WILLIAM H. SADLIER, INC
JOB DESCRIPTION

Position: Digital Producer

Department: Shared Services

Reports To: Senior Director of Production

Summary: Coordinates, manages, and builds learning, and practice experiences delivered through Sadlier's Learning Management System. The goal is to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner.

Core Responsibilities:

- Digital Production:
    - Collaborate with Instructional Designers (Digital Strategy) on content structure and mapping.
    - Enforce digital product structure within import spreadsheets.
    - Enforce file naming conventions for digital production activities.
    - Coordinate delivery of art assets with Design for digital products.
    - Coordinate delivery of manuscript (XML/Word) with Editorial for digital products.
    - Enforce making sure manuscript is delivered to in agreed upon formats.
    - Validate the manuscript (XML/Word) maps to screens and agreed to content structures.
    - Provide digital assets specs and then validate assets have been prepped correctly for digital production.
    - Package all assets for delivery to digital production vendor for ingestion.
    - Coordinate with digital production vendors for execution on content production.
    - Review product development activities throughout product lifecycle.
- Audio Production:
    - Create RFP/SOW.
    - Inquire to and define parameters for voice needs (gender, voice types, language, and diversity needs)
    - Coordinate and manage audio engineer or studio to find voice talent based on parameters and approve with editorial resources.
    - Provide estimates for time and budget for audio productions.
    - Setup scheduling of voice talent and schedule for project completion (recording to final files).
    - Manage audio production activities with vendors.
- Video Production:
    - Create RFP/SOW.
    - Coordinate management of all assets (storyboards, scripts, art, audio, animations) need for video production from Editorial and Design.

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- o Provide estimates for time and budget for video production.
- o Manage video production activities with venders.
- Game Production:
  - o Create RFP/SOW.
  - o Coordinate management of all assets (storyboards, scripts, art, audio, animations, content, game play) need for game production from Editorial, Design, and Digital Strategy.
  - o Coordinate schedules and estimates for game development.
  - o Manage game production activities with vendors.
- Vendor Management:
  - o Collaborate with developers, digital strategy, and editorial on product implementation and refining of specifications.
  - o Collaborate with project managers to define workflow, WBS and estimate durations of tasks.
  - o Support workflow and durations for subprojects (projects within projects) with Project Management.
  - o Perform Quality Assurance on platform functionality.
  - o Perform Quality Assurance on digital content provided by vendors.
- Editorial Support:
  - o Provide editorial support for platform engine use.
  - o Provide editorial support for defining product metadata needs and collection.
  - o Provide editorial support for verifying content converted to appropriate structure for digital production.
  - o Provide editorial support for creating authoring templates.
  - o Provide ongoing support for editorial tasks relating to digital product creation.
- Ticket Management:
  - o Coordinate with team (e.g. Editorial, Digital Strategy) to ensure all tickets are logged in issue tracking system.
  - o Report on overall ticket progress from issue tracking system.
  - o Manage the tickets within issue tracking system to ensure they are moving through in a timely manner and being closed out appropriately by groups.
  - o Assist in prioritizing tickets (issues and features) into release schedules.
- Digital Reprints/Maintenance:
  - o Coordinate reprint corrections with Content Manager.
  - o Analyze impact of reprint corrections on digital assets.
  - o Manage execution of reprint corrections for digital products.
  - o Manage content maintenance activities for digital products.
- Tier II/IIII Support:
  - o Provide Tier II support for sales/consultants with account management.
  - o Provide Tier III support for customer support issues that cannot be resolved by Tier I (Customer Service or Technical Support) or Tier II (Digital Production).

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Education, Experience, Skills Required:

- Proven working experience in instructional design with instructional technology
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Solid knowledge of course development
- Solid knowledge of learning management system capabilities
- Degree in instructional design, educational technology, or related fields
- Experience in K-12 educational publishing a plus
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail
- Must be able to manage multiple concurrent projects
- Strong working knowledge of Microsoft Office Suite
- Strong analytical skills