

Xentity Catalog Price List

PRICE LIST EFFECTIVE DATE
JANUARY 1, 2019 – DECEMBER 31, 2019



geo : open : big : IoT

Large Data Program consulting

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ABOUT XENTITY CORPORATION

XENTITY IS THE ONLY IT CONSULTING FIRM THAT PUTS THE DATA PROGRAM FIRST. BY PUTTING DATA FIRST, WE PUT THE I BACK IN I.T. AND GIS

We do this by providing data program strategy, data solution design and development, and data production operation services that put the desire of knowledge-driven decisions and management first. We focus our solutions and approaches on Geospatial Data, Open Data, Big Data, and IoT/Remote Sensing large data programs. We seek to help programs who want to become more efficient, transform business, and/or integrate innovation in an era of large technology-first, cost center investment approaches. Since 2001, Xentity has provided over 100 engagements and over 45 data programs in the last 3 years alone across Federal, State, Local, Education, and Commercial Clients.

OUR CLIENT FOCUS

Client Types

- Large Data Programs
- Government Earth Agencies
- Prime System Integrators
- Startup or New Programs
- CIO Executives (CIO, CDO, GIO)

Data Types

- Geospatial / GIS
- Big Data
- Open Data
- Remote Sensing/IoT

Industries

- Science
- Energy
- Health
- Transportation/Travel
- Emergency/Hazards
- Natural Resource Management
- CIO & CDO Services

Data Program Services

Strategy

- Chief Data Office
- Conceptual Modeling
- Program Architecture
- Outreach Services

Production & Operations

- Data Production
- Data Operations
- System Operations
- CIO Information Management

Data Solution Services

Design

- Solution Architecture
- Solution Design
- Solution Analysis
- Transition Planning

Development

- Data Applications
- Data Products
- Data Platform
- Rapid Proof of Concept

XENTITY CATALOG PRICE LIST - Commercial Price

- These rates reflect the hourly labor rate per labor category for Commercial Contract Opportunities under T&M, LHTO, or FFP Contracts.
- Xentity reserves the right to increase the rate under FFP contracts when the risk associated with the scope is abnormally high.
- This catalog price list may be used if determined compliant with the RFP terms and conditions.

1. Data & Technology Consulting Services		Rate	Min. Education	Min. Years Experience	plus Specific Task Years	plus Years of Client Exp.
a	ARCH Staff I	\$125.00	B	2		
b	ARCH Staff II	\$135.00	B	2	2	
c	ARCH Staff III	\$140.00	B	2	2	2
d	ARCH Analyst I	\$150.00	BS	1		
e	ARCH Analyst II	\$160.00	BS	4	4	
f	ARCH Analyst III	\$170.00	BS	4	4	2
g	ARCH Consultant I	\$175.00	B	3		
h	ARCH Consultant II	\$185.00	B	3	2	
i	ARCH Consultant III	\$195.00	B	3	2	2
j	ARCH Senior Consultant I	\$200.00	M	8		
k	ARCH Senior Consultant II	\$210.00	M	8	5	
l	ARCH Senior Consultant III	\$220.00	M	8	5	8
m	ARCH Advisor I	\$225.00	M	10		
n	ARCH Advisor II	\$270.00	M	12		
o	ARCH Advisor III	\$300.00	M	15		

2. Data & Technical Support Services		Rate	Min. Education	Min. Years Experience	plus Specific Task Years	plus Years of Client Exp.
a	TECH Staff I	\$48.00	HS	0		
b	TECH Staff II	\$63.00	HS	1		
c	TECH Staff III	\$78.00	HS	2	1	
d	TECH Analyst I	\$93.00	HS	3		
e	TECH Analyst II	\$108.00	A	4	2	
f	TECH Analyst III	\$123.00	B	4	2	2

3. Project & Program Management Services		Rate	Min. Education	Min. Years Experience	plus Specific Task Years	plus Years of Client Exp.
a	MGMT Staff I	\$65.00	B	0		
b	MGMT Staff II	\$90.00	B	2		
c	MGMT Staff III	\$120.00	B	2		2
d	MGMT Analyst I	\$140.00	B	3		
e	MGMT Analyst II	\$160.00	B	4		
f	MGMT Analyst III	\$170.00	B	4		2
g	MGMT Consultant I	\$180.00	B	5		
h	MGMT Consultant II	\$190.00	B	5	2	
i	MGMT Consultant III	\$205.00	B	5	2	2
j	MGMT Senior Consultant I	\$220.00	B	8		
k	MGMT Senior Consultant II	\$230.00	B	8	5	
l	MGMT Senior Consultant III	\$240.00	B	8	5	5
m	MGMT Advisor I	\$250.00	M	8		
n	MGMT Advisor II	\$270.00	M	10		
o	MGMT Advisor III	\$300.00	M	12		10

4. Communications & A/V		Rate	Min. Education	Min. Years Experience
a	COMM Staff I	\$50.00	A	1
b	COMM Staff II	\$80.00	B	1
c	COMM Analyst I	\$120.00	B	3
d	COMM Consultant I	\$135.00	B	5
e	COMM Senior Consultant I	\$160.00	B	6
f	COMM Advisor I	\$180.00	B	10
g	Creative Manager I	\$60.00	A	0
h	Creative Manager II	\$90.00	B	2.5
i	Creative Manager III	\$150.00	B	4
j	Creative Manager IV	\$210.00	B	7
k	Creative Manager V	\$230.00	B	10
l	Writer I	\$70.00	A	1
m	Writer II	\$100.00	B	2.5
n	Writer III	\$210.00	B	4
o	Grip I	\$50.00	A	0
p	Grip II	\$70.00	A	2

q	Grip III	\$90.00	A	5
r	Videographer I	\$96.00	A	2
s	Videographer II	\$160.00	A	4
t	Videographer III	\$212.00	B	6
u	Audio Sweetener I	\$90.00	A	0
v	Audio Sweetener II	\$140.00	A	3
w	Editor I	\$70.00	A	0
x	Editor II	\$130.00	A	2.5
y	Editor III	\$160.00	A	4
z	Editor IV	\$190.00	B	10
zz	Editor V	\$240.00	B	10

Education Equivalent Experience Requirements

The Education and Experience is summarized in the price catalog table above and further described in the labor category description below. The following explains the column headings above referencing Education and experience requirements

Column: Min. Education

The education / degree requirements for all roles and labor categories can be equivalently met with work experiences as defined below:

Code	Degree Requirement	Experience Equivalent
HS	High School Degree	or GED
A	Associate's Degree	Two (2) years of work experience
B	Bachelor's Degree	Four (4) years of work experience
M	Master's Degree	Seven (7) years of work experience, preferably as former executive with experience in subject matter or domain.

