



*We're
Hiring!*

STUDIO PRODUCTION & TRAINING SPECIALIST

Idaho Commission for Libraries

- Part-time, temporary position.
- Flexible schedule.
- \$25 per hour.

To apply, email your cover letter
and resume to
colleen.clark@libraries.idaho.gov
by July 11, 2021



The Idaho Commission for Libraries currently has an opening for a part-time Studio Production & Training Specialist in Boise. This is a temporary position with a 9-month commitment. This position will provide support in launching our new audiobook production equipment and software and create a sustainable training program for future studio volunteers and staff.

Responsibilities include:

- Assist with face-to-face group and individual trainings (either in person or through video conference) of the new studio production equipment and software.
- Develop a sustainable online, interactive, and self-directed training course that meets volunteers needs.
- Create a Studio Information Technology Operation Manual.

Desired Skills:

- Experience providing training or interpreting and explaining specialized or complex material into information usable by the public.
- Basic knowledge of recording studio equipment and software
- Excellent writing skills
- Ability to comprehend schematics and technical manuals.
- Ability and willingness to learn complex systems.
- Ability to prioritize tasks and work within deadlines.
- Good knowledge of Microsoft Office applications and Windows operating system.
- Familiar with creating and publishing videos in an online forum.
- Experience with audiobook, podcast, or voiceover production.

How to Apply:

Please send your cover letter and resume to:

Colleen Clark at colleen.clark@libraries.idaho.gov by **Sunday, July 11, 2021**

Additional Information:

- *Schedule:* flexible, Monday through Friday 8AM – 5PM, 15 hours per week.
- *Pay:* \$25 per hour.