreading, and checking of blueines as well as developing style sheets and guidelines for the development of publications and training others to follow the guidelines and style sheets.	<ul style="list-style-type: none"> <li>• Copyedit text per client specifications and Palladian standards</li> <li>• Train others to provide same copyediting skills</li> <li>• Proofread text against original or against final manuscript if in blueine or final stage</li> <li>• Develop guidelines or style sheets for publication per agency needs</li> <li>• Train others to follow guidelines</li> <li>• Provide ad hoc editorial support</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in journalism or related field</li> <li>• At least three years of experience with editorial projects</li> <li>• Knowledge of U.S. Government Printing Office, American Psychological Association, and other major style conventions</li> <li>• Experience with publication or document guidelines and style sheets</li> <li>• Ability to copyedit and proof with minimal errors (less than 2%)</li> </ul>
<b>Editorial Consultant 1</b>	Provides editorial expertise in needed areas, such as copyediting, proofreading, and checking proofs, as well as developing style sheets and guidelines for the development of publications and training others to follow the guidelines and style sheets. Also conceptualizes publications, provides guidance regarding production steps and timelines, and performs quality-control checks.	<ul style="list-style-type: none"> <li>• Copyedit text per client specifications and Palladian standards</li> <li>• Train others to provide same copyediting skills</li> <li>• Proofread text against original or against final manuscript if proof or final stage</li> <li>• Develop and implement publication production plans</li> <li>• Develop guidelines or style sheets for publication per agency needs</li> <li>• Train others to follow guidelines</li> <li>• Provide ad hoc editorial support</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in journalism or related field</li> <li>• At least five years of experience with editorial projects</li> <li>• Knowledge of U.S. Government Printing Office, American Psychological Association, American Medical Association, and other major style conventions</li> <li>• In-depth knowledge of publication production</li> <li>• Ability to copyedit and proofread with minimal errors (less than 2%)</li> </ul>
<b>Editorial Project Coordinator 1</b>	Coordinates the writing, editing, proofreading, design, and/or production of print and online communications products, including newsletters, reports, fact sheets, brochures, program books, posters, and Web sites. Creates and monitors editorial and production schedules.	<ul style="list-style-type: none"> <li>• Coordinate the work of editorial and graphic design staff members in the development and production of communications products</li> <li>• Communicate with clients and ensure that requested revisions to communications products are made</li> <li>• Develop and monitor editorial and production schedules</li> <li>• Create style sheets and enforce editorial style</li> <li>• Ensure the overall quality of communications products</li> <li>• Provide writing, editing, and proofreading support</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism or bachelor's degree in a substantive field</li> <li>• Five years' experience coordinating the development and production of print and/or online communications products</li> <li>• Five years' experience writing and/or editing</li> <li>• Experience developing and monitoring publication schedules</li> <li>• Familiarity with major editorial styles (e.g., Associated Press, American Medical Association, American Psychological Association, U.S. Government Printing Office)</li> </ul>

<b>Executive Project Manager</b>	Oversees other project managers in providing professional services to Federal agencies in any one or more of Palladian's service areas. Develops budgets, assists with staffing, identifies appropriate resources, provides quality control checks, and troubleshoots problems.	<ul style="list-style-type: none"> <li>• Identify and assign staff according to the requirements of each project</li> <li>• Serve on peer-review and advisory boards</li> <li>• Secure and manage business contracts</li> <li>• Oversee project administrative activities for Palladian</li> <li>• Formulate project guidelines, protocols, and operations</li> <li>• Oversee special project requirements and events</li> <li>• Oversee budget development and management</li> <li>• Oversee purchase and maintenance of project resources</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field, or equivalent experience of not less than four years in relevant field</li> <li>• Twelve years of professional services (field-specific) experience, plus five to ten years of project management experience</li> <li>• Experience with higher-level management and advisory-level work</li> <li>• Extensive knowledge of specialized areas in a specific field, such as Web design, word processing, database, and desktop publishing software</li> </ul>
<b>Graphic Artist</b>	Coordinates with graphic designers in design and layout of publications and assists with the development of Web products and sites. Provides special effects, such as animation and illustration.	<ul style="list-style-type: none"> <li>• Produce layout of publications and educational materials according to established guidelines</li> <li>• Conduct research for photographs and stock art</li> <li>• Provide special effects, such as animation or illustration</li> <li>• Correct graphic files according to editors' and proofreaders' marks</li> <li>• Prepare and submit files for printing</li> <li>• Check printers' bluelines and proofs</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Three to five years of graphic support experience</li> <li>• Demonstrated ability to provide special services or support research needs</li> <li>• Knowledge of desktop publishing software such as Adobe Acrobat, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>Graphic Designer 1</b>	Under supervision of project manager or senior graphic designer, coordinates with team of writers, editors, and other graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	<ul style="list-style-type: none"> <li>• Conceptualize, design, and create print and non-print materials for clients under direction</li> <li>• Generate specifications and design concepts for publications</li> <li>• Provide photo research and background work for producing publications and educational materials <ul style="list-style-type: none"> <li>• Assist in developing promotional materials for clients</li> <li>• Prepare and submit files for printing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline <ul style="list-style-type: none"> <li>• At least six years of graphic design experience. A master's degree substitutes for two years' experience.</li> </ul> </li> <li>• Demonstrated ability to create designs based on client specifications <ul style="list-style-type: none"> <li>• Extensive knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul> </li> </ul>
<b>Graphic Designer 2a</b>	Under supervision of project manager or senior graphic designers, coordinates with team of writers, editors, and graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	<ul style="list-style-type: none"> <li>• Conceptualize, design, and create print and non-print materials for clients to help enhance messages</li> <li>• Generate specifications for publications</li> <li>• Design and produce educational materials to meet identified goals</li> <li>• Develop marketing and promotional materials per client specifications</li> <li>• Prepare and submit files for printing</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Seven years of graphic design and production experience. A master's degree substitutes for two years' experience.</li> <li>• A portfolio showing varied products communicating key messages</li> <li>• Extensive knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>Graphic Designer 2b</b>	Under supervision of project manager or graphic designer 3, coordinates with team of writers, editors, and graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	<ul style="list-style-type: none"> <li>• Meet with clients to discuss graphic needs</li> <li>• Conceptualize, design, and create print and non-print materials for clients to help enhance messages</li> <li>• Ensure that text and graphics processes are coordinated vis-à-vis daily workload</li> <li>• Generate specifications for publications and other products</li> <li>• Design and produce educational materials to meet identified goals</li> <li>• Develop marketing and promotional materials per client specifications</li> <li>• Prepare and submit files for printing</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Eight years of graphic design and production experience. A master's degree substitutes for two years' experience.</li> <li>• A portfolio showing varied products communicating key messages</li> <li>• Extensive knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>

