

| Function Title | Duties | Qualifications |
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| Program Manager | Serves as the Contractor's primary contract manager, and shall be the Contractor's authorized interface with the Government contracting officer (CO), the contract level contracting officer's technical representative (COTR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning Contractor schedules, reviewing work discrepancies, supervising Contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. | Bachelor's Degree (B.S./B.A.) from a four year college or university. Minimum of Five (5) years experience in Project/Program Management with increasing levels of responsibilities. |
| Administrative Assistant I | Provide general administrative support as necessary (i.e. filing; photocopying documents; forwarding important documents such as case filings, or other administrative tasks as needed). | Requires a high school diploma or equivalent and any equivalent combination of relevant vocational training and experience totaling two years. Skill with Excel spreadsheets, word processing, power point charts and computers required. |
| Administrative Assistant II | Manage the daily operations of Ames organizations. Responsible for various administrative tasks including support of Ames Programs. Experience in clerical and/or other office work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. The duties and responsibilities of this position may vary according to the needs of the office. | Minimum two-year college level business coursework and two years equivalent work experience. Must possess a thorough knowledge and familiarity with software, such as MS Word, Excel and others. Must possess good communication and listening skills, be detailed and people oriented. |
| Administrative Assistant III | Responsibilities of this position may vary according to the needs of the office. Responsible for handling more complex and technical responsibilities. Provides backup coverage for other areas as needed. Handles any other miscellaneous duties as requested. Performs various duties including preparation of final charts from draft, document distribution, working on Ames specific databases, and other special projects. | Bachelor's degree; plus three to five years related experience; or equivalent combination of education and experience. Requires skill with Excel spreadsheets, word processing, power point charts and computers required. |

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| Program/Project Manager | <p>Assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge, ability and when the positions requires competence in a specialized subject-matter or functional area. Primarily responsible to provide professional project management support for the definition and documentation of project requirements, project plans, and project management processes. Shall also lead and/or support conduct of independent reviews of project plans, requirements, implementation approach, business strategies, business plans and processes, risk assessment, and shall prepare analyses and reports of findings and recommendations. Also responsible for technical assistance in the evaluation of proposals submitted by vendors and/or potential partners of the project or program.</p> | <p>Bachelor's Degree (B.S./B.A.) from a four year college or university. Minimum of Five (5) years experience in Project/Program Management with increasing levels of responsibilities. Demonstrated skills in the successful completion of projects/programs with and across multiple organizational units. Excellent analytical, written and verbal communications skills.</p> |
| Program/Project Assistant | <p>Responsible experience in clerical and/or other office work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. This function provides administrative support for all aspects of organizing, documenting, and the coordination of the programs. Diverse duties include utilization of technical and creative skills in managing, analyzing, and disseminating information regarding programs, assembling documentation required for review/approval process, update databases, and assists with a wide variety of program-related issues.</p> | <p>Minimum 2-year college level business course work or 2 years of equivalent work experience. Must possess strong computer skills using a cache of software, including but not limited to, MS Word, File Maker Pro, Power Point, Excel and others as well as custom computerized project/agreements tracking databases. Must possess strong communication and listening skills and be good at training others.</p> |
| Contract Specialist | <p>Support the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.</p> | <p>A 4-year course of study leading to a bachelor's degree with a major in any field; and at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</p> |

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| Procurement Analyst | Perform procurement analysis that supports the procurement of supplies, services, and/or construction. Prepare, control, and review procurement documents and reports; verify or abstract information contained in documents and reports; utilize electronic procurement program(s); and maintain various procurement files. The work requires a practical knowledge of procurement procedures, operations, regulations, and programs. | A 4-year course of study leading to a bachelor's degree with a major in any field; and at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. |
| Web Master | Develop, produce, edit, update and maintain websites and on-line, real-time, web casts and web chats. Manage databases, web streams, data collection efforts and online video and audio streams originating from remote locations using a variety of methods. Other duties include physical streaming of collegiate courses, archive data and video media, execute an online final, support course bulletin board, and set up user accounts. Coordinate acquisition of course material by working directly with data sources from government, academia, and industry. | Three to five years web development experience. Work experience in web streaming, web page management, web data collection, web bulletin board management, data archiving. Knowledge of programming and course project management, graphics and multimedia programs and ability to integrate streaming media, live web casts and emerging technologies. Possess skill using a cache of software, including graphics and internet/website development tools and other freeware and shareware programs that assist in producing electronic graphics optimized for the internet and excellent writing skills. Must have knowledge of Sequential Query Language (SQL), PDP 11, C++, front end data engines data storage methodologies, and PII restrictions and IT security regulations. Must demonstrate the ability to analyze, plan, make decisions, respond to changes, and possess excellent writing skills. |
| Librarian | Assist Ames staff in locating, storing, and organizing internal and electronic information. | Requires a Master degree in Library and Information Sciences. Public service experience required. Computer literacy required. Experience in online, Web, and CD searching highly desirable. Secret security Clearance required for selected staff. |
| Library Technician | Aid librarians in locating, organizing, and storing information. | Library Technician Certificate and work experience in related field required. Basic computer skills necessary and MAC systems knowledge helpful. AA degree desirable. |

