



# NAMMS

## Native American Management Services, Inc.

### Advertising and Integrated Marketing Solutions | AIMS

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAvantage.gov](http://GSAAvantage.gov).

**Contract #: GS-23F-0130S**  
*(Small Business Set-Aside)*

**Native American Management Services, Inc.**  
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**Native American Woman-Owned  
Small Disadvantaged Business**

**Contract #: GS-23F-0130S (Small Business Set-Aside)**

#### FCS GROUP: 541

SIN	Description
541-3	Web Based Marketing Services
541-4D	Conference, Events, and Tradeshow Planning Services
541-4E	Commercial Photography Services
541-4F	Commercial Art and Graphic Design Services
541-2000	Other Direct Costs

Period Covered by Contract: **June 6, 2007 – June 5, 2012**

PRICELIST CURRENT THROUGH MODIFICATION #AO08,  
DATED JUNE 9, 2008.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

# Catalog and Price List

# NAMS

Native American  
Woman-Owned  
Small Disadvantaged Business

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Native American Management Services, Inc. (NAMS) is a certified Native American, woman owned Small Disadvantaged Business. NAMS was founded in 1992 and has always been dedicated to serving our Federal clients in the Washington, DC metro area, across the continental United States, Alaska, Hawaii, and overseas. NAMS has additional offices in North Dakota, Oklahoma, and Texas.

# ABOUT NAMS

NAMS is pleased to offer event management, marketing, media services, photography, and graphic design under the Federal Supply Schedule Contract for Advertising and Integrated Marketing Schedule (AIMS).

GSA/AIMS is an easy-to-use task order contract that allows Federal clients optimal access to pre-qualified contractors. This catalog describes our services available through GSA AIMS, and provides the information needed for ordering services and verifying pricing.

Our scope includes:

- Comprehensive support for over 100 meetings and conferences annually for Federal events, of all sizes and at many locations
- Expert planning, management, impeccable implementation, record and report keeping, and compliance with federal regulations

- Technical writing and editing, including biomedical material, culturally appropriate material, and marketing material
- Graphic design and publication management
- Public relations, communications plans, and communication strategies and tactics relating to the Native American community
- Subject matter experts on communications

NAMS delivers timely and well managed services and reporting to our Federal clients. NAMS won awards for Outstanding Contractor of the Year in both 2004 and 2006 from Health & Human Services' Administration for Children & Families. Our current clients include offices in the Department of Commerce, Department of Defense, Department of Homeland Security, Department of Housing and Urban Development, the Environmental Protection Agency, and the Department of Health & Human Services.

# CUSTOMER INFORMATION

## 1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

541-3	Web Based Marketing Services
541-4D	Conference, Events, and Tradeshow Planning Services
541-4E	Commercial Photography Services
541-4F	Commercial Art and Graphic Design Services
541-2000	Other Direct Costs

See Table of Contents for Cross Reference to Item Descriptions and Awarded Prices.

## 1b. LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN:

SIN	MODEL	PRICE
N/A	Services	

## 1c. SERVICES OFFERED and HOURLY RATES:

See Price List (pgs. 5, 6, 7, 8-13)

## 2. MAXIMUM ORDER:

\$1,000,000 per SIN for all SINs under this contract.

## 3. MINIMUM ORDER:

\$100

## 4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

Domestic

## 5. POINTS OF PRODUCTION:

Same as Contractor

## 6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

Prices shown herein are Net discounted. See approved pricelist.

## 7. QUANTITY DISCOUNTS:

None

## 8. PROMPT PAYMENT TERMS:

0% Net 30 Days

## 9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:

Contractor accepts purchase cards up to the micro-purchase threshold.

## 9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:

Contractor accepts purchase cards above the micro-purchase threshold.

## 10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):

Not Applicable

## 11a. TIME OF DELIVERY:

Per Statement of Work (SOW).

## 11b. EXPEDITED DELIVERY:

Items available for expedited delivery are noted in this price list and per SOW.