<b>Graphic Designer 3</b>	With the most limited corporate supervision, coordinates with project managers, other artists/designers, writers, and editorial staff to produce print and/or electronic materials. Develops the timeline and budget. Selects other appropriate staff. Has direct client liaison at all phases. Coordinates graphics and acts as liaison with printers and service bureaus.	<ul style="list-style-type: none"> <li>• Meet with client to plan project vis-à-vis agency or program goals</li> <li>• Coordinate with clients to develop timeline, budget, and process guidelines</li> <li>• Create graphic concepts in response to client requests</li> <li>• Select auxiliary task order staff</li> <li>• Ensure adequate resources to meet client expectations</li> <li>• Conduct and/or oversee implementation of graphic concepts</li> <li>• Conduct or oversee production and layout</li> <li>• Prepare and submit files for printing</li> <li>• Oversee printing or uploading to the Web, including checking printers' proofs, press inspections and/or Web beta sites</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Ten years of graphic design experience. A master's degree substitutes for two years' experience. A Ph.D. substitutes for five years' experience.</li> <li>• A history of creating products and materials following communications theory</li> <li>• Extensive knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>HTML/Web Software Specialist</b>	Under supervision of a project manager or corporate monitor, designs and codes Web products and Web sites.	<ul style="list-style-type: none"> <li>• Analyze each product and assess the best approach for coding</li> <li>• Code per client requests</li> <li>• Troubleshoot products if problems arise</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated expertise with HTML coding</li> <li>• Familiarity with Web coding software</li> <li>• Willingness to keep abreast of new coding software and improvements</li> </ul>
<b>Interactive Designer Specialist</b>	Designs animations and interactive components for Web sites, mobile applications, and exhibits. Also designs Web sites and print materials. Collaborates with digital media staff in the development of online solutions.	<ul style="list-style-type: none"> <li>• Produce animated effects and illustrations</li> <li>• Conceptualize interactive components of Web sites and mobile applications <ul style="list-style-type: none"> <li>• Design Web sites</li> </ul> </li> <li>• Produce layout of publications and campaign and educational materials according to established guidelines</li> <li>• Conduct research for photographs and stock art</li> <li>• Correct graphic files according to editors' and proofreaders' marks <ul style="list-style-type: none"> <li>• Prepare and submit files for printing</li> <li>• Check printers' proofs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• One to three years of graphic experience and/or a student portfolio that demonstrates a strong command of design principles and outstanding execution</li> <li>• Demonstrated ability to provide special services or support research needs</li> <li>• Knowledge of professional animation, graphic design, and Web development software such as Adobe Acrobat, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Flash, Adobe After Effects, Adobe Dreamweaver, Autodesk Maya, and iMovie</li> </ul>
<b>Integrated Communications Manager</b>	Oversees task requirements for assigned contracts that require planning and execution of digital development, content, and offline communications strategies and tasks.	<ul style="list-style-type: none"> <li>• Set task and project objectives</li> <li>• Understand industry best practices for digital communications and how best to apply them</li> <li>• Develop contract work plans and project timelines</li> <li>• Help determine staffing for assignments, make work assignments, and review progress</li> <li>• Review and clear deliverables, ensuring that quality expectations are met</li> <li>• Forecast and track budgets</li> <li>• Review and approve invoices and contract expenses</li> <li>• Review work of team members and lead project team meetings</li> <li>• Oversee vendors and subcontractors</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree and a minimum of five years of work experience</li> <li>• Strategic planning experience for a minimum of one year</li> <li>• Natural customer service mentality and experience working directly with clients</li> <li>• Advanced Microsoft Office and database research skills</li> </ul>
<b>Integrated Communications Manager 1</b>	Oversees staff and project requirements for assigned contracts that require planning and execution of digital development, content, and offline communications strategies and tasks.	<ul style="list-style-type: none"> <li>• Set project objectives</li> <li>• Understand industry best practices for digital communications and how best to apply them</li> <li>• Develop contract work plans and project timelines</li> <li>• Help to determine staffing for assignments, make work assignments, and review progress</li> <li>• Review and clear deliverables, ensuring that quality expectations are met</li> <li>• Forecast and track budgets</li> <li>• Review and approve invoices and contract expenses</li> <li>• Supervise team members and lead project team meetings</li> <li>• Oversee vendors and subcontractors</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree and a minimum of five years of work experience with team leadership experience</li> <li>• Strategic planning experience for a minimum of two years</li> <li>• Natural customer service mentality and experience working directly with clients</li> <li>• Advanced Microsoft Office and database research skills</li> </ul>

<b>Junior Editor</b>	Provides editorial and proofreading support on publications and educational materials.	<ul style="list-style-type: none"> <li>• Copyedit and proofread text for clarity and accuracy, prior to layout</li> <li>• Proof layout and check changes for accuracy</li> <li>• Confer with clients regarding editorial changes and corrections</li> <li>• Ensure that changes have been made</li> <li>• Assist editors and project managers in tracking and monitoring production</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Zero to three years of experience</li> <li>• Some knowledge of scientific terms</li> <li>• Some familiarity with styles such as American Medical Association, Chicago, and U.S. Government Printing Office and ability to apply styles to documents with little training</li> </ul>
<b>Junior Writer</b>	Under supervision of a project manager or task order leader, writes copy for and contributes to the development of print materials and Web sites. Products include summaries of conferences, meetings, and workshops; brochures; reports; fact sheets; toolkits; slide presentations; articles; speeches; and press releases.	<ul style="list-style-type: none"> <li>• Perform literature and database searches or conduct interviews as required</li> <li>• Draft materials</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> <li>• Revise materials based on client feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive discipline with demonstrated experience writing and editing or equivalent experience</li> <li>• Familiarity with health, medical, scientific and/or research terms and various styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office styles</li> <li>• Familiarity with plain language writing principles</li> <li>• One to three years of writing experience</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Lead Meeting Planner</b>	Working with the conference director, provides conference management services for Federal meetings. Supervises junior staff on-site and oversees logistical support for meetings. Has ability to manage meetings independently or as a team member for larger meetings. Has basic knowledge of budgeting and budget oversight.	<ul style="list-style-type: none"> <li>• Conduct site searches and negotiate facility contracts</li> <li>• Arrange all conference logistics with host facility</li> <li>• Coordinate travel arrangements and reimbursement for participants</li> <li>• Respond to client requests</li> <li>• Prepare conference materials such as invitations, abstract books, agendas, and other on-site materials</li> <li>• Draft budgets and work plans</li> <li>• Coordinate on-site logistics and provide registration support</li> <li>• Supervise junior conference staff</li> <li>• Produce and submit monthly reports regarding conference planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree, or equivalent experience</li> <li>• Four years of applicable experience in conference planning. A master's degree in a related discipline substitutes for two years' experience. A Ph.D. in a related discipline substitutes for four years' experience.</li> <li>• Knowledge of event and conference planning and logistics</li> <li>• Knowledge of word processing and database applications</li> <li>• Applicable knowledge of conference management databases</li> </ul>
<b>Logistics Coordinator</b>	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners.	<ul style="list-style-type: none"> <li>• Contribute to the maintenance of participant or applicant database</li> <li>• Contribute to the preparation of invitations</li> <li>• Field questions about registration and meeting agenda</li> <li>• Research travel arrangements for meeting planners</li> <li>• Enter payments of registration fees</li> <li>• Send and collect reimbursement forms of meeting participants</li> <li>• Contribute to the preparation, reproduction, and distribution of conference materials</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent experience</li> <li>• Good attention to detail</li> <li>• Willingness to be trained</li> <li>• Good oral and telephone skills</li> </ul>

<b>Logistics Coordinator 1</b>	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners.	<ul style="list-style-type: none"> <li>• Contribute to the preparation of invitations</li> <li>• Contribute to the maintenance of participant or applicant database</li> <li>• Field questions about registration and meeting agenda</li> <li>• Research travel arrangements for meeting planners</li> <li>• Enter payments of registration fees</li> <li>• Send and collect reimbursement forms of meeting participants</li> <li>• Contribute to the preparation, reproduction, and distribution of conference materials</li> <li>• Research information about possible room setup, audiovisual equipment, and other on-site meeting needs</li> <li>• Assist meeting planners with on-site work including telephone, fax, transportation and related requests from participants</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent experience</li> <li>• Good attention to detail</li> <li>• Willingness to be trained</li> <li>• Good oral and telephone skills</li> <li>• At least one year of experience as a logistics coordinator or with similar work</li> </ul>
<b>Logistics Coordinator 2</b>	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners. Also assists with videoconferences, focus group meetings, field tests, and webcasts.	<ul style="list-style-type: none"> <li>• Contribute to the preparation of invitations</li> <li>• Contribute to the maintenance of participant or applicant database</li> <li>• Field questions about registration and meeting agenda</li> <li>• Research travel arrangements for meeting planners</li> <li>• Track registration fees and payments</li> <li>• Send and collect reimbursement forms of meeting participants</li> <li>• Check honoraria and keep list of payments</li> <li>• Contribute to the preparation, reproduction, and distribution of conference materials</li> <li>• Research information about possible room setup, audiovisual equipment, and other on-site meeting needs</li> <li>• Assist meeting planners with on-site work including telephone, fax, transportation, and related requests from participants</li> <li>• Assist meeting planners in arrangements for video conferences, webcasts, focus groups, and field tests</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent experience</li> <li>• Good attention to detail</li> <li>• Willingness to be trained</li> <li>• Good oral and telephone skills</li> <li>• At least two years of experience as a logistics coordinator or with similar work</li> </ul>
<b>Materials Development Writer</b>	Under limited supervision, conceptualizes and creates documents for conferences, meetings, workshops, or working groups. Documents include abstract books, invitations, brochures, logistic fact sheets, and post-meeting summaries.	<ul style="list-style-type: none"> <li>• Coordinate with conference planners in collecting information pertaining to meetings <ul style="list-style-type: none"> <li>• Develop and write materials for meetings</li> </ul> </li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents <ul style="list-style-type: none"> <li>• Perform literature and database searches as required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's in a substantive discipline with demonstrated experience writing and editing <ul style="list-style-type: none"> <li>• Familiarity with scientific and/or research terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> </ul> </li> <li>• Familiarity with conference materials formatting <ul style="list-style-type: none"> <li>• Five years' experience, or a master's degree plus three years' experience, or a Ph.D. plus one year of experience</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul> </li> </ul>