Column: Min. Years Experience

This column describes the minimum years of work experience required within that role

Column: plus Specific Task Years

This column describes of the total work experience, there must be this many years of experience on this specific task.

Column: plus Years of Client Exp.

This column describes of the total work experience, there must be this many years of experience involved in supporting this specific client.

PRICING TERMS & CONDITIONS

The following terms and conditions are applicable to the aforementioned prices.

A. Pricing of Labor Categories

The pricing is applicable when no exceptions are taken to the Xentity pricing structure including the allowance of the typical direct charge labor categories. For example, Xentity prices Program Management direct to projects and bills clients for the MGMT labor. When a client does not allow the MGMT to be priced or billed to the project, the above rates are to be adjusted to account for that service to be included in the burdened rate. This, naturally, would cause an increase in the labor rate shown above.

B. Time and Material Contract

When pricing a T&M contract, common practices do not allow for a profit or fee to be billed on top of the cost of non-labor items such as travel, materials, subcontracts, etc. Xentity handles this by increasing the fixed hourly rates by the necessary amount to ensure the appropriate profit/fee is earned at the end of the project. For example, if a T&M opportunity is being priced that includes \$100,000 of materials, the rates would be increased from the above schedule of rates to account for the profit that would be earned on the materials if the contract were a FFP or cost reimbursable contract type.

Also, Xentity applies a G&A factor on all non-labor other direct costs (ODCs) such as materials, travel, subcontracts, etc. When a client does not allow the addition of the G&A factor to the billed non-labor ODCs, the above prices shall be increased to offset this non-allowance of the G&A factor.

C. Invoices and Invoice Payments

The above pricing is based on Xentity submitting at least two monthly invoices with prompt payment terms being within 30-days or less. Any exception to these conditions may cause for a rate increase to offset the differing terms. Payment address provided at top of price list.

D. Discounts Based on Contract Dollar Value

To reward the client for offering larger dollar value contracts to Xentity, the following pricing discounts are offered. These discounts are applied to the rates given above.

CONDITION	% Discount
Total Xentity Labor Dollars Exceed \$350,000	3.0%
Total Xentity Labor Dollars Exceed \$1,000,000	4.0%
Total Xentity Labor Dollars Exceed \$2,000,000	5.0%

Note

The above discounts are only applicable when the priced labor (including all indirect factors and profit) exceeds the value shown above. It is not applicable when non-labor costs, or their associated indirect/profit factors, take the price to the thresholds shown above.

D. Other Terms

- Geographic Coverage is Domestic United States Only.
- Government credit card payment accepted up to U.S. Federal Government maximum amounts. Any thresholds above the micro-purchase amount, contact contractor.
- Time of delivery will be specified on the task orders. For expedited, overnight, or 2-day delivery, urgent requirements, contact contractor.

LABOR CATEGORY DESCRIPTIONS

1. Data & Technical Consulting Services

ARCH Staff I

Minimum Experience / Skills: Staff I has at least 2 years of experience relevant to task analyst skills. This position is primarily architecture and design work product logistics or rote-task support such as supporting consultants in tasks such as:

- Helping organize and gather data for analysis, handling setting up interviews, strong architecture work product metadata capture skills, reviewing work product criteria for deliverables and other common work product tasks - publication, format, edit, publish, package, checklist, graphics – in support of deliverable modification, and other architecture assistance in support of analysts and consultants.
- Can support technical analyst and consultant project, product or program early phases such as research, discover, conceptual and logical definition, requirements, design and late phases implementation, productization, publication efforts in technical or business analysis, findings, recommendations, and advisory under guidance and supervision by analyst, consultant, Senior Consultant, or Advisor roles.
- Can manage work product support tasks such as technical, business, and data analysis and requirements collection, collation, and presentment.
- The position may support multiple projects at once - external or internal - where possible. Must be able to lead change while being flexible and resilient with capable conflict management experience. Expected to be self-motivated, interpersonal, accountable, and able to handle failure while building upon success. Problem Solving must be a core capability. Must have strong oral, written and office automation tools skills.

Education: Bachelor's Degree

ARCH Staff II

Minimum Experience / Skills: Same as Architecture Staff I. Technical Staff will have experience in prototyping in technologies to help with architecture technology demonstrations. Business Staff will have experience in process or data simulation to help with architecture process or product demonstrations. Architecture Staff II is qualified to perform all Architecture Staff I tasks.

ARCH Staff III

Minimum Experience / Skills: Same as Architecture Staff II. Additionally, has familiarity, education, or experience in the subject matter or domain being supported, prototyped, demonstrated or simulated. Architecture Staff III is qualified to perform all Architecture Staff II tasks.