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| <p>Publications Specialist</p> | <p>Provide publications processing support for all NASA Formal Report Series publications. Work with Technical Writers and Editors to ensure publications comply with Federal, Agency and Center regulations outlining publishing policies and requirements. Proofread all reports, papers and journal articles for proper spelling, punctuation, capitalization, syntax and grammar, prior to publication. Archive Scientific and Technical Information (STI) documents to the NASA Center for Aerospace Information.</p> | <p>Possess a thorough knowledge of electronic publishing. Must have a familiarity with standard text and graphic file formats and internet protocols. Must demonstrate proofreading skills of an editorial assistant or greater. Must be able to work with other publishing specialists, including authors, writers, editors, graphic designers, and printers.</p> |
| <p>Content Developer</p> | <p>Create content for new products including exhibits, websites, kiosks, handouts, flyers, brochures, theater shows, etc. Responsible for the creation of Science, Technology, Engineering, and Math related educational materials formatted for use as supplemental or multimedia materials or other special educational programs targeted for elementary and secondary teachers and students.</p> | <p>Bachelor's degree in science or English with emphasis on scientific writing; minimum two years of scientific and/or educational writing experience; extensive computer skills and software knowledge; preferably Mac-based hardware; exceptional communication skills</p> |
| <p>Program Evaluator</p> | <p>Responsible for evaluation of program and project products including (but not limited to) web-based products and written products using both quantitative and qualitative methods; develop and administer professional research-based evaluation instruments; collect and analyze data using current research-based methods; and report findings.</p> | <p>Bachelor's degree in education. Must have experience in both qualitative and quantitative methods; research-based measurement; and analysis and reporting methods.</p> |
| <p>Marketing/Outreach Specialist</p> | <p>Support marketing/outreach activities that will provide awareness of the center to internal ARC staff, potential private sector partners, other NASA centers and HQ, other government organizations, academia, non-profits, students, teachers, families, informal education organizations and the general public. Duties include creating high yield marketing materials, e.g. brochures, website postings, flyers, kiosks, handouts, theater shows, technology opportunity/needs sheets, status reports, data, slides, photographs, presentations supporting Agency-wide industry sector marketing; and participating in trade shows, conferences, live and special events. Create, organize and train volunteer force, contract staff and NASA personnel to support event; responsible for all logistics of the events and collaboration with NASA facilities and logistics</p> | <p>Bachelor's degree in marketing communications, business administration or a related field. Must possess additional training; knowledge and two years or more private industry work experience in marketing; sales; or business development. Should have familiarity and experience in computer skills, which include but not limited to MS Word, File Maker Pro, Power Point, MS Excel, database and project management software, and web design and maintenance. Must have experience in production of large scale events</p> |

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| | personnel. | |
| Facilities/Logistics Specialist | Responsible for day to day operation and coordination of all activities that impact or involve facilities, including the Immersive theater in the Exploration Center. Duties include management of improvements and maintenance, trouble shooting, staff training, and conducting interactive shows and supporting special events. Also responsible for creating new content including new visuals and interactive shows and will present information to audiences. | Bachelor's degree required. Experience in facilities management including production, coordination and management of large special events. Demonstrated proficiency with multimedia and 3-D software like Adobe Pro and Maya. Experience with Univision theater technology desirable. |
| Technical Project Manager | Collect and analyze data projects for Ames (i.e., solar energy systems and meter data). Conduct fact finding, market research, perform database audits and prepare documents and cost estimates (i.e., energy and water conservation) for proposals. Support Center staff with Agency and other internal and external audits, reviews and data requests. Generate PowerPoint and Excel presentations for projects/program. | Must possess a B.S. in Engineering or applicable field. Five to seven years experience working with Energy Efficiency program analysis, development, installation, and any Certified Energy Manager training strongly desired with experience in lighting technologies for energy conservation. Experience in qualifying 3rd party energy analysis (i.e. DOE 2, Market Manager) for building systems and specialized government project interactions. Candidate must have successful experience acting as primary liaison between various interacting Federal Government agencies, State and Local Government agencies, and private industry organizations and contractors. Must possess strong project management skills. Emergency services/disaster response and recovery training and certifications a plus. |
| Technical Data Service Specialist | Perform databases audits. Analyze data pertaining to property-map locations, building area, land use, land area, utility use, utility services operation, land value, utility cost, and utility use projections. Prepare facility-related data reports. Review and propose revisions to facilities-related topics in leases and other NASA-partner agreements as required. Prepare revisions of leases, agreements, assessments, and other real property use documents. Conducts records documentation for changes in the facilities occupancy. Maintains the accuracy of the Ames building floor plans with field investigations and update layouts. Prepare center wide messages for road closures, equipment | AA degree, minimum 2 years experience with real property management. Must possess a thorough knowledge and familiarity with software, such as MS Word, Excel, ESRI-GIS, AutoCAD, and others. Experience with tools such as digital tape measures, multi-color plotters for large (size D) drawings, lamination machines for large (size D) drawings, drafting scales, drafting T-Square, drafting table. Must possess good communication and listening skills, be good at proof-reading, accuracy, details, and dealing with people. |

