**Media Manager**

**General Summary:**

The media manager is responsible for directing a global team of media professionals producing a wide range of products and services. He or she has extensive experience with eLearning development and visual layout and is well-versed in presentation principles.  This person is also familiar with other areas of modern media such as HTML, XML, Adobe Creative Suite, video and animation. The media manager has the skills and willingness to get involved with and contribute in the day-to-day work of the team. This person also has experience managing people and coordinating the efforts of a diverse staff.

The media manager is responsible for setting proper expectations, prioritizing projects and meeting deadlines.  He or she is also responsible for communicating with Project Mangers, clients, and other stakeholders about progress and how expectations are being met. This person is responsible for general art direction and adherence to quality and corporate standards. This person is also involved in planning and “selling” concepts to clients both internally and externally.

The media manager is up to date with new design trends, software, and technology and is always looking for more efficient and effective ways of achieving results. The media manager also acts as a mentor to people on his or her team ensuring that team members are developing skills and staying on top of changing standards and best practices.

Essential Duties & Responsibilities:

* Plans, schedules, and implements all aspects of media development, in conjunction with project managers and the Executive Director of LDD.
* Ability to manage multiple, complex, on-going tasks and projects
* Attends all project kickoff meetings to become familiar with project objectives and help prioritize development initiatives.
* Acts as a consultant to Executive Director, Directors, Project Managers, and Instructional Designers to advise best media solutions for a project.
* Communicates all media project utilization to Executive Director, Directors, Project Managers to develop an accurate list and reach department consensus on project prioritization.
* Ability to develop and communicate media time and resource estimates to determine an accurate project scope.
* Communicates all project requirements to team to ensure efficiency throughout the development cycle.
* Tracks and reports on progress of all projects.
* Identifies ways to improve processes and performance that enhance bottom line results.
* Ensures team utilization meets department requirements.
* Researches new technologies, utilities and development software.
* Transfers the approved concept design to media team lead to move ahead with completion of project by media specialists.
* Maintains the new hire training process, schedule, and materials for new media specialists.
* Monitors the progress of new employees and recommends activities for performance improvement.
* Holds regular meetings, and helps to foster career development with individual team members.
* Identifies new products and services that can be utilized internally or sold to external clients.

Job Specifications/Yrs of Experience:

* BA/BS or equivalent experience
* Experience with corporate training development and delivery.
* Direct eLearning development experience.
* Understanding of media development for blended learning programs.
* Proficient in Microsoft Office
* Knowledge of mobile development and best practices.
* Experience with SCORM/AICC compliant delivery through an LMS.
* 1-3 years Experience managing teams.
* Experience with Adobe Creative Suite.
* Familiarity with HTML, CSS, JavaScript, XML, Graphic Design, Video production and animation.

Additional Specific Duties & Responsibilities:

* Excellent leadership and mentoring. Actively manage the staff. Support, motivate and retain an outstanding team.
* Great desire for self-development and improvement.
* Must be able to interact effectively and professionally with internal and external clients.
* Excellent communication and interpersonal skills.
* Strong analytical skills.
* A visionary—looks for how to add value to the company and client.
* Demonstrated commitment to a teamwork environment.
* Demonstrated problem solving and decision making skills.
* Strong organizational skills, attention to detail and follow through.
* Easily adaptable to a fast paced, ever changing environment.
* The ability to listen to, understand and properly interpret thoughts, information and ideas presented by multiple stakeholders.
* The ability to envision unusual or clever ideas (themes, approaches, concepts) about a given topic or situation, or to develop creative ways to solve a problem, that fall within prescribed time frames, capabilities and production budget.
* The ability to capture and layout design ideas as a presentation “treatment” using the Adobe Creative Suite of Graphic software programs.
* The ability to present an interpretive design in a manner of speaking so that non-designers will clearly understand its origin and resulting metaphor.
* The ability to sell and secure an interpretive design equally and identically with both the customer stakeholder and the development group who will implement the vision.
* Willingness to get involved in the day-to-day work of production.
* Performs administrative HC and IT duties such as managing employee time off and technology requests.