



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Is looking for a

Executive (Video Editing and eLearning)

Job Description:

- Responsible for interfacing with individual faculty members, eLearning team, and others on a daily basis to ensure that course videos are recorded, edited and ready for delivery through different online platforms.
- Develop digital learning materials including interactive content, animations, illustrations, motion graphics and help in creation of online simulations and games.
- Design and creation of storyboards and post-production media and associated course elements with video/audio editing, pictures and graphics.
- Identify potential improvements and new course development tools.
- Handle complete postproduction activities of videos including, but not limited to editing, graphic design, encoding for different online learning platform (e.g., Coursera, edX, SWAYAM) specifications, tracking/versioning, sound, etc.
- Guide/Coordinate in-class/in-studio recordings. Reasonable working level knowledge of basic studio equipment is expected.
- Coordinate work with other people from different departments as needed. Tackle technical issues and work with IT and other technical experts.
- Analyse requirements, design/modify e-Learning modules using authorized tools for various IIMA Platforms.

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class from any reputed university having 2-4 years of relevant experience.
- Relevant Professional/Vocational certificates or demonstrated proficiency in the domain of higher education or executive training are an added advantage.
- Knowledge of one or more online creative and visual tools similar to Articulate Storyline/Rise, Adobe Captivate, Adobe Premiere Pro, OBS Studio, etc. *Direct exposure to working on at least one such content creation/authoring tool is a must.*
- Maintaining organized and accurate written and electronic records of all relevant work in the department and the results thereof.
- In-depth knowledge of MS-Office (Excel, Word, Power Point)
- Knowledge of instructional design is desirable
- The candidate should have strong command over English language (written & verbal).
- Behavioral competencies like teamwork, flexibility, initiative and self-motivated.

Age: Max. 35 years as on last date of application.

Job Location: Ahmedabad (Only candidates who are ready to relocate to Ahmedabad may apply).

Last Date to Apply: June 14 ,2022

The position will be on a **Third Party Payroll**.

To apply, please send your updated CV to **career@iima.ac.in** with the subject line **“Application for Executive- Video Editing and eLearning”** by June 14, 2022.