

Multimedia Designer

Job Description

Supervisor: Vice President of Curriculum & Instructional Design
Status: Full-Time, Non-Exempt
Location: Remote – a work model that supports location flexibility based on the expectations and responsibilities of the position.

POSITION OVERVIEW:

The Multimedia Designer is responsible for managing and maintaining teacher professional development content in Canvas, managing and supporting the Neuhaus Academy platform and membership, designing instructional content in coordination with content writers, and supporting and maintaining processes and organization involving the content of manuals and materials.

RESPONSIBILITIES:

- Instructional Designing/Desktop Publishing
 - Design content presentations, including editing audio and video files, producing PowerPoint presentations, etc.
 - Assist in the development of printed or digital instructional materials, including manuals, charts, handouts, decks, fillable forms, etc.
 - Prepare content for publishing and/or printing.
 - Create and/or find and edit graphics as necessary.
- Canvas Content Management
 - Upload new content, including modules, quizzes, assignments, uploading lessons and handouts, etc.
 - Maintain and update online class content, including videos, lessons, quizzes, handouts, assignments, etc.
 - Assist in the customization of course content as needed, including combining two or more online classes, creating new copies for scheduled classes, adjusting assignments, etc.
 - Provide troubleshooting assistance to clients and staff for content-related issues.
 - Provide training and guidance to Neuhaus staff on the use of Canvas for instruction and staff development
- Neuhaus Academy Platform and Content Management and Client Support
 - Design student and teacher materials for Neuhaus Academy, both print and digital
 - Provide phone and email support to Neuhaus Academy members, including manual account verification, usage troubleshooting, answering questions, etc.
 - Act as secondary contact with site developers for troubleshooting and maintenance
 - Assist in development of support materials for members, including Help & FAQ and instructional videos
- Manuals and Materials Content Management
 - Assist in the maintenance and organization digital files of Neuhaus manuals and materials, both printed and digital (not including promotional items)
 - Assist in maintaining tracking of proposed and implemented changes to printed materials

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- Interface with printers to assure the correct printing of manuals and materials
- General Responsibilities
 - Maintain branding and design consistency across all content design
 - Proofread and edit content as needed

TALENTS AND COMPETENCIES:

- **Growth Mindset:** Thrives on challenge and recognizes that setbacks are a necessary part of the learning process. Stays curious through challenges and encourages others to do the same.
- **Values Diversity:** Helps create a work environment that embraces and appreciates diversity. Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas and input of others. Respects the talents and contributions of all individuals.
- **Accountability & Dependability:** Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- **Initiative:** Recognizes situations that warrant initiative and moves forward without hesitation; reasonably resolves issues, problems, or situations.
- **Self-management:** Manages own time, priorities, and resources to achieve goals.
- **Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities and works with a variety of situations, individuals, groups, and varying customer needs.
- **Communication:** Listens to others and communicates in an effective manner
- **Creative & Innovative Thinking:** Develops fresh ideas that provide solutions to all types of workplace challenges.
- **Development & Continual Learning:** Displays an ongoing commitment to learning and self-improvement; desiring and making an effort to acquire new knowledge or skills for work.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience in instructional design or related field
- Competency in Windows, Adobe InDesign, Photoshop, MS Office products, web-based interfaces
- Familiarity with Learning Management Systems, Canvas in particular
- Familiarity with iSpring Presenter/Suite or similar software
- Experience with audio editing products (e.g., Camtasia Studio, Audacity Audio Editing)
- General knowledge of technology

TRAVEL:

Minimal local travel as required by supervisor. Optional travel for conferences and professional development may be available with advance notice and planning. Travel to attend company-wide and department events at designated locations is required of all Neuhaus team members.

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PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Frequent:
 - sedentary work that primarily involves sitting/standing
 - remaining in a stationary position, often standing or sitting for prolonged period
 - communicating with others to exchange information
 - assessing the accuracy, neatness and thoroughness of the work assigned
 - repeating motions that may include the wrists, hands and/or fingers

- Occasional
 - moving about to accomplish tasks or moving from one worksite to another

THE ORGANIZATION:

Neuhaus Education Center is a non-profit educational organization dedicated to promoting reading success for all. We provide evidence-based training and support to teachers, supply information and resources to families, and offer direct literacy services to adult learners.

At Neuhaus Education Center, we believe that a diverse team, informed by different perspectives, makes us stronger. We live our core values boldly in our approach to making a difference. Team members at Neuhaus are expected to **Act with Integrity, Serve as a Trusted Partner, Think Big and Innovate,** and **Grow Knowledge and Expertise**. We are committed to doing the work and challenging each other to be an organization in which everyone is respected and heard. We commit to providing genuine opportunities for all team members to thrive. We will continue to embed diversity, inclusion, belonging, and equality in everything we do

Neuhaus Education Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.