ARCH Analyst I

Minimum Experience / Skills: Analyst I has at least 1 year of experience relevant to business consulting and have intermediate management and task analyst skills. Focus is on creative and innovative work product output. The architecture analyst position is not a client interface position, and does not requiring presenting or making recommendations to the client. Findings must consider client situation and maturity goals. Analyst I is qualified to perform such tasks as:

- All Architecture Staff I tasks
- Through process-driven, customer-centric, performance-led analysis, and repeatable systematic procedures, can uncover and present opportunities, findings, and potential alternatives for improvement, savings, efficiencies, effectiveness, trends, and further studies in appropriate technical or business analysis
- Technical analysis may include physical data modeling, as-is architecture pattern analysis, technology inventory analysis including discovering patterns in licensing, usage, cybersecurity, technology

products, capabilities, and reference model mappings. Familiarity with technical design methods such as applicable scientific paradigms, engineering protocols and practices , enterprise, segment, and solution architecture methods, research methods, and technical reporting. Has thorough and demonstrable understanding of the applicable tools and components (e.g. software, hardware, STEM toolsets & technology, required protocols, procedures, and standards)

- Business analysis may include operation quality analysis, business case financial modeling, user experience, statistics-based, domain or general corporate policy analysis, requirements analysis, governance analysis, business process analysis, program assessment, industry and market analysis, data lifecycle management, business service portfolio and stakeholder input analysis.
 - Must be able to quickly ramp-up and be externally aware with strategic and tactical thinking. Analysis must be able to consider cultural and business implications, as well as perform traditional technical analysis.
 - Apply their strong analytical and communication skills to support strategy teams.
 - Able to work in various lifecycles and methods such as agile, lean, rapid, waterfall, iterative, experimental, hypothetical, computational, data-driven, etc.
 - Also, have strong office automation and appropriate technical tools skills.

Education: Bachelor's Degree in Mathematics, Engineering, Science, Research

ARCH Analyst II

Minimum Experience / Skills: Same as Architecture Analyst I and has at least 4 years of work product delivery experience. Architecture Analyst II is also qualified to perform all Architecture Analyst I and lead other Analyst or Staff positions.

ARCH Analyst III

Minimum Experience / Skills: Same as Architecture Analyst II. Additionally, this position requires specific subject matter domain with client context of 2 years over and above what is required for Architecture Analyst II. Architecture Analyst III is also qualified to lead other Analyst or Staff positions.

ARCH Consultant I

Minimum Experience / Skills: Consultant I has at least 3 years of experience relevant to strategy, business, or technical consulting and familiarity with client subject matter and domain and have advanced expertise in analysis and advisory for organizations. Focus is on evaluating findings and alternatives and in segment/focus areas at the mid-level scope such as logical work products which ultimately frame the analyst work products. The position should be able to understand the technical analysis outputs from analysis and still have skills to evaluate or make analyst products when required. The position will have some client interfacing time mostly in data gathering in interviews, audits, or presenting basic reports. This positions does not require presenting recommendations or alternatives, but participates in crafting such with the senior consultant and observes and is mentored to understand crafting the conceptual work products, but does not create such for clients. Consultant I is qualified to perform such tasks as:

- Capable of being able to perform Architecture Analyst I tasks
- Technical consulting can generate logical work products such as logical data models, mathematical evaluations, mission or resource system solution architectures, physical component/server models, system and technical product inventories, produce reference model mappings, conduct scientific research, studies, or experiments, facilitate engineering technology progression and transfer, execute system, signal, process, and via modeling, simulation, or data-driven analysis. Can support transformation efforts focused on modernization, austerity, or consolidation. Provide detailed segment, enterprise, or technology analysis of business or mission areas using methods such as modeling, simulations, process improvement, and re-engineering. Has a strong understanding of technical,

Information and Data Engineering and Lifecycle Transformation and Design for multiple (but not all) solution areas such as eServices, MIS, remote sensing, industrial engineering, and IT Infrastructure. Solutions developed improves and uncovers complex performance, business functions, product, services, data, technical, and systems research and development requirements, designs, and implementations. Can offer findings, recommendations, and alternatives to adjust to changing environment.

- Business consulting raw needs conversion to strategic improvement opportunity and plans, mission operations and business process models, standards and/or specifications, recommendation sequence planning metadata, organization readiness assessment, strategic context, project charters, and propose and define project path including providing frameworks for jobs, teams, functions and groups of functions. Can design proper design and testing harness, procedures, and risk plans. Can support transformation efforts focused on target architecture, new business models, and governance maturity. Support architecture generation vision sessions, support performance, business, and technology scenarios modeling, perform findings, recommendations, alternative, cost, risk, impact, and performance analysis using structured approved methods.
- Lead a client executive team to through conceptual, vision, and recommendation exercises or presentations. Must be able to leverage diversity of input and client interactions and help in developing others. Be decisive and have entrepreneurship as core competency. Be able to understand political and cultural surroundings, and influence and help in negotiating what is required to accomplish recommendations. Must be familiar in working in mixed team environments (i.e. company, subcontractor, client). Apply their strong analytical and communication skills to support strategy teams.
- Can lead a sub-team up to 3 team members.
- Basic familiarity with client subject matter and domain.
- For Solution Architect: Leads solution design based on input from governance, enterprise architecture, business requirements, business case, etc. Develop solution architecture principles, patterns, logical process, data, application, technology, security, and transition plan work products. Analyzes existing portfolio, peer precedence, business, functional, technical, and security requirements and presents alternative analysis, expands upon concepts of operations, creates technology evaluation guidance or conducts initial short-listing, investment patterns, and maturity models based on ITIL, ITSM, COBIT, system patterns and other foundation framework and PMP management dimensions. Works, guides, IV&V, or coordinates with as required by software development life cycle roles to assure proper sprint application of architecture design, management, planning.

Education: Bachelor's Degree

ARCH Consultant II

Minimum Experience / Skills: Same as Architecture Consultant I and has 3 year experience in technology or business consulting WITH at least 2 of those years for SPECIFIC task.

ARCH Consultant III

Minimum Experience / Skills: Same as Architecture Consultant II. Additionally, this position requires specific subject matter domain with client context of 2 years over and above what is required for Architecture Consultant II. Architecture Consultant III is also qualified to lead other Consultant, Analyst or Staff positions.