*11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.*

**11c. OVERNIGHT AND 2-DAY DELIVERY:**

Consult with Contractor

**11d. URGENT REQUIREMENTS:**

Consult with Contractor

**12. F.O.B. POINT(S):**

Destination

**13a. ORDERING ADDRESS(ES):**

Same as Contractor's address

**13b. ORDERING PROCEDURES:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in (FAR) 8.405-3. A sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. PAYMENT ADDRESS (ES):**

Same as Contractor's address

**15. WARRANTY PROVISION:**

N/A

**16. EXPORT PACKING CHARGES:**

N/A

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):**

N/A

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:**

N/A

**19. TERMS AND CONDITIONS OF INSTALLATION:**

N/A

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNT FROM LIST PRICES:**

N/A

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**

N/A

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:**

N/A

**22. LIST OF PARTICIPATING DEALERS:**

N/A

**23. PREVENTATIVE MAINTENANCE:**

N/A

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:**

N/A

**24b. SECTION 508 COMPLIANCE FOR EIT:**

N/A

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**

92-6318916

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**

Native American Management Services, Inc. is registered.

*11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.*

# AIMS LABOR CLASSIFICATION AND RATES

## CLIENT SITE

<b>MFC Labor Category</b>	<b>06/05/09-06/04/10</b>
Senior Project Manager	67.56
Project Assistant	38.12
Administrative Assistant	33.57
Conference Management Director	75.37
Senior Conference Coordinator	63.55
Conference Coordinator	40.56
Conference Resource Specialist	44.33
Graphic Artist (MMS)	51.64
Project Director	124.80
Project Manager	66.24
Graphics Designer	62.66
Web Content Specialist	60.24
Web Developer	66.47
Statistical Analyst	64.56
Sr. Policy Analyst	43.04
Sr. Technical Writer/Editor	64.46
Technical Writer/Editor	55.94
Senior Statistical Analyst	77.46
Director – Video/Film	109.59
Assistant Director – Video/Film	92.19
Creative Director	86.06
Producer – Video/Film	83.10
Video/Film Writer	83.10
Senior Non-Linear Editor	83.10
Sr. Research Analyst	64.56
Research Analyst	55.94
Sr. Documentation Specialist	60.24
Documentation Specialist	43.04
Imaging Specialist	55.94
Voice Over Artist/Narrator	92.19

# AIMS LABOR CLASSIFICATION AND RATES

## NAMS SITE

<b>MFC Labor Category</b>	<b>06/05/09-06/04/10</b>
Senior Project Manager	99.19
Project Assistant	55.96
Administrative Assistant	49.29
Conference Management Director	110.66
Senior Conference Coordinator	93.31
Conference Coordinator	59.55
Conference Resource Specialist	65.08
Graphic Artist (MMS)	75.82
Project Director	183.23
Project Manager	96.74
Graphics Designer	91.99
Web Content Specialist	88.46
Web Developer	94.62
Statistical Analyst	94.77
Sr. Policy Analyst	63.19
Sr. Technical Writer/Editor	94.77
Technical Writer/Editor	82.14
Senior Statistical Analyst	113.73
Director – Video/Film	106.55
Assistant Director – Video/Film	92.19
Creative Director	86.06
Producer – Video/Film	83.10
Video/Film Writer	83.10
Senior Non-Linear Editor	83.10
Sr. Research Analyst	94.77
Research Analyst	82.14
Sr. Documentation Specialist	88.46
Documentation Specialist	63.19
Imaging Specialist	82.14
Voice Over Artist/Narrator	92.19

# OTHER DIRECT COSTS-ODCS

<b>Consultants</b>	<b>Price w/IFF</b>
Consultant IV	174.38 hr.
Consultant III	162.69 hr.
Consultant II	139.45 hr.
Consultant I	87.15 hr.

<b>Support Labor</b>	<b>Price w/IFF</b>
Keynote Speaker/Master of Ceremonies	10075.57 ea.
Professional Reporter/per page	5.58 page.
Interpreting Service for the Deaf	2604.53 ea.
Photo Services	2619.65 ea.
Cultural/Ceremonial Performance	503.78 ea.