<b>Meeting Planner 2</b>	Under the supervision of senior meeting planners, provides logistical support for meetings.	<ul style="list-style-type: none"> <li>• Maintain participant or applicant database and check accuracy</li> <li>• Coordinate invitation, registration, and follow-up of meeting participants</li> <li>• Make travel arrangements including airline and hotel reservations</li> <li>• Monitor payment of registration fees and reimbursement of meeting participants</li> <li>• Coordinate preparation, reproduction, and distribution of conference materials</li> <li>• Coordinate on-site logistical support including room setup, audiovisual equipment, and on-site registration</li> <li>• Assist senior meeting planners and conference director as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline, or equivalent experience</li> <li>• One to three years of applicable experience</li> <li>• Knowledge of word processing and ability to learn database software</li> </ul>
<b>Mid-Level Project Manager</b>	Under supervision of senior project manager or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes. Coordinates design and production of publications and educational and marketing materials and Web work; coordinates exhibits, trade shows, and conference support; and maintains contact with client.	<ul style="list-style-type: none"> <li>• Manage projects appropriate for experience level</li> <li>• Assist in managing larger projects when needed</li> <li>• Assist with development and managing project budgets and manage task order plans and budgets <ul style="list-style-type: none"> <li>• Assist in task assignment and quality control</li> </ul> </li> <li>• Assist in coordinating all phases of production of publications and educational materials <ul style="list-style-type: none"> <li>• Oversee staff and consultant writers, graphic designers, graphic artists, and editors</li> </ul> </li> <li>• Assist in coordinating all phases of exhibits, trade shows, and conferences <ul style="list-style-type: none"> <li>• Oversee planning and training of staff</li> </ul> </li> <li>• Assist senior project manager with business development as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience of not less than four years <ul style="list-style-type: none"> <li>• Nine years of communications/publications and/or graphics experience, four of which involved project management. A master's degree substitutes for two years' experience and a Ph.D. substitutes for five years' experience.</li> </ul> </li> <li>• Knowledge of Microsoft Office and database software</li> </ul>
<b>Production/Distribution Manager</b>	Coordinates with conference planners and oversees reproduction and mailing of documents.	<ul style="list-style-type: none"> <li>• Order materials necessary for production and packaging of publications</li> <li>• Oversee reproduction and assembly of publications</li> <li>• Coordinate with word processor and oversee mailings</li> <li>• Oversee equipment maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Two to three years of applicable experience</li> <li>• Familiarity with Web-based databases</li> </ul>

<p><b>Program Manager</b></p>	<p>Monitors staff and budget for assigned contracts and/or publications.</p>	<ul style="list-style-type: none"> <li>• Develop and monitor budgets</li> <li>• Generate production schedules for assigned projects</li> <li>• Oversee administrative tasks</li> <li>• Assign tasks to writing, editorial, graphics, and meeting planning staff and monitor quality of work</li> <li>• Participate in editorial and strategic planning meetings</li> <li>• Monitor overall program performance</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field or equivalent experience of no less than four years in relevant field</li> <li>• Ten years of applicable experience including publications, graphic design, event management, task order management, and budget and fiscal monitoring. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Ability to plan strategically</li> <li>• Extensive knowledge of word processing and database applications</li> <li>• Extensive knowledge of graphics and desktop publishing software (QuarkXPress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop)</li> <li>• Ability to handle multiple task areas</li> <li>• Ability to manage multidisciplinary teams</li> </ul>
<p><b>Project Manager</b></p>	<p>Under supervision of senior project manager, mid-level project manager, or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project and monitors status of development of all products and delivery of all services under designated project. Monitors quality control and quality assurance procedures and outcomes. Coordinates design and production of publications and educational and marketing materials and Web work, and/or conference support per assignments, and maintains contact with client</p>	<ul style="list-style-type: none"> <li>• Manage projects appropriate for experience level</li> <li>• Assist in managing larger projects when needed</li> <li>• Assist with development and managing project budgets and manage task order plans and budgets</li> <li>• Assist in task assignment and quality control</li> <li>• Assist in coordinating all phases of production of publications and graphics</li> <li>• Oversee staff and consultant writers, graphic designers, graphic artists, and editors</li> <li>• Oversee training of staff</li> <li>• Assist in coordinating all aspects of conferences, trade shows, and exhibits</li> <li>• Assist senior project manager with business development as needed</li> <li>• Participate in editorial board meetings with clients</li> <li>• Oversee layout design, graphics, and production of publications and other materials</li> <li>• Serve as primary contact with project clients</li> <li>• Plan, write, and edit copy for print, on the Web, or to support meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in specific field, such as writing and editing, or equivalent experience of no less than four years</li> <li>• Seven years of specific field experience, with three years of management-level experience. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Extensive knowledge of needed terms and various styles, such as American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with appropriate software, such as word processing and graphics software, including Microsoft Office, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>

<b>Proofreader</b>	Provides proofreading and quality control for publications and educational materials.	<ul style="list-style-type: none"> <li>• Proofread copy and layout</li> <li>• Query content and clarity of documents</li> <li>• Assist editors and project managers in tracking and monitoring production</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Zero to three years of experience</li> <li>• Familiarity with Microsoft Office</li> <li>• Some familiarity with styles including American Medical Association, U.S. Government Printing Office, and Chicago</li> </ul>
<b>Proofreader 1</b>	Provides proofreading and quality control for publications, educational materials, Web sites, and digital media.	<ul style="list-style-type: none"> <li>• Proofread copy and layout</li> <li>• Query content and clarity of documents</li> <li>• Assist editors and project managers in tracking and monitoring production</li> <li>• Tag and check PDF documents for Section 508 compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Two to three years of experience</li> <li>• Familiarity with Microsoft Office</li> <li>• Familiarity with common editorial styles including Associated Press, American Medical Association, U.S. Government Printing Office, and Chicago</li> </ul>
<b>Proofreader 2</b>	Provides proofreading and quality control for publications, educational materials, Web sites, and digital media, with minimal direction.	<ul style="list-style-type: none"> <li>• Proofread copy and layout</li> <li>• Query content and clarity of documents</li> <li>• Assist editors and project managers in tracking and monitoring production</li> <li>• Tag and check PDF documents for Section 508 compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Three to five years of experience, two years of which involved proofreading, editing, or other relevant quality assurance responsibilities</li> <li>• Familiarity with Microsoft Office, including the ability to format Word and PowerPoint files</li> <li>• Familiarity with common editorial styles including Associated Press, American Medical Association, U.S. Government Printing Office, and Chicago</li> </ul>
<b>Senior Consultant Writer</b>	Under limited supervision, conceptualizes and creates promotional and educational materials including reports, newsletters, abstract books, invitations, brochures, posters, fact sheets, and post-meeting summaries. Should be able to create documents for both technical and lay audiences.	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop publication guidelines</li> <li>• Research, develop, and write promotional and educational materials</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than five years</li> <li>• Five years' experience in science and medical writing, or a master's degree plus three years' experience, or a Ph.D. plus one year of experience</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>

