

PDQ for Justin Stone
Media & Learning Services - ITD

50% Multimedia Development-Active in all aspects of multimedia design including: graphics design, digital video, audio and photography production, presentation development, web development, courseware and CD-ROM development. Evaluate the needs of the project, research alternative design and functionality and recommends the most effective way to carry out project while consulting with clients and department personnel. Plans, organizes, and produces projects in accordance with preplanning and collaboration with clients to fulfill project goals.

Applications used to fulfill multimedia projects:

- General and presentation needs: Microsoft Office 2000 and Outlook
- Web development needs: Macromedia Dreamweaver, FrontPage 2000, HTML, JavaScript
- Graphics design: Adobe Photoshop 6, Macromedia Fireworks, Adobe Illustrator
- Audio Production: SoundForge
- Video Production: Adobe Premiere, Avid DV Express, Adobe AfterEffects
- Streaming Media Production: RealPlayer/Real Producer, SMIL(Synchronized Multimedia Integration Language), Windows Media
- Animation: Macromedia Flash
- Online Courseware Production: Learning Space, WebCT, Smartforce, Macromedia Flash, Macromedia Authorware, Macromedia Dreamweaver
- CD creation: Easy CD-creator

Creates a wide variety of promotional or education multimedia content to be distributed via the internet, intranet, cd-rom or for traveling presentations.

5% Collaboration with Clients-Act as a liaison between ITD and prospective clients who wish to have some type of multimedia project created. Work with the clients to find out what their needs are, what type of project they want, and continually visit with them as the project is going along. Also help to choose for the client which technology will suit them best for the project.

5% Assistant Administrator for Learning Space-Assist Learning Space administrator with the daily functions associated with running a Learning Space, online, learning environment. Acts as a training liason between ITD and other dept. for training associated with Learning Space. Also, sets up other agencies in the system to be students-duh

15% Stand-up Training-Train state employees in an instructor lead environment in the following application: Microsoft Office, FrontPage 2000, Outlook, and other applications when there is a need. Also, maintaining the functionality of the Learning Centers and training outside organizations on how to use the lab when they use the Learning Center.

15% Instructional Design-Consults with clients to create or change content to be taught to fit with educational goals of the client.

5% Researches latest instructional strategies in both the stand-up training and online education environment. Research and evaluate new technologies/applications to create new or updated multimedia presentations and to train others. Also consider new technologies/applications worth for enterprise usage. Identify and price for new or replacement equipment.

5% Technical support for state employees, especially ITD. Helping employees with and demonstrating multiple applications.