<b>Materials/Supplies</b>	<b>Price w/IFF</b>
8.5"x11", 24 page booklet, saddle stitched, prints 4x4 color process with bleeds on 80# silk text	9.29 ea.
Design and Production of Conference Souvenir Book	22468.51 ea.
Inside Page Ad	19199.64 ea.
11"x11.875" Color Copy Cover (65# White Paper)	1.18 ea.
8"x16" Black and White Programs (65# White Paper)	1.39 ea.
8.5"x11" Site Maps (Bonds 20# White Paper)	0.50 ea.
Binders, 1.5" black clear view	5.04 ea.
Tabs	1.89 ea.
Color Copies	6.35 ea.
Copier Service Center (In-house black and white copies)	0.050375 ea.
Sets of white copies, 3 hole drilled	18.49 ea.
Sets of blue copies, 3 hole drilled	2.42 ea.
Printing/Two-Pocket Folders/ea	2.33 ea.
Certificates of Training	1.26 ea.
11"x17" Table Tents (65# White Paper)	2.74 ea.

Continued on next page

# OTHER DIRECT COSTS-ODCS

<b>Materials/Supplies</b> Continued	<b>GSA w/IFF</b>
Laminated Badges with Imprinted Name	1.31 ea.
Badge Setup Charge	25.19 ea.
Badges/Blank	0.36 ea.
30" Nickle Ball Chain	0.33 ea.
2'x6' Double Laminated Banner	302.27 ea.
Banners	237.86 ea.
22"x28" Inkjet Theme Sign	70.53 ea.
22"x28" Inkjet Theme Smart Signs w/Legal SmartLens/ea	95.72 ea.
22"x28" Inkjet Theme Smart Signs w/2 Legal SmartLens/ea	120.91 ea.
18"x18" Inkjet Theme Signs	50.38 ea.
8-Way Directional Arrows	10.08 ea.
4"x24" Information Message Board Theme Sign	50.38 ea.
36"x89" Print on 10mil Reverse Print lexan w/10mil White Backer	459.95 ea.
26"x89" Print on 10mil Reverse Print lexan w/10mil White Backer	338.74 ea.
Sets of prints on 10mil Reverse Print lexan w/10mil White Backer	780.86 ea.
Cotton Canvas Bag with 22" handles and one color imprint. Snap closure and front pocket. 18"x14"x7" gusset	6.84 ea.
Photographic Reproduction on Canvas Bag	2.22 ea.
6' Curved Tabletop Display	599.50 ea.
Portable Displays, Floor/tabletop display	1342.07 ea.
MagnaPop Portable Display, 8 ft	1455.92 ea.
14" Dia. Plastic Graphics Shipping Case	156.17 ea.
All Purpose Ivory Box Cutter	1.02 ea.
Maxell Microcasette tape, 60-minute, Pack of 9	23.29 pack.

<b>Postage/Delivery</b>	<b>Price w/IFF</b>
Courier	293.13 ea.
FedEx Shipping	614.11 ea.
Freight (Economy Air)	1.30 lb.

# OTHER DIRECT COSTS-ODCS

<b>Facilities</b>	<b>GSA w/IFF</b>
General Session Room/rental	6177.33 day
Breakout Room/rental	3425.69 day
Ballroom rental for Event	21158.69 ea.
Room rental per day	321.41 ea.
Blk. Pipe and Drape per ft.	12.09 sf
Re-Key room/per door	25.19 ea.
Continental Breakfast/per person incl 21% gratuity and 10% tax	33.00 ea.
Open Coffee Break/Breakfast per person incl 20% gratuity and 10% tax	56.32 ea.
Open Lunch/per person incl 20% gratuity and 10% tax	51.08 ea.
Deli Buffet Lunch incl 21% gratuity and 10% tax	52.80 ea.
Sandwich Wrap Lunch Buffet incl 21% gratuity and 10% tax	52.80 ea.
Sandwich Lunch Buffet incl 21% gratuity and 10% tax	52.80 ea.
Afternoon Break (Snacks)/per person incl 21% gratuity and 10% tax	29.04 ea
Dinner per person incl 20% gratuity and 10% tax	55.01 ea.
Dinner/carving station incl 10% tax	371.28 ea.
Reception per person incl 20% gratuity and 10% tax	48.73 ea.
Imported & Domestic Cheese Display/per person incl 10% tax	12.75 ea.
Fresh Garden Vegetable Crudite/per person incl 10% tax	10.53 ea.
Spinach and Feta Phyllo Triangle/per piece incl 10% tax	4.71 ea.
Coconut Fried Shrimp/per piece inc 10% tax	5.54 ea.
Chicken Satay with Spicy Peanut Sauce/ per piece incl 10% tax	4.99 ea.
Freshly Brewed Regular Coffee/per gallon incl 21% gratuity and 10% tax	79.19 gal.
Freshly Brewed Decaffeinated Coffee/per gallon incl 21% gratuity and 10% tax	79.19 gal.
Regular and Diet Soft Drinks incl 21% gratuity and 10% tax	5.94 ea.

