

Company:	AgCreate Solutions, Inc. www.agcreate.com		
Job Title:	Multimedia Editor and Instructional Technologist		
Work Location:	Monticello, IL (on site)	Travel Required:	Some (<10%)
Level/Salary Range:	Dependent on experience	Position Type:	Full time
Contact:	Brent Reese, CBO hr@agcreate.com	Date posted:	January 12, 2023
E-MAIL: hr@agcreate.com	Please send cover letter, resume, and reference list by e-mail with subject line "Multimedia Editor and Instructional Technologist." If possible, please include a portfolio of writing examples, instructional design work, or other work examples.		
Job Description			
The ideal candidate for this position is creative and has an eye for detail. They are a positive collaborator who takes initiative with great followup. This candidate enjoys relating to people and customers.			
Role and Responsibilities			
40% Multimedia and copy editing			
<ul style="list-style-type: none">• Review a variety of multimedia outputs• Correct spelling mistakes and grammatical errors.• Test user experience for expected results.• Confirm auditory and visual messages are professional, engaging, and match branding guidelines.• Proof multilanguage outputs prior to release.• Submit and guide project components through customer approval systems and work with team to apply customer change requests.			
30% Instructional Design			
<ul style="list-style-type: none">• Design and create learning experiences that work to teach and simulate the desired end skill.• Produce work conforming to style guide, standard format, theme, etc.• Maintain a Learning Management System (LMS) environment that is engaging, motivating, and conducive to learning.• Construct curricula within LMS.• Assist users in troubleshooting technology-related problems.• Maintain current knowledge of learning trends.			
30% Writing, Communication, Project Management			
<ul style="list-style-type: none">• Write or edit learning experience scripts.• Prepare recording scripts for talent.• Prep storyboard resources for video shoots.• Work with Creative Director to write/edit Desired End Skill and Learning Objective (DESLO) documents to guide video shoots, projects, and other creative outputs.• Write concise, on-target, and resonating messaging in all publications.• Write for internal and external websites.• Coordinate external media releases.• Prepare documents for language translation.• Write interactive quiz questions that simulate desired end skills.			

- Log video.
- Provide customer support when needed during product implementation.
- Support project managers throughout the life of a project.
- Maintain project tasking status in project tracking software.
- Aid in biosecurity management and logging of equipment.

Qualifications and Education Requirements

Bachelor's degree or equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Candidate must be proficient in:

- Microsoft Office
- Windows environment

Characteristics

- Organized
- Keen eye for detail
- Able to create clear concise messages in a creative way
- Able to convey narrative or story with compelling writing
- Familiar with instructional design theory and application
- Strong spelling and grammar skills
- Able to multi-task and prioritize tasks effectively
- Able to work with deadline pressure
- Able to produce quality work in a dynamic work environment as needed
- Professional written and verbal communication skills
- Able to work independently and in a team
- Able to receive feedback and apply to work

"Nice to Have" Skills

- Proficiency in Articulate
- Proficiency in Adobe InDesign
- Proficiency in Adobe Premiere
- Familiarity with learning management software (LMS), preference given to experience with Absorb
- Experience working with productivity software, project management tools, and creating and maintaining project plans.
- Experience/interest in animal husbandry, food production, veterinary medicine, agriculture
- Able to speak Spanish

Continuing Education:

AgCreate supports continuing education activities related to position. Examples of this may include training courses or conferences. All continuing education activities must have approval and are dependent on company annual budget.

Benefit Package

Competitive benefits offered for full-time employees.