<b>Senior Editor</b>	Provides editorial services and coordinates with project managers to manage production of assigned publications.	<ul style="list-style-type: none"> <li>• Substantively edit publications for clarity, accuracy, and economy of thought</li> <li>• Ensure that tone of publication is appropriate for audience</li> <li>• Reorganize and critique graphics</li> <li>• Verify references</li> <li>• Coordinate development and production of publications</li> <li>• Monitor quality of work done by editors, copy editors, and proofreaders</li> <li>• Provide copyediting and proofreading support</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field, or bachelor's in a substantive field with writing and editing experience</li> <li>• Seven years' experience in science/medical editing, including project management experience. A master's degree substitutes for two years' experience; a Ph.D. substitutes for five years' experience.</li> <li>• Expert familiarity with scientific and research terms</li> <li>• Familiarity with Microsoft Office and desktop publishing and graphics software</li> <li>• Familiarity with styles such as American Medical Association, Chicago, and U.S. Government Printing Office</li> </ul>
<b>Senior Editor 2</b>	Provides a wide range of editorial support for websites, documents, presentations, infographics, video and radio scripts, speeches, and other deliverables as assigned.	<ul style="list-style-type: none"> <li>• Substantively edit and rewrite print and Web content for organization, clarity, and accuracy</li> <li>• Ensure that content is appropriate for the intended audience</li> <li>• Manage the development and production of publications and Web content</li> <li>• Mentor junior editorial staff members</li> <li>• Produce cost estimates</li> <li>• Develop editorial calendars and production plans</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or a related field or in a substantive field related to the work to be performed</li> <li>• Eight years of experience in science/medical editing, including project management experience. A master's degree substitutes for two years' experience. A Ph.D. substitutes for five years' experience.</li> <li>• Expert familiarity with scientific and research terms</li> <li>• Strong Microsoft Office skills and familiarity with desktop publishing and graphics software</li> <li>• Familiarity with styles such as American Medical Association, Chicago, and U.S. Government Printing Office</li> </ul>
<b>Senior Executive Manager</b>	Oversees a broad portfolio of professional services to multiple clients across the public and private sectors in one or more of Palladian's service areas. Directs a group of staff, including senior interactive communications managers, providing operational and strategic oversight to execute multiple contacts, including overseeing budgets, directing staffing, identifying appropriate resources, providing quality control checks, and troubleshooting problems.	<ul style="list-style-type: none"> <li>• Understand industry best practices and how best to apply them</li> <li>• Identify and assign staff according to the requirements of each project</li> <li>• Secure and manage business contracts</li> <li>• Oversee project administrative activities for Palladian</li> <li>• Formulate project guidelines, protocols, and operations</li> <li>• Oversee special project requirements and events</li> <li>• Oversee budget development and management <ul style="list-style-type: none"> <li>• Oversee purchase and maintenance of project resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field</li> <li>• Fifteen years of professional services (field-specific) experience plus five to 10 years of project management experience</li> <li>• Experience with higher-level management and advisory-level work <ul style="list-style-type: none"> <li>• Extensive knowledge of specialized areas across integrated health communications strategies</li> </ul> </li> </ul>
<b>Senior Graphic Designer</b>	Under limited supervision, coordinates with project managers, writers, and editorial staff to produce publications and education materials. Coordinates graphics and acts as liaison with printers, service bureaus, and clients.	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop publication guidelines</li> <li>• Develop promotional materials for clients</li> <li>• Oversee layout of publications and educational materials</li> <li>• Prepare and submit files for printing</li> <li>• Oversee production, including checking printers' proofs</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent experience</li> <li>• Eight years of graphic design experience. A master's degree substitutes for two years' experience and a Ph.D. substitutes for five years' experience.</li> <li>• Extensive knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>

<p><b>Senior Graphic Designer 1</b></p>	<p>Under limited supervision, coordinates with project managers, writers, and editorial staff to design publications, education materials, marketing materials, exhibits, and Web sites. Provides leadership to junior design staff. Coordinates graphics and acts as liaison with printers, service bureaus, and clients. Directs photo shoots and provides art direction.</p>	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop design concepts and publication guidelines</li> <li>• Develop promotional materials for clients</li> <li>• Oversee layout of publications and educational materials</li> <li>• Prepare and submit files for printing</li> <li>• Oversee production, including checking printers' proofs</li> <li>• Direct photo shoots</li> <li>• Conduct press inspections</li> <li>• Provide art direction to design staff</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent experience</li> <li>• Ten years of graphic design experience. A master's degree substitutes for two years' experience.</li> <li>• Extensive knowledge of design and desktop publishing applications, including Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and QuarkXPress</li> </ul>
<p><b>Senior Meeting Planner 1</b></p>	<p>Supervised by senior meeting planner 2 and/or conference director, provides conference planning services and logistical support for evaluation and planning programs and Federal meetings.</p>	<ul style="list-style-type: none"> <li>• Coordinate travel arrangements, accommodations, and reimbursement for meeting participants</li> <li>• Coordinate and provide on-site logistics including room setup, audiovisual equipment, and registration</li> <li>• Provide post-conference support, which includes reviewing and processing vendor bills and honoraria</li> <li>• Monitor and maintain Web site and listserv, providing updated documents to webmaster for posting on the site</li> <li>• Assist senior planner 2 and conference director as needed</li> <li>• Coordinate production of site visit books for reviews of intramural research programs</li> <li>• Coordinate production and distribution of conference materials including abstract books, agendas, and address lists</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> <li>• Four years of applicable experience. A master's degree substitutes for two years of experience.</li> <li>• Knowledge of word processing and ability to learn database applications</li> <li>• Experience with client liaison</li> </ul>
<p><b>Senior Meeting Planner 2</b></p>	<p>Working with the conference director, provides conference management services for Federal meetings. Supervises junior staff on-site and oversees logistical support for meetings.</p>	<ul style="list-style-type: none"> <li>• Coordinate participant database maintenance <ul style="list-style-type: none"> <li>• Identify host facilities</li> </ul> </li> <li>• Arrange all conference logistics with host facility</li> <li>• Coordinate travel arrangements and reimbursement for participants <ul style="list-style-type: none"> <li>• Respond to client requests</li> </ul> </li> <li>• Prepare conference materials such as invitations, abstract books, agendas, and other on-site materials <ul style="list-style-type: none"> <li>• Oversee development of proceedings</li> </ul> </li> <li>• Coordinate on-site logistics and provide registration support <ul style="list-style-type: none"> <li>• Supervise junior conference staff</li> <li>• Oversee production of site visit books</li> </ul> </li> <li>• Submit monthly reports regarding conference planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree, or equivalent experience</li> <li>• Six years of applicable experience in conference planning. A master's degree in a related discipline substitutes for two years' experience. A Ph.D. in a related discipline substitutes for four years' experience.</li> <li>• Knowledge of event and conference planning and logistics</li> <li>• Knowledge of word processing and database applications</li> </ul>