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| | <p>shutdowns, and system curtailments. Generate PowerPoint and Excel presentations for facilities utilization planning and proposals. Maintain specialized lists and documentation of various reports on website(s) available for viewing by center organizations.</p> | |
| Relocation Specialist | <p>Serve as the Center's primary interface with the NSSC for First-Duty-Station, Permanent Change of Station moves, Temporary Change of Station, and Extended Temporary Duty. Develop tracking and control processes and maintain records. Stay current with government relocation policies and procedures. Coordinate relocation requirements with Center and Agency travel and relocation organizations, supervisors, Financial Management, and Human Resources Managers. Prepare relocation authorization forms and letters for approval. Provide general information to employees on NSSC relocation services, contact information, and review and process documentation. Enters information into the workforce tracking system for new employees.</p> | <p>Two year degree or equivalent experience in human resources. Must have experience in customer service or other related field. Good organizational, communication and writing skills. Proficient in computer databases.</p> |
| Personnel Assistant | <p>Prepare and process all types of personnel actions and the associated documentation. Provide a broad range of administrative support to human resources managers. Prepare reports and ensures that required documents have been received prior to effecting personnel actions. Codes personnel actions in the Federal personnel and payroll system being used by NASA. Support special programs and input hires and accession information into a work force tracking system. Composes letters, reports, and supporting documentation for staffing actions.</p> | <p>Must have either: 1) three years of progressively responsible administrative assistant experience; 2) 4 years of education above the high school level; 3) or an equivalent combination of experience and education. Understands the inter-related HR systems that feed into the personnel and payroll system, such as wage and salary administration and staffing. Must have good oral and written communication skills and be detail oriented. Possess Organizational skills and must be proficient in word processing (MAC/Word), spreadsheets (AC/Excel) and working with various human resources information systems and databases.</p> |
| Training Systems Administrator | <p>Determines training needs in the areas of information technology. Identifies appropriate vendors. Offers various desktop computer training. Coordinates e-learning, including the management of self-paced courses and will work with HR databases. Supports other training projects. Manages the computer training lab and acts as the systems administrator for</p> | <p>Bachelor's degree or equivalent work experience in the information technology training field. Experience as an instructor or training program coordinator. Overall program management skills are essential as well as excellent oral and written communication skills.</p> |

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| | <p>the labs. Coordinates with the technical staff to identify training needs. Represents Ames on special projects and studies. Provides system reporting.</p> | |
| <p>Short Courses and Conference Specialist</p> | <p>Provide support to Center employees with registration and reimbursement for Training and Conferences. Main point of contact for all training and conference needs with NASA Shared Services Center. Will run reports as needed. Provides training/presentations on the use of the training registration system and the process for registering and getting reimbursed for training and conference. Maintain and update the standard operating procedure manual detailing the process of registry for training needs. Provides reports on processed and pending requests for registrations. Represents the Center on Agency/Center teams related to the Agency training system and provides reports on pertinent meeting information.</p> | <p>Must have good oral and written communication skills and be detail oriented. Possess Organizational skills and must be proficient in word processing and spreadsheets.</p> |
| <p>Leadership and Training Specialist</p> | <p>Determines training needs of Ames personnel and identifies vendors to provide training. Consults senior managers and agency leads to define program goals. Provides Organizational Development support to the Center. Primarily responsible to provide professional project management support for the definition and documentation of project requirements, project plans, and project management processes. Shall also lead and/or support conduct of independent reviews of project plans, requirements, implementation approach, business strategies, business plans and processes, risk assessment, and shall prepare analyses and reports of findings and recommendations. Also responsible for technical assistance in the evaluation of proposals submitted by vendors and/or potential partners of the project or program.</p> | <p>Bachelor's degree or equivalent work experience in the human resource field. Experience as an instructor or training program coordinator. Overall program management skills are essential as well as excellent oral and written communication skills. Demonstrated competency in computer skills in word processing, spreadsheets, electronic mail services and presentations.</p> |
| <p>Staffing Specialist</p> | <p>Responsible for posting announcements, maintaining logs and vacancy files, and prepare correspondences. Logs and screens applications. Performs basic eligibility ratings. Reviews files for closeout. Assists with the input of WTTS for new employees. Responds to and tracks employment inquiries. Supports recruitment activities. Prepares reports on staffing and recruitment activities. Prepares and manages record</p> | <p>Bachelor's degree or equivalent work experience in the human resource field. Must possess effective written and oral communication skills and be proficient with computer databases. Must be proficient in word processing and spreadsheets.</p> |