ARCH Senior Consultant I

Minimum Experience / Skills: Senior Consultant I has at least 8 years of experience relevant to strategy, business, or technical consulting and strong familiarity with client subject matter or domain and have demonstrated deep expertise in strategic visioning for organizations. Requires similar leadership skills as consultant, but is more versed in people and team/coalition building skills with emphasis on understanding political and cultural surroundings and supporting influencing recommendations.

Senior Consultant I is qualified to perform such tasks as:

- Can perform Architecture Consultant I Skills
- As the PRIMARY client point of contact, this position presents recommendations, alternatives, discusses difficult problems and advises on adjustments with clients, and supports client requests for presentation support. Has the capability to apply proper methods based on different cultures, business models, and technology footprint and recommend proper adjustments to architecture methods.
- This position creates the conceptual work products which frame the consultants logical work products. This position looks at problems and solutions from the entire "Line of Sight" and can see how different deliverables connect across the lifecycle progresses. The team lead should understand the strategy laid out by the Advisor level, and looking for tactical scope recommendations and understanding of how components and challenges fit together.
- Technical Senior Consulting can develop detailed plans, concept of operations, governance which would include specialized knowledge in the client subject matter or policy areas impacting information management, technology management, and information technology architecture in engineering or operations. Can choose and recommend the correct architecture framework, methodology, toolset maturity needs, and general maturity path for architecture office. The position can recommend appropriate solution architecture patterns and principles across the enterprise, segment or solution set.
- Business Senior Consulting can lead conceptual development for tactical and strategic solutions, conceptual strategic models, and strategy formulation and implementation or the domain such as organizational or cultural transformation challenges. Can support choosing and recommending the correct level of architecture analysis and management required to achieve desired progress. This also includes program management office and governance design and coordination relative to client maturity state, resources, and goals. Can stitch segment results together into overall enterprise planning, develop overall business service architecture, and perform business activity and role alternative analysis.
- Strong client facilitation through the vision and recommendation process with executive level sponsors, and exceptional communication skills for reporting and guiding strategic and tactical efforts. Propose recommendations and alternative analysis options to and for a client executive team to through conceptual, vision, and recommendation exercises or presentations. Must be strong in governance analysis, information and data management, as well as service lifecycle design and continuous change management.
- Can lead up to 5 sub-team (of up to 5 team members each)

Education: Bachelor's Degree with a Masters in Business Administration, Information Technology, or appropriate STEM or specific relevant subject area plus 5 years of experience

ARCH Senior Consultant II

Minimum Experience / Skills: Same as Architecture Senior Consultant I and has 8 year experience in technology or business consulting WITH at least 4 years of experience in scope SPECIFIC to task.

ARCH Senior Consultant III

Minimum Experience / Skills: Same as Architecture Senior Consultant II. Additionally, this position requires specific subject matter domain with client context of 4 years over and above what is required for Architecture Senior Consultant II. Architecture Senior Consultant III is also qualified to lead all other positions. This role has 8 year experience in specific subject matter domain with client context, program area, or equivalent.

ARCH Advisor I

Minimum Experience / Skills: Advisor I has at least 10 years of experience relevant to strategic business or technical consulting as well has operated/been employed at executive level for at least 2 years. Project advisor is likely to split time across 3 to 5 projects. Advisor I have expert familiarity with client subject matter

and domain, and demonstrates best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisor I is qualified to perform such tasks as:

- Senior Consultant I skillset plus extraordinary awareness of organization, business, and technical strategy with unique subject matter expertise for client engagements. The advisor should coach the Senior Consultant on conceptual work products.
- Technical Architecture Advisor can perform such tasks as analyze technical business models as-is, to-be, and transition stages for maturity, common trends, precedences, and potential pain points. Can conduct in-depth evaluations, analysis, research, study, or the like in deep technical areas (e.g. STEM, IT) following customer definition which could include high-complexity, highly-complicated performance, organizational, financial, technical, data, process, and other enterprise or domain specific requirements. The Project Advisor is responsible for providing the team the project context/position/sequence and creating strategic work products including applying specific subject matter expertise where applicable. Advisor is an expert in relative Subject Matter capable of understanding client needs, goals, and helping design and formulate architectural and management directions and alternatives. The Advisor should assure the proper project quality controls are in place.
- Business Architecture Advisor can perform such tasks as: Analyze and design financial, performance, and organizational models Monitor performance aligned to strategic level new or major modifications to client portfolios, Review and guide team analysis, design client sector or division process, strategy, and business models, and very strong capabilities to interact at executive through technical. Must be strategic thinking and visionary considering client capability to execute recommendations. Extreme client environment awareness and key connection maker to help create the line of sight for clear vision to be implemented by client and implementation team.
- The advisor interfaces with the client in a pre and post work product. Advise executives on personal leadership strengths and challenges. Provide thought leadership to engagement teams in formulating strategy as part of contract progress reviews. Engage with executive and business development staff to assist in corporate growth. Propose forward-thinking predictions related to issues and challenges affecting a client's business. Develop creative, innovative strategies to enhance client processes and practices.

Education: Bachelor's Degree with a Masters in Business Administration, Information Technology, or specific relevant subject area.

ARCH Advisor II

Minimum Experience / Skills: Advisor II has at least 12 years of experience relevant to strategic business or technical consulting as well has operated/been employed at executive level for at least 4 years. Advisor II have expert familiarity with client subject matter and domain, and demonstrates best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisor II is qualified to perform such tasks as:

- All Architecture Advisor I tasks

Education: Bachelor's Degree with a Masters in Business Administration, Information Technology, or specific relevant subject area.