<p><b>Senior Meeting Planner 3</b></p>	<p>Working with the conference director, provides conference management services for Federal meetings, conferences, special events, teleconferences, video conferences, webcasts, focus groups, and field testing. Supervises meeting planners and logistical coordinators. Has ability to manage or to act as a project manager on meeting support contracts.</p>	<ul style="list-style-type: none"> <li>• Prepare and manage meeting budgets</li> <li>• Suggest staffing assignments and supervise staff</li> <li>• Research meeting sites and make site visits</li> <li>• Identify appropriate host facilities</li> <li>• Negotiate and arrange all conference logistics with host facility</li> <li>• Coordinate travel arrangements and reimbursement for participants</li> <li>• Respond to client requests</li> <li>• Oversee the preparation of conference materials such as invitations, abstract books, agendas, and other on-site materials</li> <li>• Oversee development of proceedings</li> <li>• Coordinate on-site logistics and provide registration support</li> <li>• Supervise meeting planners and logistical coordinators staff</li> <li>• Oversee production of site visit books</li> <li>• Submit monthly reports regarding conference planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> <li>• At least eight years of applicable experience in conference and event planning. A master's degree in a related discipline substitutes for two years' experience. A Ph.D. in a related discipline substitutes for four years' experience.</li> <li>• Comprehensive knowledge of event and conference planning and logistics</li> <li>• Knowledge of word processing and database applications</li> </ul>
<p><b>Senior Production Manager</b></p>	<p>Manages the duplication, collating, and other preparation of materials for Federal programs. Oversees distribution and delivery of items as needed. Supervises the work of distribution/mail clerks and administrative assistants.</p>	<ul style="list-style-type: none"> <li>• Order materials necessary for reproduction, production, and packaging of materials</li> <li>• Oversee reproduction, collating, and assembly of materials</li> <li>• Coordinate with word processor and oversee mailings</li> <li>• Oversee equipment maintenance</li> <li>• Supervise mail/distribution clerks and administrative assistants</li> <li>• Check receipt of materials</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Three to four years of applicable experience</li> <li>• Familiarity with reproduction equipment, postal regulations, shipping vendors, and backup systems</li> </ul>
<p><b>Senior Program Manager</b></p>	<p>Monitors staff and budget for multiple-task-order and other large contracts and/or publications. Provides senior-level supervision of task activities and ensures deliverables are on time and under budget.</p>	<ul style="list-style-type: none"> <li>• Develop strategic approaches to programs/projects</li> <li>• Develop and monitor budgets</li> <li>• Generate production schedules for assigned projects</li> <li>• Oversee technical and administrative tasks</li> <li>• Assign tasks to writing, editorial, graphics, Web, and meeting planning staff and monitor quality of work</li> <li>• Participate in editorial and strategic planning meetings with staff and clients</li> <li>• Monitor overall program performance</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field or equivalent experience of no less than six years in relevant field</li> <li>• Twelve years of applicable experience including publications, graphic design, event management, task order management, and budget and fiscal monitoring. A master's degree substitutes for two years' experience; a Ph.D. substitutes for four years' experience.</li> <li>• Ability to plan strategically and to lead teams in the execution of project plans</li> <li>• Extensive knowledge of word processing, spreadsheet, and database applications</li> <li>• Extensive knowledge of graphics and desktop publishing software (QuarkXPress, Adobe InDesign, Adobe Illustrator, Adobe Photoshop)</li> <li>• Ability to handle multiple task areas</li> <li>• Ability to manage multidisciplinary teams</li> </ul>

<b>Senior Project Manager</b>	Under limited supervision, manages projects, including the discrete project tasks, such as design and production of Web sites and non-print and print materials. Matches staff to needs of each project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes.	<ul style="list-style-type: none"> <li>• Secure and manage new contracts</li> <li>• Participate in strategic and product planning meetings, such as for publications and educational and marketing materials</li> <li>• Assign tasks to staff and monitor quality of work</li> <li>• Develop and manage budgets</li> <li>• Oversee production process, delivery of service</li> <li>• Oversee all phases of Web-based pages, products, and sites, including conceptualization, content development, design, and testing</li> <li>• Oversee administrative support for graphic and editorial processes</li> <li>• Serve as primary contact with clients</li> <li>• Track production components</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related discipline, or a bachelor's degree in substantive field with writing, editing, and/or graphic experience</li> <li>• Ten years of specific field experience, such as communications/graphics/publishing experience, including at least five years of project management experience. A master's degree substitutes for two years' experience. A Ph.D. substitutes for five years' experience.</li> <li>• Knowledge of Microsoft Office and database software, and familiarity with features and capabilities of desktop publishing and Web software</li> <li>• Excellent writing and editorial skills</li> </ul>
<b>Senior Science Writer 1</b>	Under limited supervision, conceptualizes and writes scientific documents including technical reports, peer-reviewed journal articles, newsletters, scientific abstracts, brochures, posters, fact sheets, and meeting summaries. Also writes content for Web sites. Should be able to write for both technical and lay audiences.	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop publication guidelines</li> <li>• Attend and report on scientific meetings</li> <li>• Research, develop, and write promotional and educational materials for print and the Web</li> <li>• Perform editing tasks including substantive editing and copyediting</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a life science with experience in writing and editing, or equivalent experience of not less than five years</li> <li>• Five years' experience in science and medical writing, or a master's degree plus three years' experience, or a Ph.D. plus one year of experience</li> <li>• Proven ability to translate technical scientific content for lay audiences</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with Microsoft Office software</li> <li>• Proficiency with information research</li> </ul>
<b>Senior Scientist/Project Director</b>	Manages the scientific research, funding research, writing, and production of articles describing results of biomedical research projects. Determines strategic directions for the project through interactions with clients and high-level government officials. Leads the development of long-term goals, policies, and procedures for the production of communications materials and Web sites for target audiences. Manages staff of task leaders, content developers, and other communications staff.	<ul style="list-style-type: none"> <li>• Research advances in biomedical projects</li> <li>• Conceptualize and develop story ideas</li> <li>• Make writing assignments and contribute to articles</li> <li>• Manage article production including research, writing, editing, and proofreading <ul style="list-style-type: none"> <li>• Liaise with clients</li> </ul> </li> <li>• Manage project budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree or Ph.D. in a life science <ul style="list-style-type: none"> <li>• Experience in science writing, communications, and Web site development</li> </ul> </li> <li>• Nine years' experience in science and medical writing, or a master's degree plus four years' experience, or a Ph.D. plus two years' experience</li> <li>• Familiarity with scientific terms and various editorial styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with Microsoft Office software</li> <li>• Proficiency with information research</li> </ul>
<b>Senior Web Developer</b>	With limited supervision, conceptualizes, creates, and implements Web sites and database-driven Web applications.	<ul style="list-style-type: none"> <li>• Provide system analysis and design</li> <li>• Document systems and functional requirements</li> <li>• Program both back-end and limited front-end Web solutions</li> <li>• Install, configure, and customize Web-based software as needed</li> <li>• Define and communicate project work plans</li> <li>• Communicate with and provide status updates to project team and to clients, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related discipline, or equivalent experience</li> <li>• Six years of experience overall, with four years showing specific Web-based skill(s)</li> <li>• Extensive experience with HTML, PHP or .NET, SQL, and Linux or Windows server administration, project management software, content management systems</li> <li>• Ability to explain work, approach, concepts, and final product in simple language to non-technical audiences</li> <li>• Knowledge of Section 508 compliance requirements</li> </ul>