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| | <p>management system for all staffing and recruitment actions. Retrieve reports from Human Capital databases.</p> | |
| <p>Training Logistics Coordinator</p> | <p>Train employees on use of the training databases and entry and maintenance of individual training records. Coordinates change management activities and is a member of Center or Agency training database teams. Prepares training announcement. Provides logistical coordination for various training programs. The training room coordinator duties will include scheduling classes, maintaining class rooms, and configuring classrooms to meet customer requirements. Represents the Center on Agency/Center teams related to the Agency training system and provides reports on pertinent meeting information.</p> | <p>Data entry and strong organizational skills are required. Ability to use standard office software, including spreadsheets. Customer service and effective communication skills are required.</p> |
| <p>Marketing Coordinator</p> | <p>Prepare and deliver marketing presentations to the NASA community; facilitate potential partnerships throughout the stages of the approval process and the tracking of seed fund projects, success stories, and other partnership and marketing activities. Develop opportunities with private sector for dual use technology development and technology infusion to support NASA missions, and supporting licensing of NASA-developed technologies by external organizations. Initiate marketing activities that will provide awareness of the center to internal ARC staff, potential private sector partners, other NASA centers and HQ, other government organizations, academia, non-profits, and to the general public. Oversee the creation of high yield marketing materials.</p> | <p>Bachelor's degree in marketing communications, business administration or a related field required. Must possess additional training; knowledge and work experience in marketing; sales; or business development. Should have familiarity and experience in computer skills, which include but not limited to MS Word, File Maker Pro, Power Point, MS Excel, database and project management software, and web design and maintenance. Must be able to analyze potential for, and facilitate partnerships, and have strong organizational, management and communication skills. Must be able to evaluate external partner technologies, expertise, and strengths to determine relevance and ensure maximum utility to NASA missions and Ames core strengths; and conversely, evaluate potential attractions of NASA. Must be able to analyze potential for, and facilitate partnerships, and have strong organizational, management and communication skills.</p> |
| <p>Agreements Specialist/Coordinator</p> | <p>This function provides oversight and support related to the drafting, development, documentation, and tracking of agreements, patent license agreements, and royalty disbursements. Duties include the preparation of other</p> | <p>Minimum two-year college level business coursework or five years equivalent work experience. Must possess a thorough knowledge and familiarity with software, such as MS Word, Excel, and database software. Must</p> |

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| | <p>partnership agreements; entering agreements information into databases using tools such as Space Act Agreement Maker (SAAM) and eRouter, manage appropriate tracking approvals and signatures to execute agreements timely, and report status to management on the completion of significant agreements, make suggestions for special publications, and provide support to awards and ceremonies.</p> | <p>possess excellent organizational, communication and listening skills, and be conscientious, detail- and people- oriented. Must be capable of using professionalism and diplomacy to move partnership projects and agreements forward.</p> |
| <p>Technology Partnership Business Developer</p> | <p>Duties include identifying, assessing, and initiating technology partnership opportunities, coordinating development of appropriate partnerships, directing internal and external marketing efforts with NASA scientists, engineers and suitable external partners, leveraging partnerships via creative mechanisms such as Seed Fund projects, developing opportunities with private sector for dual use technology development and technology infusion to support NASA missions, and supporting licensing of NASA-developed technologies by external organizations. Additional duties include oversight of tracking of partnership deals, metrics, seed fund projects, success stories and other partnership and marketing activities; preparation of, and presentations to, NASA managers, scientists and external partners; facilitating potential partnerships throughout the stages of the approval process. Reviewing business development process and practice, and implement improvements that reflect commercial best practices. Initiate and develop commercialization, technology transfer and partnership development opportunities, and will align and integrate all related activities. Identify prospective partners, structuring deals and assisting in the execution of agreements.</p> | <p>Possess an advanced degree in an appropriate field of engineering, physical science, mathematics, computer- or related science. Knowledge & familiarity with aerospace disciplines such as physics, life sciences, space sciences, and mathematics is a plus. Must possess strong computer skills using a cache of software, including but not limited to, MS Word, File Maker Pro, Power Point, Excel, and others as well as custom computerized databases.</p> <p>Must be able to evaluate external partner technologies, expertise, and strengths to determine relevance and ensure maximum utility to NASA missions and Ames core strengths; and conversely, evaluate potential attractions of NASA-funded technologies, expertise and facilities to external partners. Must be able to analyze potential for, and facilitate technology partnerships, tech infusion, transfer and commercialization of intellectual property assets.</p> |
| <p>NTTS, Software Release, NTR, Awards Specialist</p> | <p>This function supports management of information in several TPO areas such as NASA TechTracS (NTTS) database, the Software (SW) Release program, New Technology Reporting (NTR) and Space Act Awards. Supports the SW Release Authority with preparation, processing and tracking of Ames-funded &/or developed SW for release to the public and other NASA/Government agency projects and programs; prepares SW Usage Agreements (SUA) and tracks processing to assure</p> | <p>Possess an associate's degree or better with experience in computer databases. Must possess strong computer skills with experience including, but not limited to, Excel, Oracle, MS Word, File Maker Pro, and Power Point. Must possess strong communication and listening skills, be good at training others and detail work.</p> |