ARCH Advisor III

Minimum Experience / Skills: Advisor III has at least 15 years of experience relevant to strategic business or technical consulting as well has operated/been employed at executive level for at least 6 years. Advisor III have expert familiarity with client subject matter and domain, and demonstrates best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisor III is qualified to perform such tasks as:

- All Architecture Advisor II tasks



Education: Bachelor's Degree with a Masters in Business Administration, Information Technology, or specific relevant subject area.

2. Data and Technical Support Services

TECH Staff I

Minimum Experience / Skills: Staff I has at least 0-1 years of experience relevant to task skills. This position is primarily operations and work product logistics or rote-task support such as supporting consultants in tasks such as in entry level as either Administrator, Developer/programmer, Analyst & specialist, Data, Network, and/or Security

Education: High School Diploma or GED

TECH Staff II

Minimum Experience / Skills: Same as Staff I. Staff II is qualified to perform all Staff I tasks and has at least 1 year of experience.

TECH Staff III

Minimum Experience / Skills: Same as Staff II. Staff II is qualified to perform all Staff II tasks and has at least 2 years of experience. As well, have at least 1 year of that experience on the specific process, data and/or IT technologies

TECH Analyst I

Minimum Experience / Skills: Analyst I has at least 3 years of experience relevant to task skills.

Focus is on creative and innovative work product output. The analyst position is not a client interface position, and does not requiring presenting or making recommendations to the client. Findings must consider client situation and maturity goals. Analyst I is qualified to perform such tasks as:

- All Staff I tasks
- Position roles could include analyst type roles as Administrator, Developer/programmer, specialist, Data, Network, and/or Security.
- Through process-driven, customer-centric, performance-led analysis, and repeatable systematic procedures, can uncover and present opportunities, findings, and potential alternatives for improvement, savings, efficiencies, effectiveness, trends, and further studies in appropriate technical or business analysis
- Technical analysis would include work products in the appropriate role domain of Administrator, Developer/programmer, Analyst & specialist, Data, Network, and/or Security

Education: High School Diploma or GED

TECH Analyst II

Minimum Experience / Skills: Same as Analyst I. Analyst II is qualified to perform all Staff II tasks and has at least 4 years of experience. As well, have at least 1 year of that experience on the specific process, data and/or IT technologies. As well, have at least 2 years of that experience on the specific process, data and/or IT technologies

Education: Associates Degree

TECH Analyst III

Minimum Experience / Skills: Same as Analyst III. Analyst II is qualified to perform all Staff II tasks and has at least 4 years of experience. As well, have at least 1 year of that experience on the specific process, data and/or IT technologies. As well, 2 of the minimum years require experience on the specific subject matter domain with client. Analyst III is also qualified to lead other Analyst or Staff positions.

Education: Bachelor's Degree

3. Project & Program Management Services

MGMT Staff I

Minimum Experience / Skills: Staff I has at 0-1 years of experience relevant to strategy consulting in business or program management. Staff I has basic management, communication, and organizational skills. This position is primarily logistics or rote-task support such as supporting consultants in tasks such as:

- Generating monthly reports, Helping gather report information from team, Handling setting up meetings, Reviewing checklists for deliverables, capture notes, document processes, prepare meeting agendas and schedule team meetings, prepare project documentation, coordinate project logistics, and similar forms as a project management assistant.
- Business Management support for status reports, deliverable production, data entry, administration data entry, and clerical review
- Requires strong note taking skills or fast electronic capturing, support client-facing information gathering sessions such as stakeholder interviews and other customer interaction. Expected to be self-motivated, accountable, and able to handle failure while building upon success.

Education: Bachelor's Degree

MGMT Staff II

Minimum Experience / Skills: Staff II has at least 2 years of experience relevant to strategy consulting in business or program management. Staff II has basic management, communication, organizational, and leadership skills. Staff II is qualified to perform such tasks as:

- All Management Staff I tasks plus other common project management tasks - publication, format, edit, publish, package, checklist, graphics. The position will support multiple projects at once - external or internal - where possible.
- Can support management analyst and consultant project, product or program early phases such as research, discover, conceptual and logical definition, requirements, design and late phases implementation, productization, publication efforts in technical or business analysis, findings, recommendations, and advisory under guidance and supervision by analyst, consultant, Senior Consultant, or Advisor roles.
- The position could also successfully handle delegation to lead internal team meeting agenda, Participate in planning and strategy sessions, manage small project tracks (2-3 team members) including coordinating dependencies and define the critical path of a project
- Business Management support such as compliant procedural support, proposal or end-product template population, and business systems support
- Must be able to lead change while being flexible and resilient with capable conflict management experience. Problem Solving must be a core capability.

Education: Bachelor's Degree

MGMT Staff III

Minimum Experience / Skills: Same as Management Staff II. Additionally, this position requires specific subject matter domain with client context of 2 years over and above what is required for Management Staff II.

MGMT Analyst I

Minimum Experience / Skills: Analyst I has at least 3 years of experience relevant to strategy consulting business or program management. The management analyst position is a client interface position, but does not require presenting or making recommendations to the client. Analyst I has intermediate management, communications, organization, and leadership skills. Analyst I is qualified to perform such tasks as:

- All Management Staff II tasks
- Technical Management analysts can provide management planning and governance support including Capital Planning and Investment Control Modeling and understanding of the pros and

cons of the traditional and latest business operating models and facilitation and coordination in Working Groups and Team environments. Can track and support status and tracking using Agile Project Management techniques with capability to train and execute.

- Business Management analysts can provide analytical support to planning, strategy, project management, and related technical teams, prepare analysis reports, perform information gathering and needs analysis via stakeholder interviews and other customer interaction.
- Supports foundational lifecycle management principle activities for cost, time, quality, scope, and risk management for projects, program or product management and organizational development.
- Financial or Compliance Business Management support evaluations of compliance procedures, analyze for adjustments for compliance, business systems, or end-product response packaging (i.e. proposals, audits, reports, evaluations)
- Provide feedback regarding management strategy and process. Track project metrics and provide feedback for process improvement
- The position must be capable to lead team meetings with clients in project tracks up to 5 people.
- Communicate and influence at client management level to help in proper framing of issues for escalation.

