

Job Description

Date: 03/12/09

POSITION TITLE: Media Specialist

DUTIES: Design, develop, and produce a variety of multimedia products (scientific and technical graphics, documentary photography and video programming, technical animation, and audio/visual communications and presentations). Typical assignments include working in support of D&D projects, where continuing photographic and video documentation and content development are required to meet programmatic and regulatory objectives or preparing historical documentation of SRS facilities to meet stringent South Carolina and Federal standards.

Specific assignment scope will vary according to assignment, but will generally include directing, planning, developing, implementing, and administering Media-Service-related programs. Contacts routinely include internal customers, senior management, and technical experts. Colleagues include drafters, designers, planners, WSRC vendors, and various DOE and DOE oversight personnel to discuss and exchange information on.

REQUIRED QUALIFICATIONS

Education: High School Diploma or higher (undergraduate degree preferred).

Experience/Skills: Practitioners must possess comprehensive skills and demonstrated competence in photography, video, and graphics communications and documentation. Software programming skills using HTML and other web development tools is also desired. Practitioners should possess knowledge of industry practices and standards in communications using the graphics arts and an advanced level of technical understanding in the field with the ability to communicate and interact with technical and non technical audiences.

Work Hours A 40 hour work week is scheduled. The 40 hour work week will consist of (4) 9 hour work days with (1) 8 hour work day on Friday. The subcontractor will work a 9-80 schedule with every other Friday off. Work week excludes SRNS holidays. Each work day has a 30-minute lunch.

Area Security Access: Candidate must be capable of obtaining a DOE L clearance. It is required to perform assigned duties.

Date: 03/12/2009

CANDIDATE EVALUATION FORM

CANDIDATE NAME: _____

POSITION TITLE: Media Specialist

MINIMUM REQUIREMENTS
(See Job Description)

	<u>YES</u>	<u>NO</u>
1) U.S Citizen	_____	_____
2) High Diploma or Higher	_____	_____
3) Comprehensive skills and demonstrated competence in photography, video, and graphics communications and documentation.	_____	_____
4) Good communication skills – both written & oral	_____	_____
5) Software programming skills within HTML and/or other web development tools.	_____	_____
6) Telephone interview to validate resume data*	_____	_____
7) Reference check to evaluate performance capability*	_____	_____

*Evaluation validation criteria

Additional Qualifications of Candidate:

Narrative Discussion of Resume Validation:**

(**Discussion not required if candidate is acceptable)

EVALUATOR: _____

DATE: _____