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| | <p>fully executed agreements; completes NTTS data entry on SUAs in NTTS; works with Innovators, Export, Patent, and IT Security to classify new SW for release; trains and assists TPO staff in understanding & maintenance of NTTS. Supports the New Technology Reporting (NTR) function with captures of new technology disclosures, updating the NTTS database, generation of reports/metrics/letters, and assignment of inventions, copyrights, IP from contracts, grants, and agreements. Supports the Space Act Awards Liaison Officer by gathering information from NTTS, success stories, and metrics; coordinating all submission requirements for the NASA Tech Briefs, Software Release and Patent Awards; and documenting relevant information in the NASA Tech NTTS system to ensure that records are current and accurate.</p> | |
| <p>SBIR/STTR Program Specialist</p> | <p>Tracks and assists with expediting all SBIR- and STTR-related purchase requests. Assembles documentation required for review/approval of all phases of firm fixed price SBIR/STTR contracts. Maintains the model contract for each SBIR phase. Facilitates division usage of the NASA SBIR electronic handbook to the extent of Headquarters' implementation. Coordinates with procurement staff and Contracting Officer's Technical Representatives (COTRs) to track all contract awards/administration including requirements to ensure uniform solicitation requirements are being met. Supports SBIR/STTR solicitations, evaluations, selections, contract awards, and post-award contract administration activities. Assists with a wide variety of SBIR contract-related issues. Interacts closely with the SBIR/STTR Program Office on providing contract status and obtaining required technical information for contract award and administration.</p> | <p>Progressively responsible experience in clerical and/or other office work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Requires high school diploma or equivalent and two years of education above high school, associate's degree or two years of equivalent vocational training and experience. Must possess good communication and listening skills, be detailed and people oriented.</p> |
| <p>Law Librarian</p> | <p>Overall supervision and management of library resources. Maintain current and accurate legal materials. Notify the appropriate NASA personnel when additional materials are needed. Keep abreast of and inform attorneys of new and cost-effective means of obtaining accurate legal information. Must have knowledge of principles and techniques of librarianship, to</p> | <p>Must have a master's degree in library science and substantial (5 + years) experience, preferably working with federal law library materials. Must possess competence in the use of Westlaw, Lexis and other computerized legal resources.</p> |

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| | select, organize, preserve, access and disseminate information. Perform basic legal research, mostly using LEXIS or Westlaw electronic research services. Provide general administrative support as needed (i.e., filing, etc.). | |
| Government and External Relations Assistant | Organize and implement government and international relations programs. Plan and support execution of briefings, tours and meetings of high-level visitors, including members of Congress and representatives of international agencies, businesses and governments. Recommend policies and approaches for special events or visits by VIPs. Prepare draft agendas, briefing packets and other documents as necessary. Support community relations programs and policies by maintaining and fostering effective working relationships and information networks with federal, state and local officials and agencies, community and civic organizations, business and industry associations, state and local compliance organizations, etc. Evaluate the agency's image and protocol initiatives, suggesting program changes to enhance the agency's image. | A bachelor's degree in an area of the social sciences. Must possess excellent writing skills. Knowledge of the laws, policies and regulations that apply to government and international relations, understanding of complex programs with skills to plan, organize and implement such programs. Demonstrated skill in the development and management of a congressional/legislative liaison program at the regional, national and international levels. Excellent customer relations skills and ability to interact with VIPs and special consideration of the guests' culture and special needs. |
| Public Affairs Assistant | Draft news releases, notes to editors, web stories, etc., about a variety of research, news, programs and personnel at Ames. Support news conferences, live news media events, etc. Draft a variety of documents, including correspondence, memoranda, charts, graphs, promotional materials, mailing lists, announcements, forms and other program-related materials. Research pertinent directives for answers to questions from news media or the general public, increase networks and contacts beneficial to the successful performance of assignments, prepare and deliver presentations. | The position requires a bachelor's degree and additional experience or internship in public affairs or related field. Knowledge of the basic foundation of the concepts and principles of the conventional methodology required within the field of public affairs A general familiarity with practices, policies and procedures is required to perform assignments independently. Excellent writing and administrative computer skills are required. |
| Photographer | Photograph still imagery including scientific and technical documentation, lectures, awards, special events, portraits, public events, and product photography. Photo shoots may take place in aircraft, on elevated platforms or structures, and in enclosed areas. May involve developing new optical or photographic techniques. Provide recommendations to the government on strategic technologies or equipment. Receive, | Must have photographic experience in dealing with highly technical subject matter. Must be able to set up and install instrumentation, data recording, and documentation cameras, such as high-speed, video, and still imaging systems. Healthy physical constitution required to carry equipment of at least 25 pounds, as well as climb ladders and work in enclosed areas. Must |