<b>Senior Web Developer 1</b>	With limited supervision, conceptualizes, creates, and implements Web sites, database-driven Web applications, and supporting interactive software solutions.	<ul style="list-style-type: none"> <li>• Provide system analysis and design</li> <li>• Document systems and functional requirements</li> <li>• Able to provide back-end and front-end programming solutions with equal proficiency</li> <li>• Install, configure, and customize Web-based software as needed</li> <li>• Install and configure databases as needed</li> <li>• Define and communicate project work plans</li> <li>• Communicate with and provide status updates to project team and to clients, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related discipline, or equivalent experience</li> <li>• Six years of experience overall, with four years showing specific Web and database development skill(s)</li> <li>• Extensive experience with HTML, CSS, JQuery, PHP or .NET, SQL, and Linux or Windows server administration, project management software, content management systems</li> <li>• Ability to explain work, approach, concepts, and final product in simple language to non-technical audiences</li> <li>• Knowledge of Section 508 compliance requirements</li> </ul>
<b>Senior Web Developer 2</b>	Conceptualizes, creates, and implements or directs implementation of Web sites, database-driven Web applications, mobile solutions, and supporting interactive software solutions.	<ul style="list-style-type: none"> <li>• Provide system analysis and design</li> <li>• Recommend strategic development practices to minimize development costs and to take advantage of emerging technologies</li> <li>• Document systems and functional requirements</li> <li>• Able to provide back-end and front-end programming solutions with equal proficiency</li> <li>• Install, configure, and customize Web-based software as needed</li> <li>• Install and configure databases as needed</li> <li>• Administer Web and database servers as needed</li> <li>• Define and communicate project work plans</li> <li>• Communicate with and provide status updates to project team and to clients, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related discipline, or equivalent experience</li> <li>• Eight years of experience overall, with six years showing specific Web and database development skill(s) and three years of client-facing responsibilities</li> <li>• Demonstrated administrative and programming expertise across multiple Web systems and platforms, including both Linux and Windows environments</li> <li>• Extensive experience with HTML, CSS, JQuery, PHP, .NET, SQL, project management software, content management software implementation, and version control systems</li> <li>• Ability to explain work, approach, concepts, and final product in simple language to non-technical audiences</li> <li>• Knowledge of Section 508 compliance requirements</li> </ul>
<b>Senior Web Writer</b>	Under limited supervision, conceptualizes and creates content for Web sites. Should be able to create text for both technical and lay audiences.	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop content guidelines</li> <li>• Research, develop, and write materials for Web sites</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all text</li> <li>• Oversee junior writers and monitor quality of work</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English, communications, or journalism, or a bachelor's degree in a substantive field with demonstrated experience in Web writing and editing</li> <li>• Familiarity with scientific and/or research terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with Web site formatting</li> <li>• Five years' experience in medical, health, or social science writing, or a master's degree plus three years' experience, or a Ph.D. plus one year of experience</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Senior Writer/Editor</b>	Under limited supervision, conceptualizes and creates documents including reports, newsletters, abstract books, invitations, brochures, posters, fact sheets, and post-meeting summaries. Should be able to create documents for both technical and lay audiences.	<ul style="list-style-type: none"> <li>• Coordinate with clients to develop publication guidelines</li> <li>• Research, develop, and write promotional and educational materials</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive field with experience in writing and editing, or equivalent experience of not less than five years</li> <li>• Five years' experience in science and medical writing, or a master's degree plus three years' experience, or a Ph.D. plus one year of experience</li> </ul>

			<ul style="list-style-type: none"> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Senior Writer 1</b>	Independently produces content for Web sites, documents, presentations, infographics, video and radio scripts, speeches, and other deliverables as assigned, for a wide range of audiences.	<ul style="list-style-type: none"> <li>• Collaborate with Web content strategists and other project staff</li> <li>• Conduct literature searches and other foundational research in the development of content for print and Web products</li> <li>• Interview subject matter experts</li> <li>• Confer with clients regarding project expectations, needs, and feedback</li> <li>• Serve as lead writer on multi-writer projects</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English, journalism, or a substantive field related to the work to be performed</li> <li>• Six years of writing experience, or a master's degree substitutes for two years of writing experience, or a Ph.D. substitutes for four years of writing experience</li> <li>• Proven ability to write about complex topics in plain language</li> <li>• Familiarity with scientific terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> </ul>
<b>Task Order Leader</b>	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	<ul style="list-style-type: none"> <li>• Coordinate and lead project teams for varied assignments or functions</li> <li>• Ensure all activities are carried out in accordance with project commitments or specific objectives under the direction of the project director</li> <li>• Coordinate and administrate tasks by ensuring that quality and productivity standards are maintained</li> <li>• Prepare work schedules; supervise work performance of task order team members and provide training as needed</li> <li>• Assist with writing task order plans and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent</li> <li>• Three years' experience in conference work, including one year of progressively more responsible supervisory experience</li> <li>• Demonstrated ability to supervise several complex and time-critical activities simultaneously</li> </ul>
<b>Task Order Leader 1</b>	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	<ul style="list-style-type: none"> <li>• Coordinate and lead project teams for varied assignments or functions</li> <li>• Ensure all activities are carried out in accordance with project commitments or specific objectives under the direction of the project director</li> <li>• Coordinate and administrate tasks by ensuring that quality and productivity standards are maintained</li> <li>• Prepare work schedules; supervise work performance of task order team members and provide training as needed</li> <li>• Assist with writing task order plans and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent</li> <li>• Four years' experience in conference work, including one year of coordination or team leadership and one year of progressively more responsible supervisory experience</li> <li>• Demonstrated ability to supervise several complex and time-critical activities simultaneously</li> </ul>

<b>Task Order Leader 2</b>	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	<ul style="list-style-type: none"> <li>• Coordinate and lead project teams for varied assignments or functions</li> <li>• Ensure all activities are carried out in accordance with project commitments or specific objectives under the direction of the project director</li> <li>• Coordinate and administrate tasks by ensuring that quality and productivity standards are maintained</li> <li>• Prepare work schedules; supervise work performance of task order team members and provide training as needed</li> <li>• Write task order plans and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline or equivalent</li> <li>• Five years' experience in conference work, including one year of coordination or team leadership and one year of progressively more responsible supervisory experience, plus at least one year of experience with Federal task orders</li> <li>• Demonstrated ability to supervise several complex and time-critical activities simultaneously</li> </ul>
<b>Traffic Manager 1</b>	Manages staff, tasks, and timelines for multiple-task-order and other large contracts and/or publications. Provides senior-level support to project managers, task leads, and the specific service department staff to make scheduling and strategy decisions. Guides traffic team in creating and maintaining processes for efficient tracking of tasks within the traffic system tool. Serves as traffic lead for service department requests and in-person meetings and leads the development of timelines and analysis across projects.	<ul style="list-style-type: none"> <li>• Establish and maintain positive internal client relationships</li> <li>• Be highly organized, efficient, extremely detail-oriented, and able to multitask in a fast-paced, deadline-driven environment</li> <li>• Schedule and lead production planning meetings across service areas</li> <li>• Strategically create and monitor production schedules across all jobs to ensure complete and constant transparency and clarity across all contracts and related teams</li> <li>• Proactively identify issues in current processes and problem solving to implement solutions or new processes when needed</li> <li>• Estimate labor and costs on projects</li> <li>• Have excellent time management skills</li> <li>• Work with a team in many capacities and with a great attitude</li> <li>• Have strong oral and written communication skills</li> <li>• Have a working knowledge of media specs and social media communications platforms <ul style="list-style-type: none"> <li>• Have extensive knowledge of online project management tools and Microsoft Office applications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related field or the equivalent experience of no less than six years in relevant fields</li> <li>• Ten years of applicable experience. A master's degree substitutes for two years' experience.</li> <li>• Extensive knowledge of word processing, spreadsheet, and database applications <ul style="list-style-type: none"> <li>• Extensive knowledge of design and desktop publishing applications, including Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and QuarkXPress</li> </ul> </li> </ul>
<b>Web Content Specialist</b>	Under supervision of a Web content strategist or project manager, contributes to the planning, creation, and management of content for digital communications media including Web sites, mobile platforms, and social networks.	<ul style="list-style-type: none"> <li>• Develop Web content inventories</li> <li>• Assess and assign metadata to Web pages and documents for indexing</li> <li>• Provide audience analysis and Web writing support</li> <li>• Assist in development of taxonomies and site architectures</li> <li>• Assist in development of wireframes</li> <li>• Maintain and communicate editorial style guidelines</li> <li>• Instruct other team members on best practices for Web design and development</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field</li> <li>• Two years' experience creating and/or improving Web sites as part of a collaborative team</li> <li>• Experience creating or managing Web site content</li> <li>• Proficiency with Microsoft Office programs</li> <li>• Fluency in social media</li> </ul>
<b>Web Content Strategist 1</b>	Under supervision of project director or task leader, plans for, creates, and manages content for digital communications media including Web sites, mobile platforms, and social networks.	<ul style="list-style-type: none"> <li>• Develop content strategy documents</li> <li>• Assess, catalogue, and organize Web site content <ul style="list-style-type: none"> <li>• Track new content development</li> <li>• Develop site analyses/gap analyses</li> </ul> </li> <li>• Create taxonomy/nomenclature lists and definitions <ul style="list-style-type: none"> <li>• Write content</li> </ul> </li> <li>• Edit content written by others for suitability for the Web <ul style="list-style-type: none"> <li>• Develop, maintain, and enforce editorial style guidelines</li> </ul> </li> <li>• Define the editorial workflow for client projects</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field</li> <li>• Three years' experience in developing interactive content</li> <li>• Experience with content management systems and databases preferred <ul style="list-style-type: none"> <li>• Expert level attention to detail</li> </ul> </li> <li>• Proficient in Microsoft Office software</li> </ul>