Education: Bachelor's Degree

MGMT Analyst II

Minimum Experience / Skills: Analyst II has at least 4 years of experience relevant to strategy consulting business or program management. Analyst I has intermediate management, communications, organization, and leadership skills. Analyst II is qualified to perform such tasks as:

- All Analyst I tasks
- Strong foundations of project, program, and program management capabilities such as cost, risk, scope, quality, and contract management
- Policies and Procedures Development & Compliance Business Practices
 - Can also performance technical and business analysis in support of Total Cost of Ownership (TCO), support culture impact, organization readiness assessment, or other cross-cultural/business/technical impact analysis to organization due to new transformation efforts.
 - Financial or Compliance Business Management analysis and application of compliance regulations to general business practices (i.e. policies, procedures, accounting, invoicing, allocations, etc)
 - Contract analysis, negotiation, and audit support > (analysis and recommendations)
 - End product such as proposal support and advisory (win themes, pricing strategies, content creation, compliance)
 - Analyze business practices and make recommendations to improve efficiency and government compliance
 - Own project tracks with up to 10 people
 - Communicate and influence at client director level
- Project Business Management
 - Support standing up Agile, Iterative, Incremental, or Waterfall Project Management process or infrastructure
 - Business Management Guidance and Support on Government Projects and Divisions
 - Audit Support - Internal, Incurred Cost, Pre-Award, Post-Award, Close-out, etc.
 - Proposal Development/Management for: Complex RFP's, Rate Submissions, Incurred Cost, Change Orders, etc.
 - Provide outsourced business functions

- Perform Project business requirements, such as writing subcontracts, setting up project cost reports, developing earned value processes, etc.

Education: Bachelor's Degree

MGMT Analyst III

Minimum Experience / Skills: Same as Management Analyst II and has 2 years of experience in subject matter domain with client context, program area, or equivalent. Same as Management Analyst II. Additionally, this position requires specific subject matter domain with client context of 2 years over and above what is required for Management Analyst II.

Experience would include

- Regulation Compliance
 - Interpretation of Government Contracts And Subcontracts
 - Development of Contracts, Subcontracts, Master Task Agreements, GSA Schedules, etc.
 - Negotiation, Fact-Finding, Price/Cost Analysis, and Contract Close-out Guidance
 - Creating Compliant Internal Business Practices across all functions
 - Prepare for and support DCAA and other Government auditing tasks
- Policies and Procedures Development & Compliance Business Practices
 - Development of Accounting Structures, Purchasing Practices, Estimating Processes, Timekeeping Systems, Travel Policies, Property Management Programs, Cost/Schedule Management, etc.
 - Business Process Improvements, Guidelines, and Shortcuts
 - In-House Customized Training
 - Government Compliant Policies & Procedures Templates
 - Integration with specific daily business practices
 - Special emphasis in Contract Management
 - Government Rules & Regulations: CFR, FAR, DFARS, DEAR, etc.
 - Development of In-House Government Compliant Policies & Procedures
 - Government Business Requirements for ALL Contract Types and Actions

MGMT Consultant I

Minimum Experience / Skills: Consultant I has at least 5 years of experience relevant to strategy consulting in business or program management. Consultant I has advanced management, communications, organization, and leadership skills. Consultant I is qualified to perform such tasks as:

- Capable of being able to perform Management Analyst I tasks
- Technical management can lead a technical product or system definition, design, implementation, modernization, consolidation, or austerity team; perform SETA or IV&V tasks; augment support for executive business intelligence; support efficiency, value, cost, risk, and quality analysis using appropriate business agile, lean, and other technical STEM protocol-driven methods;
- Business management can lead a transformation, governance, research, communication, or program management office. Role can perform specific tasks such as facilitating requirements development process, concept selection process, business process improvement, technology development process, core management skills & processes, risk & opportunity management, program evaluation, value management techniques (e.g. EVM, VMM) budget and capital planning, human capital process and performance analysis, acquisition analysis, market research (including socio-economic considerations), communications management and various other commodity corporate functions (e.g. ERP, CRM, HR, IT, BFE, CPIC, etc.)
- Support via facilitation a client executive team to through conceptual, vision, and recommendation exercises or presentations
- Lead project team of up to 20 people

- Must be able to leverage diversity of input and client interactions and help in developing others. Provide strategic direction for project. Be decisive and have entrepreneurship as core competency. Be able to understand political and cultural surroundings, and influence and help in negotiating what is required to accomplish recommendations. Must be familiar in working in mixed team environments (i.e. company, subcontractor, client). Apply their strong analytical and communication skills to support strategy teams. Proactively resolve issues and mitigate project risks. Lead clients and team through project reviews / quality assurance activities

Education: Bachelor's Degree

MGMT Consultant II

Minimum Experience / Skills: Same as Management Consultant I and has 2 years of experience in performing the management consulting skill for the specific task.

MGMT Consultant III

Minimum Experience / Skills: Same as Management Consultant II. Additionally, this position requires specific subject matter domain with client context of 2 years over and above what is required for Management Consultant II.

