

Vacancy Announcement
Graphics Specialist/Video Editor
Education Division
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Media Operations Office develops and produces prerecorded and live audio and video programs and teleconferences. Working closely with program producers, directors, and editors in live broadcast and post-production environments, the Graphics Specialist/Video Editor will be responsible for conceiving, designing, and producing television graphics and animations utilizing state of the art graphic arts software and hardware and editing video programs using Avid Media Composer. Occasional overnight travel for periods not to exceed a week at a time may be required.

DUTIES AND RESPONSIBILITIES:

The Graphics Specialist/Video Editor will be responsible for conceiving, designing, and producing television graphics and animations utilizing state of the art graphic arts software and hardware. Also, this position will be responsible for editing video programs and elements in Avid Media Composer. The incumbent will work closely with program producers, directors, and editors in pre-production, live broadcast, post-production, and video streaming environments and be responsible for:

- creating and developing visual concepts for programs, promos, logos, backgrounds, etc.;
- designing 2D and 3D animations;
- creating text and image graphics;
- acquiring, scanning and formatting legal documents, photos, internet content, etc.;
- researching, locating and acquiring stock photo and graphic images;
- contributing to FJC still image library with original photography;
- maintaining and backing up complete graphics project files;
- authoring DVDs with menus and creating disc labels;
- editing audio/video elements to create complete programs using Avid Media Composer;
- serving as Chyron operator for live or taped television production; and
- performing other duties related to television production as assigned (e.g., production set up, camera operator, teleprompter, etc.).

MANDATORY QUALIFICATIONS:

- A Bachelor's Degree in graphic art, television production or related field;
- two or more years of television and/or video production experience;
- two or more years of experience creating graphics for video and video editing; and
- demonstrated proficiency in Avid Media Composer.

DESIRABLE QUALIFICATIONS:

- Thorough knowledge of the television production process and knowledge of the daily operation of a production facility;
- demonstrated proficiency with Chyron Lyric, Cinema 4D, Camtasia, Adobe Photoshop, After Effects, Premier Pro and Encore or their equivalents;
- familiarity with AVID ISIS, Nexis, and Interplay;
- demonstrated ability to perform as a flexible, contributing production and post production team member;
- knowledge of design and layout principles for video;
- ability to apply principles and rules of grammar, usage, and style;
- ability to shoot still photographs; and
- ability to lift 15 lbs. and perform set & lighting work in tv studio.

SALARY AND BENEFITS:

The starting salary is set as \$68,611. This position falls in the Center's pay band IV, which has a salary range up to \$124,450; not all incumbents in pay band IV positions can expect to reach the top of the range. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$72,042, may be considered based upon the successful candidate's current salary. For the successful internal candidate earning less than the starting range minimum, his/her salary will be brought up to the range minimum of \$68,611. If the successful internal candidate's salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The Center provides telework options subject to supervisory and division director approval. However, the position is located in Washington, D.C.

This position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #18-09, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in one combined PDF document is preferred.

All applications should be submitted to:

Federal Judicial Center
ATTN: OA/Human Resources Office, Room 6-190
Announcement #18-09
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003
OR
personnel@fjc.gov

When applying, please refer to Announcement #18-09. This vacancy will remain open until filled but to assure full consideration, applications must be received by July 9, 2018.

KEY REQUIREMENTS:

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

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