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# OTHER DIRECT COSTS-ODCS

<b>Facilities</b> Continued	<b>GSA w/IFF</b>	
Fiji and Pelligrino incl 21% gratuity and 10% tax	6.60	ea.
Bartender incl 10% tax	138.54	hr.
Cashier incl 10% tax	110.83	hr.
Labor Charge for Twenty-Five or Less incl 10% tax	83.12	hr.
Uniformed Chef Attendant for Carving Station incl 10% tax	138.54	hr.
Coat Check per person tax incl 5.75%	1.60	ea.
Flowers per Table incl 5.75% sales tax	63.93	ea.
Event Charges per person	65.49	ea.
Event Service Charge per person	21.33	ea.
Room Shortfall incl 14.5% sales tax	172.58	ea.
6'x10' Exhibit Booth rental	95.72	ea.
4'x8' Posterboard rental	2921.91	ea.

<b>A/V Equipment</b>	<b>Price w/IFF</b>	
Wireless UHF Lavalier Transmitter	181.36	ea.
Dynamic Microphone	40.30	ea.
Table Top Mic	120.91	ea.
Microphone Desk Stand	40.30	ea.
Microphone Floor Stand	40.30	ea.
Podium w/Mic	186.40	ea.
Podium Light Kit 2-Pack incl 6% sales tax	133.98	ea.
Six Channel Mixing Console	50.38	ea.
Eight Channel Mixing Console	100.76	ea.
Powered Speaker	95.72	ea.
10.5"x14" MW Screen Surface	191.44	ea.
10"x10" MW Screen Surface	191.44	ea.
8' Tripod Screen per day incl. 6% sales tax	58.95	ea.
LCD Projector	705.29	ea.
VGA 50' Cable/per day incl. 6% sales tax	37.52	ea.

Continued on next page

# OTHER DIRECT COSTS-ODCS

<b>A/V Equipment</b> Continued	<b>GSA w/IFF</b>
Standard Overhead Projector	95.72 ea.
Standard 35mm Projector	95.72 ea.
Wireless 35mm Remote	35.26 ea.
50" Plasma Display	2455.92 ea.
VCR	85.64 ea.
VHS Player/Recorder	85.64 ea.
Laptop Computer	277.08 ea.
Staff Office Computer with extension cords	1179.67 ea.
BC45 Wireless Computer Mouse	65.49 ea.
Pad w/Markers	40.30 ea.
Flipchart Easel/per day incl. 6% sales tax	58.95 ea.
Audio Technician	50.38 hr.
Pre-test AV Equipment/daily	453.40 day
Printer rental per day incl 6% sales tax	133.98 ea.
High Volume Copier per day rental incl. 6% sales tax	562.73 ea.
Fax/Modem w/Direct Dial day/line plus cost of calls	186.40 ea.
VF85 Sony DSC-1024HD Scan Converter/per day	352.64 ea.
Executive Laser Pointer	50.38 ea.
8"-12" Zoom Lens	35.26 ea.
Two-Way Radio	45.34 ea.
Motorola P1225 UHF 16 CH Radio	50.38 ea.
Multi Outlet Power Strip w/surge protection	50.38 ea.
Internet per Room	654.91 ea.
115V,20A, AC, Single Phase, 2000 Watts	125.94 ea.

# LABOR DESCRIPTIONS

## SENIOR PROJECT MANAGER

**Functional Responsibility:** Manages multiple projects and projects managers. Serves as overall lead or director on complex projects and multiple agencies. The Senior Project Manager is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively, efficiently, and on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

**Education:** MA/MS desired, BA/BS required.

**Experience:** 3 or more years relevant experience.

## PROJECT ASSISTANT

**Functional Responsibility:** Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

**Education:** BA/BS desired, HS required.

**Experience:** 1 or more years relevant experience.

## ADMINISTRATIVE ASSISTANT

**Functional Responsibilities:** In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spreadsheets and graphics as desired; other duties as assigned.