MGMT Senior Consultant I

Minimum Experience / Skills: Senior Consultant I has at least 8 years of experience relevant to strategy consulting in business or program management with appropriate organization context. Senior Consultant I has advanced management, communication, organization, and leadership skills. Senior Consultant I is qualified to perform such tasks as:

- All Management Consultant I tasks
- Technical Management Consulting can manage a single large scale project of up to 50-70 people with varying technical capabilities and various locations performing various innovation, disruption, invention, or other transformation lifecycle projects or tasks. Can develop technical recommendations for management concepts of operations. Can determine, executive, and lead logical modeling and simulations for change in programmatic functions, budget, ERP, HR, CRM, IT, Mission, and operations leveraging core industrial, system, and technical engineering, scientific, architecture, or management methods.
- Business Management consulting can manage a program - multiple (2+) projects of up to 15 people each.
- Can help outline and detail out various alternatives for implementing, planning, and analyzing recommendations for implementation including impact to performance, budget, products and services, process, data, systems, human capital through line of sight analysis. Can support transfer and transition plans to execute the plan including gap, alternative, and risk analysis
- Lead a client executive team through advanced planning and management processes. This role assures all deliverables are complete and as the team lead, is responsible for on-schedule performance of consultants and analysts - whether from Architecture or program management point of view.
- Provide advanced technical and business advisory to clients and internal team
- Design, develop and implement frameworks for jobs, teams, structure, governance, functions and groups of functions

Education: Bachelor's Degree

MGMT Senior Consultant II

Minimum Experience / Skills: Same as Management Senior Consultant I and has 5 years of experience in performing the management consulting skill for the specific task.

MGMT Senior Consultant III

Minimum Experience / Skills: Same as Management Senior Consultant II. Additionally, this position requires specific subject matter domain with client context of 5 years over and above what is required for Management Senior Consultant II.

MGMT Advisor I

Minimum Experience / Skills: Advisor I has at least 8 years of experience relevant to strategy consulting in business or program management with at least 4 years of executive level experience in subject matter or domain. Project advisor is likely to split time across 3 to 5 projects. Advisor I is qualified to perform such tasks as:

- Senior Management Consultant I skillset plus extraordinary awareness of organization, business, and technical strategy with unique subject matter expertise for client engagements. The advisor should coach the Senior Consultant on conceptual work products.
- Technical Management Advisor should assure the proper project quality controls are in place. Advisor is an expert in relative Subject Matter capable of understanding client needs, goals, and helping design and formulate architectural and management directions and alternatives. Assure Senior Consultant applying appropriate best practices relative and relevant to client domain, client's current, near-term, and future problem set. Can frame, guide, oversee, and execute in-depth evaluations, analysis, research, study, or the like in deep technical areas (e.g. STEM, IT) following customer definition which could include high-complexity, highly-complicated performance, organizational, financial, technical, data, process, and other enterprise or domain specific requirements.
- Business Management Advisor requires best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Must be strategic thinking and visionary considering client capability to execute recommendations. Can assist in conceptual lifecycle development including strategic alignment, portfolio evaluation, organizational development, management and governance review, transformation methods, quality control and assurance, human capital development, performance modeling, budget formulation, and program planning all based on comparable experience and applicable to customers corporate context. Demonstrable capability to bring and extend practice portfolio and familiarity with engagement techniques and tools.
- The advisor interfaces with the client in a pre and post work. Advise executives on personal leadership strengths and challenges. Provide thought leadership to engagement teams in formulating strategy as part of contract progress reviews. Engage with executive and business development staff to assist in corporate growth. Propose forward-thinking predictions related to issues and challenges affecting a client's business. Develop creative, innovative strategies to enhance client processes and practices.
- Engage with executive and business development staff to assist in corporate growth

Education: Bachelor's Degree with a Masters in Business Administration, Economics or specific relevant subject area and 10 years experience total in subject matter at level.

MGMT Advisor II

Minimum Experience / Skills: Advisor II has at least 10 years of experience relevant to strategy consulting in business or program management with at least 6 years of executive level experience in subject matter or domain. Advisor II demonstrates best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisor II is qualified to perform such tasks as:

- All Management Advisor I tasks

Education: Bachelor's Degree with a Masters in Business Administration, Economics or specific relevant subject area.

MGMT Advisor III

Minimum Experience / Skills: Advisor III has at least 12 years of experience relevant to strategy consulting in business or program management with at least 10 years of executive level experience in subject matter or domain. Advisor III demonstrates best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisor III is qualified to perform such tasks as:

- All Management Advisor II tasks

Education: Bachelor's Degree with a Masters in Business Administration, Economics or specific relevant subject area.

4. Communications / Audio Visual

Comm Staff I

Minimum Experience / Skills: Staff I have basic management and task analyst skills related to supporting communication product planning, production, or rollout. Staff I is qualified to perform such tasks as:

- Apply product logistic and creation skills in the end-to-end communication products for general core communication skills on products.
- Qualified to perform tasks such as: logistic production support, project management assistant, scheduling, document processing.

Education: Associate's Degree

Comm Staff II

Minimum Experience / Skills: Staff II have basic management and task analyst skills related to supporting communication product planning, production, or rollout. Staff II is qualified to perform such tasks as:

- Can perform Staff I Skills
- Apply strong product logistic, creation, or review skills in the end-to-end communication products for general core communication skills on products.
- Qualified to perform tasks such as: content reviews, document requirements gathering, and facilitate basic training, content, or requirements gathering sessions.

Education: Bachelor's Degree

Comm Analyst I

Minimum Experience / Skills: Analyst I has 3 years of experience in unique skill in communication product editing and development such as branding, graphic generation, writing, multimedia production, event support, print media production, or training design and experience in the required toolsets for production. Analyst I demonstrates intermediate management and task analyst skills. Strategic Analyst I is qualified to perform such tasks as:

- Apply their strong process and self-motivated expertise to designing or implementing communication products.
- Role is designed for production creation and facilitation and can direct up to 5 staff-level team members at a time.
- Also qualified to perform tasks such as: create initial product concepts, self-motivated on creative concept alternate presentations, self-motivated on specific communication product activity, strong interpretation skills for customer subjective customer gathering, interview skills for objective requirements gathering, and fast iteration capabilities for finalizing product, strong product estimation skills and knowledge of factors for communication planning criteria, and risk identification for communication products, either for missing requirements or providing possible stakeholder interpretations.