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| | <p>schedule and deliver film to customers. Track and maintain an accurate record of each week's work volume and maintain the supply inventory. Maintain and operate necessary environmental treatment equipment for wastewater from the lab. Make black and white prints if required. Maintain the equipment and order needed repairs.</p> | <p>have knowledge and experience with digital photography equipment and practices. Must have sufficient knowledge of, and familiarity with, basic scientific concepts and procedures. Strong organizational skills. Provide portfolio of photography work. In-depth knowledge of photographic systems and methods; skill and knowledge in safe methods and procedures for handling photographic materials; ability to use computerized database systems for data retrieval and data entry. Excellent organizational skills.</p> |
| <p>Photographic Archivist</p> | <p>Catalog, index, file, retrieve and archive photographic material and meta-data. Enter data into image database; ensure safety and preservation of film, negatives, and records; assist customers using the digital image database; work with photographers to assign captions to the archive images. As time permits, convert traditional analog photographs into digital imagery in order to preserve the historical records of NASA and Ames. Maintains archive server and software. Transfers original images to and from Federal Records Center or National Archives as necessary.</p> | <p>In-depth knowledge of photographic archival systems and methods; skill and knowledge in safe methods and procedures for handling photographic materials; ability to use computerized database systems for data retrieval and data entry. Experience using software to catalog images and meta-data, maintaining databases and server hardware. Sufficient knowledge of scientific activities for recognizing activities, locations contained in images. Excellent organizational skills.</p> |
| <p>Audiovisual Specialist</p> | <p>Provide support for event audio-visual needs. Set up projectors, screens, microphones and sound reinforcement equipment. Coordinate with customers to ensure presentation files and formats are compatible with existing equipment used for this function. Operate audio-visual equipment when necessary during presentations. When necessary, record audio, video or both to create a simple documentary record of the event. Provide appropriate lighting as necessary. Duplicate computer or data files, audio or video records for archiving and distribution to the customer. Specify additional equipment needed if not available from government inventory and provide logistical and/or financial actions needed to rent additional equipment. Travel as required.</p> | <p>Three years successful experience operating commonly used audio-visual equipment, such as projectors and public address systems. Knowledge of best practices in projection, including selecting or adjusting lenses to fill screens adequately, as well as provide necessary brightness for specific venues. Knowledge of best practices in using microphones and amplification equipment to minimize feedback. Able to combine multiple microphone or audio inputs, as well as presentation graphics or video. Knowledge of lighting equipment and techniques to enhance events, especially if video recording is necessary. Ability to deal courteously and professionally with customers in all situations. Knowledge of sources and equipment available outside of government inventory and ability to arrange for their use when necessary.</p> |

Camera
Operator/Videographer

Provide broadcast-quality single- and multiple- video camera coverage of events in the field and in the studio. Typically work with small documentary-style crews for single- camera production in HDTV (1080) formats; live events require multiple camera, lighting and staging, and transmission links such as fiber or microwave. Provide lighting and grip support in the field (laboratories, wind tunnels, hangars and other areas with unique or restrictive conditions) and in the studio. Subjects range from large objects such as an airplane or wind tunnel to small electric components, or microscopic life forms. Provide maintenance and calibration of camera systems. Generate imagery that conforms to standard broadcast signal parameters. Operate cameras in or around aircraft when necessary. Travel and work overtime as required.