**Education:** HS required.

**Experience:** 2 or more years relevant experience.

## CONFERENCE MANAGEMENT DIRECTOR

**Functional Responsibilities:** Provides oversight on conference management projects. Serves as a lead on complex projects and multiple agency contracts and serves as the principle liaison between the contractors and multiple government agencies. The CMD is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively and efficiently, on time and within budget. Coordinates manpower and resources for conference projects. Assures quality control programs are in place and consistent on all projects assigned.

**Education:** BA/BS required.

**Experience:** 7 or more years relevant experience.

## SENIOR CONFERENCE COORDINATOR

**Functional Responsibility:** Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

**Education:** BA/BS required.

**Experience:** 3 or more years relevant experience.

## CONFERENCE COORDINATOR

**Functional Responsibility:** Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

**Education:** BA/BS required.

**Experience:** 2 or more years relevant experience.

## CONFERENCE RESOURCE SPECIALIST

**Functional Responsibility:** Processes advanced registrations, issues receipts, sends confirmation letters, maintains conference databases and addresses questions from the attendees. Supports on-site meeting and registration services, editorial services, travel support and computer support. Acts as liaison with clients, associates and the general public.

**Education:** HS required.

**Experience:** 3 or more years relevant experience.

## GRAPHIC DESIGNER

**Functional Responsibility:** Provides graphic design, illustration, and digital image manipulations and multimedia presentations. Produces the highest quality documents, web page briefings, videos, conference materials and conceptual art. Coordinates design projects and has excellent communication and organizational skills.

**Education:** BA/BS required.

**Experience:** 3 or more years relevant experience.

## GRAPHIC ARTIST

**Functional Responsibility:** Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and or other types of exhibits and their accompanying materials. Designs graphic material for project presentation.

**Education:** Associates of formal training in graphic design or acknowledge mastery and recognition as a professional artist.

**Experience:** 5 or more years relevant experience.

## PROJECT DIRECTOR

**Functional Responsibility:** Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

**Education:** MA/MS desired, BA/BS required.

**Experience:** 8 or more years relevant experience.

## PROJECT MANAGER

**Functional Responsibility:** Serves as a lead on complex projects and multiple agency contracts and serves as principle liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively, efficiently, and on time. Coordinates man power and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

**Education:** MA/MS desired, BA/BS required.

**Experience:** 8 or more years relevant experience.

## WEB CONTENT SPECIALIST

**Functional Responsibilities:** Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics in to a web page.

**Education:** BA/BS required.

**Experience:** 3 or more years relevant experience.

## WEB DEVELOPER

**Functional Responsibilities:** Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 50-compliant web applications for relational database and/or data retrieval systems.

**Education:** BA/BS required.

**Experience:** 3 or more years relevant experience.

## SENIOR STATISTICAL ANALYST

**Functional Responsibilities:** Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develop study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.

**Education:** Master's Degree in Finance or related field.

**Experience:** 8 or more years relevant experience.

## SENIOR POLICY ANALYST

**Functional Responsibilities:** Position will include reviewing agency records, collecting and analyzing data, interviewing agency staff, researching laws, drafting policy alternatives, designing and executing program evaluations, management reviews, budget analyses and policy analyses.

**Education:** Master's Degree in Finance or related field.

**Experience:** 8 or more years relevant experience.

## SENIOR TECHNICAL WRITER/EDITOR

**Functional Responsibilities:** Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements. This includes research, analysis, writing, compilation, editing and coordination of production.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience.

## TECHNICAL WRITER/EDITOR

**Functional Responsibilities:** Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements.

**Education:** BA/BS required

**Experience:** 0-2 years of relevant experience.

## STATISTICAL ANALYST

**Functional Responsibilities:** Assists with the design implementation and management of studies. Will assist with the assembling and managing data sets, processing and analyzing surveys and data.

**Education:** BA/BS required

**Experience:** 4 or more years relevant experience.

## DIRECTOR-VIDEO/FILM

**Functional Responsibilities:** Directs cast (trained or untrained actors) and production crew (cinematographers, sound recordists, graphic artists, set designers). Translates dramatic or technical scripts into storyboards. Directs live-to-air broadcast programs as well as field production of personal interviews, dramatic or documentary footage. Translates verbal ideas into visual concepts. Conducts rehearsal (including blocking and choreography of performers). Designs lighting and visual style of production. Supervises and designs all phases of post production, including musical scoring, editing, animation, and color correction. Analyzes script for dramatic focus, chronology, and dialog.