<b>Web Content Strategist 2</b>	Under limited supervision, leads the planning, creation, and management of content for digital communications media including Web sites, mobile platforms, and social networks.	<ul style="list-style-type: none"> <li>• Develop content strategy documents</li> <li>• Assess, catalogue, and organize Web site content</li> <li>• Manage new content development</li> <li>• Develop a site analysis/gap analysis</li> <li>• Create taxonomy/nomenclature lists and definitions</li> <li>• Assist in development of information architecture</li> <li>• Edit content written by others for suitability for the Web</li> <li>• Develop, maintain, and enforce editorial style guidelines</li> <li>• Define the editorial workflow for client projects</li> <li>• Mentor other content strategists</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in communications or related field</li> <li>• Five years' experience in developing interactive content</li> <li>• Experience with content management systems and databases</li> <li>• Expert level attention to detail</li> <li>• Proficient in Microsoft Office software as well as wire framing software such as Visio or OmniGraffle</li> </ul>
<b>Web Database Specialist 1</b>	Assists Web database specialist 2 in maintaining applicant and participant and other Web databases.	<ul style="list-style-type: none"> <li>• Collect information regarding participants and applicants</li> <li>• Enter information into database</li> <li>• Check information for accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Some knowledge of database software</li> </ul>
<b>Web Designer</b>	Under direction of senior Web designer or project managers, produce Web pages, Web sites, and Web products.	Meet with project staff and project manager to review client request <ul style="list-style-type: none"> <li>• Create or assist with creating graphic and Web concepts in response to client requests</li> <li>• Use graphic approaches to convert print documents to Web compatibility</li> <li>• Prepare and submit files for uploading to the Web</li> <li>• Assist with uploading to the Web, including checking test sites and/or Web beta sites</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• At least three years of graphic design experience, with at least one year of Web experience. A master's degree substitutes for two years' experience. A Ph.D. substitutes for five years' experience.</li> <li>• Examples of creating products and materials for the Web</li> <li>• Knowledge of desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>Web Developer</b>	Conceptualizes, creates, and implements Web pages, Web sites, and documents for the Web.	<ul style="list-style-type: none"> <li>• Analyze, design, develop, implement, and support Web applications</li> <li>• Analyze functionality needs and define a workplan <ul style="list-style-type: none"> <li>• Revise workplan and/or site based on client feedback to meet specific client objectives for pages/site</li> </ul> </li> <li>• Support the presentation and marketing-related features on a Web site</li> <li>• Combine graphics and applications depending on specifications from client <ul style="list-style-type: none"> <li>• Work in either a front-end or back-end environment, depending on specialization</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related discipline, or equivalent experience</li> <li>• Four years of experience overall, with three years showing specific Web-based skill(s) <ul style="list-style-type: none"> <li>• Extensive experience with HTML, JavaScript, Perl, Photoshop and Flash; knowledge of multimedia and CGI principles</li> <li>• Ability to explain work, approach, concepts, and final product in simple language to clients</li> </ul> </li> </ul>
<b>Web Developer 1</b>	Conceptualizes, creates, and implements Web pages, Web sites, e-cards, and documents for the Web. Creates Web-based databases and mailing lists. Tests Web sites and Web-based publications for Section 508 compliance.	<ul style="list-style-type: none"> <li>• Analyze, design, develop, implement, and support Web applications</li> <li>• Analyze functionality needs and define a workplan</li> <li>• Revise workplan and/or site based on client feedback to meet specific client objectives for pages/site</li> <li>• Support the presentation and marketing-related features on a Web site</li> <li>• Combine graphics and applications depending on specifications from client</li> <li>• Work a front-end and back-end environment</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related discipline or equivalent experience</li> <li>• Six years of experience overall, with four years showing specific Web-based skill(s)</li> <li>• Extensive experience with HTML, JavaScript, Perl, Photoshop, and Flash; knowledge of multimedia and CGI principles</li> <li>• Ability to explain work, approach, concepts, and final product in simple language to clients</li> <li>• Knowledge of and experience making Web sites compliant with Section 508 of the Rehabilitation Act</li> </ul>

<b>Web Graphic Designer 1</b>	Under supervision of project manager or senior graphic designers, works with other writers, editors, and graphic artists to produce Web sites, Web pages, and other Web products. Acts as liaison with webmasters and vendors.	<ul style="list-style-type: none"> <li>• Conceptualize, design, and create Web pages and Web sites</li> <li>• Generate specifications for Web sites and products</li> <li>• Design and produce materials and other graphics to meet identified goals</li> <li>• Develop marketing and promotional materials per client specifications</li> <li>• Prepare and submit files for uploading to the Web</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• One to three years of graphic design and production experience with at least six months of previous Web experience. A master's degree substitutes for two years' experience.</li> <li>• A portfolio showing some Web products</li> <li>• Knowledge of Web software and desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>Web Graphic Designer 2</b>	Under supervision of project manager or senior graphic designers, coordinates with team of writers, editors, and graphic artists to produce Web sites, Web pages, and other Web products. Acts as liaison with webmasters and vendors.	<ul style="list-style-type: none"> <li>• Conceptualize, design, and create Web pages and Web sites</li> <li>• Generate specifications for Web sites and products</li> <li>• Design and produce materials and other graphics to meet identified goals</li> <li>• Develop marketing and promotional materials per client specifications</li> <li>• Prepare and submit files for uploading to the Web</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a related discipline</li> <li>• Three to five years of graphic design and production experience with at least one year of previous Web experience. A master's degree substitutes for two years' experience.</li> <li>• A portfolio showing varied Web products communicating key messages</li> <li>• Knowledge of Web software and desktop publishing applications including Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and QuarkXPress</li> </ul>
<b>Web Writer</b>	Under the supervision of a senior Web writer or a project manager, assists with conceptualizing and creating content for Web sites. Should be able to create text for both technical and lay audiences.	<ul style="list-style-type: none"> <li>• Participate in client meetings</li> <li>• Research, develop, and write materials for Web sites</li> <li>• Perform editing tasks including substantive editing, copyediting, and proofreading</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all text</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English, communications, or journalism, or a bachelor's degree in a substantive field with some experience in Web writing and editing</li> <li>• Familiarity with scientific and/or research terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with Web site formatting</li> <li>• Proficiency with word processing software such as Microsoft Word</li> <li>• Proficiency with information research</li> </ul>
<b>Writer 1</b>	Under supervision of a project manager or task order leader, conceptualizes and creates documents for conferences, meetings, workshops, or working groups. Documents include brochures, reports, fact sheets, kits, slide presentations, articles, speeches, conference materials, and meeting summaries.	<ul style="list-style-type: none"> <li>• Perform literature and database searches or conduct interviews as required <ul style="list-style-type: none"> <li>• Draft materials</li> </ul> </li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents <ul style="list-style-type: none"> <li>• Revise materials based on client feedback</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's in a substantive discipline with demonstrated experience writing and editing or equivalent experience</li> <li>• Familiarity with health, medical, scientific, and/or research terms and various styles, including American Medical Association, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with good writing principles</li> <li>• Two to four years of experience, or a master's degree plus one year of experience, or a Ph.D. plus demonstrated writing skills <ul style="list-style-type: none"> <li>• Proficiency with word processing software such as Microsoft Word</li> </ul> </li> <li>• Proficiency with information research</li> </ul>

