



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

FEDERAL VACANCY ANNOUNCEMENT

ANNOUNCEMENT: CK877217TW

TITLE: Audio Visual Production Specialist - Outreach & Communications

OPENING DATE: May 28, 2013

CLOSING DATE: June 10, 2013

PAY PLAN/SERIES/GRADE: GS-1071-11

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: This is a career/career conditional appointment in the U.S. civil service. All U.S. citizens may apply.

Major Duties: Major responsibilities and duties of the incumbent may include; but are not limited to the following:

- Manages audio/visual support for Wilson Center live events and associated post-production for archived recorded media;
- Plans and coordinates audio/visual support for a wide variety of events that require diverse knowledge of presentation technology;
- Is responsible for unified communications and web conferencing, including equipment configuration and operation, network and application requirements for mobile, web, and social media collaboration;
- Works in concert with multimedia production team and contracted support technicians; to include directing, shooting, and editing;
- Acts as team leader for event set up and operation of various types of audio/visual devices; including live webcasting encoders and servers;
- Works with program staff during Center events to support their use of audio/visual technology.

QUALIFICATIONS REQUIRED:

Specialized Experience GS-11: One year of specialized experience equal to the GS-09 grade level in the Federal service which demonstrates the knowledge, skills, and abilities to perform successfully the duties of this position. Specialized experience includes:

- Applying principles, practices, methods, and techniques for communicating information through audiovisual means;
- Working in phases of audiovisual production, programming, or editing to effectively present information and to modify or adapt standard practices and procedures;
- Assisting in audiovisual production involving television broadcast and production techniques;
- Assisting in composing live or prerecorded programs with multiple visual or audio elements.

Please view the FULL job announcement for substituting education for specialized experience.

How to Apply: You must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site. Click on the link below to open the job announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/342211100>

Duties, requirements, application procedures and the full text vacancy announcement can be found at the above link.

****Please note: Applicants must apply online through the USAJOBS website. Application materials submitted to the Woodrow Wilson Center's HR office cannot be considered. ****