

CONTENT PRODUCTION ASSOCIATE (REMOTE LOCATION)**JOB DETAILS**

As a Content Production Associate, you will work in the areas of content management and logistics, third party content licensing, and instructor/subject matter expert (SME) development. Thus, you are fully responsible for the full lifecycle of content that we touch, including intellectual property that we own as well as that owned by third parties.

You will work remotely from our offices.

Your work includes interacting with:

1. Subject matter experts and instructors within subject areas relevant to our professional development and training businesses
2. Learning management systems (LMS) and content management systems (CMS) that are used to manage and / or deliver content for our internal and external audiences
3. Publishers of content, books, tests, coding challenges..., including ourselves and third-parties
4. Our finance teams (in coordinating payments to and from various parties)
5. Our internal subject matter experts, and,
6. Our leadership team

As a Content Production Associate, you will be accountable:

- A) For instructors and subject matter expert development
 - a. To identify, engage, develop, and coordinate with subject matter experts and instructors to create, coordinate, product and manage courses, programs and other professional development and training
 - b. To ensure they are aware where and how content owned by them is being used
 - c. To ensure contracts are in place with all engaged subject matter experts and instructors
 - d. To ensure biographies, resumes, video introduction, etc. are available for each person
- B) To manage content on our LMS and CMS
 - a. To create, organize, update, and manage all content on our LMS and CMS
 - b. To ensure content is updated, and tracking mechanisms for the workflow of content management are in place and used appropriately
 - c. To ensure the content used is appropriate, consistent, properly managed and catalogued, and securely stored on our LMS and CMS platforms
- C) To publishers of content so that it is
 - a. Best of breed
 - b. Update and relevant to our audiences
- D) To program managers
 - a. To coordinate content with our program managers engaged in the delivery and support of client products and services contracted
 - b. To understand what our sales team has sold to our clients and ensure that is aligned with the subject matter experts and instructors
 - c. To monitor and manage Slack Channels associated with our courses and training programs

- E) To other content and technology professionals
 - a. To work with videographers, graphic artists and others to edit content for courses, programs and other professional development and training planned delivered to our clients
 - b. To ensure the highest possible quality content is used at all times in our work
- F) To company sales and marketing initiatives, including:
 - a. Producing videos, tutorials, webinars, techbytes, Free Course Fridays, free live online streaming courses and other content for sales and marketing, social media purposes
 - b. Coordinating regular free webinars with our subject matter experts and instructors;

REQUIREMENTS

- ✓ A Bachelor's Degree or equivalent preferred.
- ✓ 1+ year working with LMS and CMS preferred
- ✓ 2+ years using with online education, including Udemy, Pluralsight, edx.org... preferred
- ✓ Strong ability to contact and develop rapport with third parties (e.g., instructors, SMEs...)
- ✓ 2+ years demonstrable experience working on multiple, simultaneous projects
- ✓ Strong follow-up skills in planning and executing details
- ✓ Attention to detail and quality in everything you do
- ✓ Solid communications skills with others
- ✓ Excellent ability to use phone, email, Skype and other means with our instructors and SMEs
- ✓ Great drive and initiative to get work done that meets or exceeds expectations.
- ✓ Self-motivated personality and ambitions to achieve
- ✓ Excellent written and verbal communication skills
- ✓ Outstanding organizational and time-management skills

COMPANY SUMMARY

We are on a mission to transform technologists into world-class experts and business people into tech savvy leaders. It's that simple!

We are a specialized training company that provides live and online education for technology companies, financial institutions, government agencies and many others around the world. Our target audience are professionals working inside these client organizations.

We offer free online courses and private customized courses. The free online courses are a means of developing relationships (and upsales) with large companies who have many users of on these free courses, and the various individuals who want to subscribe to our course library.

More about us is located at <http://www.starweaver.com> and on our learning management system at learning management system at <http://lms.starweaver.com>. You can also view some of our online courses at a third party sites, where we also syndicate our content (e.g., <https://www.udemy.com/u/paulsiegel2>).

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