Seven years successful experience as a videographer in an industrial, commercial, or broadcast video organization. Professional experience using broadcast-quality HDTV video camera equipment creating well-focused, properly exposed and color-balanced images. Demonstrable experience in composing shots to tell a story. Ability to provide broadcast-quality lighting for subjects, and environmental and background treatments. Possess a healthy physical constitution enabling location work in difficult environments and ability to lift and carry 25 pounds of equipment for several minutes at a time. Must be comfortable flying onboard government aircraft when necessary.

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| <p>Multimedia Specialist</p> | <p>Design and produce products for Web and presentation media, focusing on displaying video and audio. Work may include designing graphic interfaces or pages, computer coding for linking media files or text, developing interactive, immersive, and participatory web content and using Web technologies for electronic distribution of media. May also involve working with non-NASA Websites for posting or distributing multimedia products. Work overtime as required.</p> | <p>Four years successful professional experience with typical software programs for creating web (DreamWeaver or equivalent) and presentation (PowerPoint) media. Must be fully familiar with media standards to select appropriate formats for successful playback in desired programs or web pages. Must have knowledge of emerging techniques relating to media distribution via the web.</p> |
| <p>Video/Multimedia Engineer</p> | <p>Supervise technical support of NASA’s video systems, including mobile video production truck, live studio or location venues, camera, editing and duplication equipment, audio equipment, and transmission formats (microwave send/receive, satellite up/downlink, fiber transmissions, computer files, IP transfers, etc.). Perform or coordinate maintenance, and advise new hardware and software purchases. Document system configuration and periodically update them as software or hardware is changed. Work with other Center organizations and agency contacts to route signals between production/transmission work areas. Maintain familiarity with new technologies and formats in digital broadcast television and internet applications. Travel and work overtime as required.</p> | <p>Seven years successful experience working in an industrial, commercial, or broadcast video organization. Demonstrable experience preparing live broadcasts incorporating multiple cameras, graphics or video playback, audio inputs from talent, audience, or remote call-in participants, and transmission formats (fiber, microwave, satellites, internet, etc.) and associated equipment. Successful experience in video/audio system design, set-up and maintenance, including both hardware and software. Expert knowledge of video and audio signal parameters, both digital and audio, for proper calibration of equipment. Successful experience in converting digital computer displays to video formats. Organized and methodical work habits. Ability to work effectively with Agency level engineering supervisors and follow required procedures.</p> |
| <p>Audio Engineer/Composer</p> | <p>Provide audio support for digital and analog recording, both in the field and in the studio, including narration and sound effects, digital audio editing and mixing. Sound design for video and multimedia productions, and simple original music beds. Provide audio system set-up and mixing for live broadcasts—ranging from multiple-microphone events in auditorium-sized venues where interfacing with house PA systems is necessary, to small single-microphone situations such as a live shot for TV news. Travel and work overtime as required.</p> | <p>Seven years successful experience performing similar duties in an industrial, commercial, or broadcast media production organization. Equal time working with industry standard equipment, such as lavalier and shotgun microphones, audio mixers, and digital video and audio recording devices. Professional experience recording material in the field as well as the studio environment. Successful experience working with Pro Tools audio recording/mixing program. Experience in converting digital</p> |

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| | | <p>audio file formats. Thorough knowledge of audio signal basics for both analog and digital program material. Experience setting up and running PA systems. Experience and familiarity with Macintosh computer systems. Ability to use instrument synthesizers to create and mix music beds synchronized with video or multimedia products. Ability to create sound design tracks that successfully integrate with music, dialog, and natural sound.</p> |
| <p>Production Assistant/Duplication</p> | <p>Assist other staff members as necessary in a variety of supporting technical and administrative tasks. Provide research for producers, including developing project contacts, obtaining documents or imagery, and assisting schedule coordination. Assist on production shoots. Help organize and transport production equipment to and from locations. Make duplicate copies of tape, disc and computer media files. Perform or supervise inter-format transfers. Maintain basic signal parameters for video and audio in all tasks. Operate standard duplication equipment, including, but not limited to, tape decks, computers and storage devices, audio recorders, disk-based systems (CD/DVD/Blu-Ray), routing switches, time-base correctors, etc. Keep up-to-date and accurate project records; track material use and recommend new and re-order quantities of tape stock, boxes, and labels. Keep records on each task, and coordinate with customers for delivery of final products. Ship items as necessary. Travel and work overtime as required.</p> | <p>Familiarity, experience, and understanding of video production procedures. Familiar with currently used media formats, tape and computer, analog and digital. Clear understanding of basic video and audio signal characteristics and recording techniques. Experience working on a Macintosh label printer (and software). High-degree of organization and attention to detail.</p> |
| <p>Production Coordinator</p> | <p>Work with producers to analyze production requirements; organize and assign necessary personnel to accomplish requirements; schedule crew, equipment and transportation; work with producer to obtain additional crew, services or equipment as necessary. Assist on productions as necessary. Update production schedule for group planning purposes. Handle all paperwork and accounting involved in billing and project documentation. Develop budget estimates for review by the task requestor, and track actual costs. Keep up-to-date and</p> | <p>Ten years successful experience performing similar duties in an industrial, commercial, or broadcast video organization. Strong organizational skills. Extensive experience planning and managing video and multimedia projects, especially with limited budgets. Basic knowledge of all production areas to effectively plan, budget, and assign proper personnel to crew positions. Strong communication skills with contract corporate facilities office</p> |