**Education:** BA required

**Experience:** 5 or more years relevant experience.

## ASSISTANT DIRECTOR-VIDEO/FILM

**Functional Responsibilities:** Assists director in translation of the screenplay or script into final product. Creates schedules and master plan for production, choreographs complex cinematography and coordinates use of personnel and equipment on location or in-studio. Breaks down scripts into executable plan and insures continuity of scenes into edited master of program. Schedules crews and actors, makes daily financial reports. Make audio and visual script logs.

**Education:** BA required

**Experience:** 3 or more years relevant experience.

## CREATIVE DIRECTOR

**Functional Responsibilities:** Translates client's objectives and goals into written treatment or text, clarifying ideas and themes. Converts ideas of subject matter experts into proper visual interpretation. Supervises writers assigned to the production or writes script if budget limits the size of the creative team. Understands and insures legal and copyright guidelines of materials used in production. Insures color and thematic continuity of titling, graphics, print and web material.

**Education:** BA required

**Experience:** 4 or more years relevant experience.

## PRODUCER - VIDEO/FILM

**Functional Responsibilities:** Coordinates all phases of production with client, project manager and crew. Communicates all phases of production with client, project manager, facilities and crew. Formulates approval process and schedule. Analyzes demographic attributes of target audience of program. (May conduct focus group or market testing.) Estimates costs, prepares spread sheets, and designs contingency plans. Insures legal licensing requirements and copyrights of written or recorded material. Prepares legal releases of talent and key design personnel. Manages production schedule for all elements of project. Maintains thorough knowledge of industry standards, practices and innovation..

**Education:** BA required

**Experience:** 0 or more years relevant experience.

**VIDEO/FILM WRITER**

**Functional Responsibilities:** Understands client’s objectives and goals and converts them into written scenes using dialog or actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Analyzes and understands unique demographics for program audience. Expert knowledge of journalism and print guidelines and grammatical standards in U.S.A. and U.K. Designs hyper writing and weblinks (cyber-writing). Thorough knowledge of industry standards and practices when referencing historical or scientific material..

**Education:** MA Desired, BA required  
**Experience:** 3 or more years relevant experience.

**SENIOR NON-LINEAR EDITOR**

**Functional Responsibilities:** Prepares draft or final form programming on non-linear editing systems such as AVID or Final Cut Pro. Creates graphics or animation using Photoshop or Adobe Aftereffects. Selects and edits music. Creates natural or ambient soundtracks as necessary. Familiar with wide ranging editing styles and techniques found in broadcast, dramatic and documentary programming. As necessary, shapes, condenses or refashions programming for different audiences..

**Education:** BA required  
**Experience:** 0 or more years relevant experience.

**SENIOR RESEARCH ANALYST**

**Functional Responsibilities:** Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

**Education:** BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable;  
**Experience:** 5 or more years relevant experience.

**RESEARCH ANALYST**

**Functional Responsibilities:** Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

**Education:** BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable;  
**Experience:** 3 or more years relevant experience.

## SENIOR DOCUMENTATION SPECIALIST

**Functional Responsibilities:** Ability to perform, plan, and organize on documentation and content management requirements. May lead teams, supervise staff, and be responsible for reporting.

**Education:** HS plus specialized training desirable;

**Experience:** 5 or more years relevant experience.

## DOCUMENTATION SPECIALIST

**Functional Responsibilities:** Ability to process and perform on documentation and content management requirements. Requires excellent organizational skills and cooperative experience.

**Education:** HS plus specialized training desirable;

**Experience:** 2 or more years relevant experience.

## IMAGING SPECIALIST

**Functional Responsibilities:** Provides highly technical and specialized solutions to complex imaging issues. Performs analyses, studies, recommendations and reports on imaging related topics.

**Education:** Specialized training desirable;

**Experience:** 0 or more years relevant experience.

## VOICE-OVER ARTIST/NARRATOR

**Functional Responsibilities:** Provide narration of commercial and independent films/media such as on-line workplace training courses; audio textbooks excerpts; recording for dial-in newspaper service; recording/narration of text books and employee orientation videos.

**Education:** BA in relevant field of study;

**Experience:** 2 or more years relevant experience.

# AIMS CONTACTS

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