



Must have an active Secret clearance to be considered for this position

Interested applicants, please forward CV/resume to info@TheHopliteGroup.com

Contingent / Noncontingent

Job Summary: Instructional Media Designers support design, development, and production of computerized and classroom courseware. Uses creative skills in art and design to communicate a story, message or idea in support of instructional content delivery. Creates visual aids to inform, persuade, and engage target audiences, adjusts mood and style of visual aids accordingly for the best teaching and learning outcomes. This individual works within a small multi-disciplinary course production team to create traditional courseware and/or transform traditional courseware into online formats in innovative and compelling ways that are equal of or greater effectiveness than F2F implementations of equivalent content. Specializes in design mediums, such as analog/digital drawing, photography, animation and/or digital audio in support of instructional content.

Essential Job Functions:

- Maintains technical knowledge by attending design workshops, as directed by government; routine study and review of professional publications; participating in professional societies
- Contributes to IDT team efforts by accomplishing related tasks as needed
- Ensures proper disposition of visual information record material, performs multimedia editorial functions - reviewing editing visual/audio materials, identifying/reducing material to individual scenes or sequences, assembling in proper order
- Produces geometric representations, orthographic and isometric drawings, auxiliaries (normal and edge vies) & conventional drawings, ensures graphical products are delivered using format to enable CBT, F2F, and interactive instruction
- Edits, assembles, and synchronizes recorded sound with imagery, integrating special effects
- Set up, position, synchronize, and operate various types of cameras, projectors, video and audio recorder-reproducers, monitors, digital interface, computers, and multimedia equipment
- Maintains an indexed instructional media library/repository
- Maintains current level of professional skills and knowledge regarding the application of multimedia development tools and production formats such as Adobe Creative Suite, JavaScript, SVG, Shockwave, Unity 3d, HTML 5, MP4, FLV, WMV, and MP3.
- Demonstrates knowledge and skills in communicative processes, visual information management and quality assurance
- Prepares work-flow maps, plans concept illustration by studying learning content information and materials
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size, and style, and related aesthetic concepts
- Facilitates consensus agreement among instructional design team (IDT) regarding concept illustrations by submitting rough-draft layouts, prepares finished copy and art illustrations to support instruction
- Ensures continued operation of IMD tools by completing preventive maintenance requirements following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories, evaluating new equipment

Knowledge/Skills/Abilities:

wisdom, courage, innovation.



- Ability to communicate and coordinate with instructors, SMEs, editors, and authors to understand and interpret the insertional visual aids needs
- Demonstrated (i.e., a portfolio and or URL link, media disk exemplifying creative products/minimum of one example) track record showing significant knowledge of various multimedia styles and formats
- Demonstrated knowledge and skills in computer-aided design (CAD) packages to scan images and change format, size, colors and other elements
- Documented knowledge in copyright & reproduction restrictions
- Demonstrated knowledge and skills in multimedia, production and documentation, e.g., digital/analog graphics, still photography, electronic imaging, imagery and digital audio
- A minimum of 12 semester hours in multimedia design and development
- Able to keep deadlines and manage change to assure personal responsibility for timelines
- Comfortable interacting with leadership, faculty, technologists and other teams (ISD)
- Special Operations experience required
- Basic Knowledge of the following MDSs: AC-130U/W, MC-130H/P, U-28, MC/PC-12; C-145, C-130J, and other non-standard aviation aircraft

Education:

- **Required:** Bachelor's Degree in Social or Physical Sciences

Special Requirements:

- Must possess a Secret security clearance

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