<p><b>Writer 2</b></p>	<p>Under supervision of a project manager or task order leader, conceptualizes and writes publications, materials, and documents for conferences, meetings, workshops, or working groups. Documents include brochures, reports, fact sheets, kits, slide presentations, articles, speeches, conference materials, and meeting summaries.</p>	<ul style="list-style-type: none"> <li>• Perform literature and database searches or conduct interviews as required</li> <li>• Create outlines</li> <li>• Conduct research and gather source materials</li> <li>• Draft materials</li> <li>• Coordinate with editors and proofreaders to ensure accuracy in all documents</li> <li>• Revise materials based on client feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or journalism, or a bachelor's degree in a substantive discipline with demonstrated experience writing and editing or equivalent experience</li> <li>• Familiarity with health, medical, scientific and/or research terms and various styles, including American Medical Association, Associated Press, Chicago, and U.S. Government Printing Office</li> <li>• Familiarity with plain language writing principles</li> <li>• Four to six years of experience, or a master's degree plus two years' experience, or a Ph.D. plus demonstrated writing skills</li> <li>• Proficiency in information research</li> </ul>
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Other Direct Cost (ODCs)	Other Direct Cost Description
Consultants	A person or company that provides expert support in areas of, but not limited to, Senior Science Writing, Subject Matter Expertise, Facilitation, Training, Social Media Ad Support, Media Monitoring & Analysis, Print & Broadcast Media, Video Production, and Photography.
Meeting Room Rental	The cost related to conference, events, and meetings space.
Miscellaneous Costs	Costs that cannot be classified in any of the other Palladian Other Direct Cost on the GSA pricing list; examples of these types costs are Warehouse Storage, Software Tools/Software as a Service, Media Tours (satellite/radio), Fulfillment Distribution, Video Production-Misc. Costs, Photo Images, Admin Fee, Contract Subscription Fees, Web & Mobile Applications, and other Miscellaneous Costs that are required to support the various contract requirements.
Temporary Services	A person, or company, that provide support in areas of, but not limited to; Graphic Design, Web Support, Science Writing, Editing, 508 Specialist, Proofreading, Database Management Support, Social Media Support, and Traffic Support and Management.
AV Equipment	Cost for audiovisual equipment.
AV Technician	Cost for audiovisual services.
Courier	Contract-related courier service.
Food & Beverage	Allowable meeting & conference cost for food and beverage.
Long Distance Telephone	Contract-related long distance telecommunication service.
Materials & Supplies	Contract-related tangible property that is used or consumed in support of a contract.
Misc. Meeting-Related Costs	Additional allowable meeting-related costs that are not considered materials & supplies, nor miscellaneous cost.
Postage/Express Mail	Cost for contract-allowable postage/express mail service.
Poster board Cost	Cost to purchase or rent freestanding boards that are used to display messaging for client meetings/conferences, or client posters.
Printing and Reproduction	Cost for contract-allowable in-house, and/or outsourced, printing and reproduction.
Teleconferencing	Cost to use a telecommunication device, or service, to hold contract-related discussions, or meetings, between participants in different locations.
Transcription	Cost to produce the written or printed version of something, i.e. client meeting minutes.
Translation/Interpreting Services (incl. interpreting/translating services, equipment, and related costs)	Cost for translation/interpreting services, includes all foreign languages, and use of equipment/software for these services and related costs.
Videoconferencing Services (per site/1 day)	Cost for videoconferencing services and equipment, and other related costs.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
3D Designer Specialist	13041 - ILLUSTRATOR 1	2015-4270
Communications Associate 1	30460 - TECHNICAL WRITER	2015-4270
Communications Associate 2	30461 - TECHNICAL WRITER I	2015-4270
Communications Associate 3	30462 - TECHNICAL WRITER II	2015-4270
Consultant Writer 1	30461 - TECHNICAL WRITER I	2015-4270
Consultant Writer 2	30463 - TECHNICAL WRITER III	2015-4270
Consultant Writer 3	30463 - TECHNICAL WRITER III	2015-4270
Consultant Writer 4	30463 - TECHNICAL WRITER III	2015-4270
Database Coordinator 3	01152 - DATA ENTRY OPERATOR II	2015-4270
Deputy Project Manager	99260 - MARKETING ANALYST	2015-4270
Digital Media Associate	13061 - MEDIA SPECIALIST I	2015-4270
Digital Media Associate 1	13062 - MEDIA SPECIALIST II	2015-4270
Digital Media Producer 2	13074 - PHOTOGRAPHER IV	2015-4270
Digital Media Producer 1	13073 - PHOTOGRAPHER III	2015-4270
Editor 1	30461 - TECHNICAL WRITER I	2015-4270
Editor 2	30461 - TECHNICAL WRITER I	2015-4270
Editorial Consultant	30460 - TECHNICAL WRITER	2015-4270
Editorial Consultant 1	30462 - TECHNICAL WRITER II	2015-4270
Editorial Project Coordinator 1	30462 - TECHNICAL WRITER II	2015-4270
Graphic Artist	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 2-a	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 2-b	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 3	15080 - GRAPHIC ARTIST	2015-4270
HTML/Web Software Specialist	14074 - COMPUTER PROGRAMMER IV	2015-4270
Interactive Designer Specialist	13041 - ILLUSTRATOR 1	2015-4270
Junior Editor	30460 - TECHNICAL WRITER	2015-4270
Junior Writer	30461 - TECHNICAL WRITER I	2015-4270
Logistics Coordinator	01112 - GENERAL CLERK II	2015-4270
Logistics Coordinator 1	01112 - GENERAL CLERK II	2015-4270
Logistics Coordinator 2	01112 - GENERAL CLERK II	2015-4270
Materials Development Writer	30462 - TECHNICAL WRITER II	2015-4270
Meeting Planner 2	01112 - GENERAL CLERK II	2015-4270
Mid-Level Project Manager	99260 - MARKETING ANALYST	2015-4270
Production/Distribution Manager	01113 - GENERAL CLERK III	2015-4270
Program Manager	99260 - MARKETING ANALYST	2015-4270
Project Manager	99260 - MARKETING ANALYST	2015-4270
Proofreader	30460 - TECHNICAL WRITER	2015-4270
Proofreader 1	30460 - TECHNICAL WRITER	2015-4270
Proofreader 2	30461 - TECHNICAL WRITER I	2015-4270
Senior Consultant Writer	30463 - TECHNICAL WRITER III	2015-4270
Senior Editor	30462 - TECHNICAL WRITER II	2015-4270
Senior Editor 2	30462 - TECHNICAL WRITER II	2015-4270
Senior Graphic Designer	15080 - GRAPHIC ARTIST	2015-4270
Senior Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Senior Meeting Planner 1	01112 - GENERAL CLERK II	2015-4270
Senior Meeting Planner 2	01112 - GENERAL CLERK II	2015-4270
Senior Meeting Planner 3	01113 - GENERAL CLERK III	2015-4270
Senior Production Manager	01113 - GENERAL CLERK III	2015-4270
Senior Science Writer 1	30463 - TECHNICAL WRITER III	2015-4270
Senior Web Developer	14074 - COMPUTER PROGRAMMER IV	2015-4270

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Senior Web Developer 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Senior Web Developer 2	14074 - COMPUTER PROGRAMMER IV	2015-4270
Senior Web Writer	30462 - TECHNICAL WRITER II	2015-4270
Senior Writer/Editor	30462 - TECHNICAL WRITER II	2015-4270
Senior Writer 1	30463 - TECHNICAL WRITER III	2015-4270
Task Order Leader	01152 - DATA ENTRY OPERATOR II	2015-4270
Task Order Leader 1	01152 - DATA ENTRY OPERATOR II	2015-4270
Task Order Leader 2	01152 - DATA ENTRY OPERATOR II	2015-4270
Web Content Specialist	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Content Strategist 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Content Strategist 2	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Database Specialist 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Designer	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Developer	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Developer 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Web Graphic Designer 2	15080 - GRAPHIC ARTIST	2015-4270
Web Writer	30462 - TECHNICAL WRITER II	2015-4270
Writer 1	30462 - TECHNICAL WRITER II	2015-4270
Writer 2	30462 - TECHNICAL WRITER II	2015-4270

Service Contract Labor Standards (SCLS):

Palladian Partners, Inc. certifies the GSA awarded rate meets or exceeds the minimum wage rate as identified in Wage Determination 2015-4270, currently incorporated into the Professional Services Schedule (PSS) Solicitation for the SCLS non-exempt labor categories identified in the matrix below.

The Service Contract Labor Standards apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide)."