



POSITION DESCRIPTION

Duty Action Results Excellence

Position:	Associate Multimedia Designer	Salary Range:	
Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Regular FT <input type="checkbox"/> Contract Other:	
Location:	Portsmouth, NH	Date Prepared:	December 17, 2009
Reports To:	Senior Multimedia Analyst	Approved By:	DVP

The Company: Dare Mighty Things, Inc. is a veteran owned small business located in Washington, D.C. and Portsmouth, NH. As a management consulting firm, DMT specializes in helping clients to achieve important social outcomes. Its clients are primarily government, foundation and nonprofit organizations serving youth and families in need.

Purpose: The Associate Multimedia Designer will create interactive programs and e-learning modules according to the standards provided by the Creative Learning Solutions (CLS) group. Under direction from the Senior Multimedia Analyst and with guidance from the creative lead, this individual will perform a wide range of design and development tasks. These include creation of graphics, layout, timelines and visual effects; image retouching; programming of interactive modules, programmatic processing of XML files; and creation of HTML and CSS code.

The ideal candidate will have a great visual aesthetic combined with a strong technical grasp of key languages, tools and applications used by the CLS team. This individual will use visual arts and coding skills to produce attractive material that provides a rich user experience.

Essential Accountabilities:

- **Graphic Design.**
 - Creates graphic concepts using Photoshop, Illustrator, InDesign, etc.
 - Creates HTML/CSS files using Dreamweaver and plain text editing tools.
 - Creates Flash linear sequences.
 - Produces press-ready material using Photoshop and InDesign.

- **Flash Development.**
 - Creates interactive Flash sequences.
 - Programs ActionScript 3.0 code.
 - Reads, processes and writes XML files using AS3.

- **Brand Image.** Proactively reinforces DMT’s corporate values and image on an on-going basis. Ensures that all knowledge and/or best practices are packaged and disseminated in accordance with DMT’s image requirements.

Minimum Qualifications and Profile:

	Required	Preferred
Education:	<ul style="list-style-type: none"> • Technical or Bachelors Degree in Graphic Design or related areas. 	
Experience:	<ul style="list-style-type: none"> • 2 years of relevant experience. 	<ul style="list-style-type: none"> • 2+ years experience in developing interactive Flash sequences. • Experience working in a multimedia team environment.
Knowledge/Skills:	<ul style="list-style-type: none"> • Photoshop, Illustrator, InDesign, Flash, Dreamweaver, all CS4. • HTML/CSS coding. • Ability to adapt and apply established policies and procedures. • Excellent verbal and written communication skills and Excellent interpersonal and problem solving skills. 	<ul style="list-style-type: none"> • All CS4 Suite products. • Hand coding HTML/CSS. • XML processing using Flash. • VB.Net, C#, ASP.NET, PHP programming. • Server-side forms processing.
Talents/Personal Attributes:	<ul style="list-style-type: none"> • Strong attention to detail, organized and deadline oriented. • Team player who enjoys supporting others. • Flexible attitude, ability to adapt to different client requirements. • High energy level and a positive, can-do attitude. 	<ul style="list-style-type: none"> • Handles stress with grace and tact. • Proven orientation toward results, action and excellence. • Passion for, and dedication to, our mission. • Strong interest in technology and use of multimedia for training, virtual communities and web based client support.

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the company reserves the right to modify, add or remove duties and assign other duties as necessary.*