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| | accurate project records; tracks material use and recommends new orders. Ship items as necessary. Travel and work overtime as required. | for obtaining additional crew and services. |
| Video/Graphics Animator | Work with staff producers and customers to develop graphics and animation in support of video and multimedia products. Take in science data, graphics or images from customers, and discuss key science and technical concepts with experts, synthesize science, graphics and storytelling requirements to make a product. Final images may be 2-D or 3-D products compatible with final presentation formats in video or multimedia. Responsible for maintaining software and hardware components to produce imagery, or recommending additional support as necessary. | Three years experience in producing imagery and files for HD resolution is required. Ability to understand scientific concepts and portray them in an easy-to-understand, yet accurate manner. Strong graphic design abilities needed to provide art direction and graphic support to media products. Highly skilled in all aspects of 2-D and 3-D animation and Maya or equivalent software, as well as Photoshop, Illustrator, AfterEffects and/or equivalent programs. |
| Video Editor | Combine visual elements to enhance effective communication. Use different visual styles and graphic techniques to produce programs targeted to both young adult and older audiences. Provide digital post-production using non-linear editing systems in HDTV (1080) resolution. Maintain computer and software used to perform editing. Composites digitized video, motion picture, and animation images for specialized sequences. Electronically transfer digital files between computers and systems used within the facility, including animation files, QuickTime, MPEG, and other formats. Adjust individual elements and shots for matching brightness, black level, color correction, etc.; in masters that conform to broadcast signal standards. Work with staff to select shots and construct sequences that communicate a desired story or message. Provide output in formats targeted for broadcast television and Web distribution. Travel and work overtime as required. | Seven years successful experience performing similar work in an industrial, commercial, or broadcast video organization. Ability to effectively use a variety of digital programs, formats and platforms to create finished products. High degree of expertise with Avid MediaComposer and other digital non-linear editing systems. Experience in multiple formats (including Betacam SP, Digital Betacam, and High Definition Television) of digitized motion-based media and graphics to facilitate interplatform and interprogram transfers. Ability to perform color correction and signal adjustment for both aesthetic and technical requirements. Ability to work quickly and efficiently within short timelines. |
| Video/Multimedia Producer | Create and produce video products that document and communicate activities at Ames Research Center. Include concept development, writing, direction and overall scheduling and supervision of the production process. Work closely with customers to ensure products meet requirements and deadlines | Ten years successful experience performing similar work in an industrial, commercial, or broadcast video organization. Demonstrable successful experience in producing national broadcast quality video programs and products. Possess an above-average understanding of |

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| - | within established budgets. Identify and acquire additional and specialized labor as necessary to complete projects. Products may be live broadcasts or edited productions. Final delivery may include a variety of formats including Digital Betacam, and High Definition Television (1080). May involve national and international travel. Crews may work in laboratory and other research environments, including elevated structures, aircraft and enclosed spaces. Work overtime as required. | basic scientific principles involved in aeronautics, biology, computer science, and space research. Ability to successfully interpret difficult scientific concepts into clear and understandable sequences. Must be able to skillfully mix videography, animation, graphics, audio, narration, and music into an effective stylistic treatment. Must be resourceful in conducting technical and subject research as part of project preparation. Strong interpersonal skills necessary to work with a variety of customers and clients. |
| Video/Film/Multimedia Archivist | Identify and catalog, with meta-data, past and current video/motion picture/digital media. Update material in the video database, assist in performing subject searches for producers/directors. Supervise software updates/configurations for software used. Update media stored on server(s). Collect and identify media files used in each production for retrieval and re-use. Maintain records of any materials obtained through commercial channels or sources as relates to copyrights, usage restrictions, proper credit, etc. Make recommendation to management about procedures and necessary equipment. Compile yearly reports for STI, CASI, and Headquarters regarding production of media at Ames. Travel as required. | Strong organizational skills. Ability to learn and identify key subject or locations portrayed in Ames video/multimedia products. Experience in selecting, using, and maintaining database (currently Filemaker Pro) software. Knowledge of format compatibility and resolution specs. Knowledge of copyright laws as pertains to government productions and releases. Knowledge of physical care and preservation of motion picture and video materials. Experience using motion picture flatbed viewer/editor and film splicer. |