Education: Bachelor's Degree

Comm Consultant I

Minimum Experience / Skills: Consultant I has at least 5 years of experience relevant to communications. 0-2 years experience with Typography, Identity Design, Packaging and/or online design, information design and interactive design. This individual will have an extensive knowledge of Photoshop, Illustrator and QuarkXpress, working knowledge of Director (or other interaction development tools). Consultant I has intermediate expertise in strategic communications. Consultant I is qualified to perform such tasks as:

- This position is responsible for providing creative assistance and support to the facilitation team as required throughout the various stages of the creative product development process.

- Under general direction, conceptualizes and executes media presentations for user interface and usability solutions in support of the creative product development workshops, including preparatory displays, conference support, and graphic art work that illustrates the decisions reached as a result of the creative product development experience.
- Leads creative sessions with customer, writers and internal staff to determine project requirements. Capable of creative, management, branding, marketing, sales, reporting and technical writing.
- Client interaction skills to facilitate creative sessions, provide ways to support client creative process, provide both timely verbal and visual recommendations

Education: Bachelor's Degree. Advanced degree (BA or BFA) in graphic design, interface, information, interaction design, design planning, literature, communications, or human centered design preferred.

Comm Senior Consultant I

Minimum Experience / Skills: Senior Consultant I has 6 years of work experience, to include 2 years experience in communication product analysis and strategy development. This individual will have a track record of successfully managing people and leading teams on projects, as well as a successful record of developing positive client relationships. Also, has experience familiarity with client subject matter or domain. Senior Consultants have demonstrated advanced expertise in strategic communications for organizations. Comm Senior Consultant I is qualified to perform such tasks as:

- Can perform Comm Consultant I Skills
- Drives the development of innovative strategies and communication solutions for clients.
- Draw on appropriate multidisciplinary skills and capabilities to help frame the development of a robust research and analysis for understanding the client's communications context.
- Sets a clear strategic direction for addressing the client's communications challenges.
- Draws upon expertise in other skills including brand strategy, communication tools, stakeholder research as well as stakeholder or experience modeling to develop value-added communication solutions.
- Can lead team up to 10 of multiple consultants and clients and determine appropriate level of analyst and staff support
- Strong client facilitation skills, especially focused on supporting client creative or subjective concept remediation through both timely verbal and visual interactive and recommendations.

Education: Bachelor's degree in Communications, Business, or Economics, or related field required

Comm Advisor I

Minimum Experience / Skills: Advisor I has 10 years of work experience, to include experience in market and business analysis, communication strategy development, communication process transformation and strategic change management for rolling out communication and marketing strategies. Advisor I has a successful history of managing and leading client relationships, including executive-level clients with at least 8 years of executive level experience in subject matter or domain. This individual has an established record of leading projects and cross-functional teams and has experience in communications in the client subject matter or domain. Advisors demonstrate best practices expertise across industries and have deep specialized skills in measuring client business performance, market analysis, and strategic visioning. Advisors is qualified to perform such tasks as:

- Past experience as executive or Senior Consultant I
- Senior-level responsibility for understanding, planning, and leading the delivery of communication and marketing solutions.
- For both clients and project teams, expected to frame the communication solutions and domain business value from business and technology initiatives and articulate their value in meeting the client's business goals and objectives.

- Leverage expertise in other key functional areas, including business modeling and change management, as well as business process transformation to develop effective communication solutions.
- Senior responsibility plus extraordinary awareness of organization, business, and technical strategy with unique subject matter expertise for client engagements.
- Qualified to perform such tasks as: Analyze and design financial, performance, and organizational models establish performance monitoring aligned to strategic level new or major modifications to client portfolios, review and guide team analysis, design client sectors or division(s) process, strategy, and business models, and very strong capabilities to interact at executive through technical.
- Advise executives on personal leadership strengths and challenges
- Provide thought leadership to engagement teams in formulating strategy
- Engage with executive and business development staff to assist in corporate growth
- Propose forward-thinking predictions related to issues and challenges affecting a client's business
- Develop creative, innovative strategies to enhance client processes and practices
- Lead regular contract progress reviews and provide senior level guidance to teams

Education: Bachelor's Degree with a Masters in Communications, Business, Economics or specific relevant subject area.

AV Creative Manager I

Minimum Experience / Skills: Creative Manager I has 0-1 years of experience relevant to creative product mediums. Creative Manager I leverage their interpersonal, communication, and organizational skills to perform such tasks as:

- Perform Production Assistant Role conducting full production phase administrative and logistic support
- Collect / organize materials for projects

Education: Associate's Degree

AV Creative Manager II

Minimum Experience / Skills: Creative Manager II has 2.5 years of experience relevant to creative product mediums. Creative Manager II has demonstrated an intermediate understanding of film. Creative Manager II is qualified to perform Creative Manager I tasks and in addition such tasks as:

- Assuming basic task leadership roles on projects
- Ability to facilitate client creative vision meetings
- Coordinate all tasks creative through completion
- Establish Production Schedule
- Manage Pre-Production and Production Phase
- Manage Project team up to 5 staff
- Interface with up to 10 clients
- Perform Project Management assistance tasks

Education: Bachelor's Degree in English or Radio, Television, Film

AV Creative Manager III

Minimum Experience / Skills: Creative Manager III has at least 4 years of experience relevant to audio / visual / film. Creative Manager III has demonstrated an advanced understanding of audio / visual / film and is able to start assuming significant leadership roles on projects. Creative Manager III is qualified to perform Creative Manager II tasks and in addition such tasks as:

- Assuming significant leadership roles on projects
- Drive creative vision for projects
- dsSchedule post production activities

- Manage Project team up to 10 staff
- Interface with up to 20 clients
- Manage the revision process with team and client
- Coordinate all project tasks through completion to assure creative vision qualities are executed as intended

Education: Bachelor's Degree in English or Radio, Television, Film

AV Creative Manager IV

Minimum Experience / Skills: Creative Manager IV has at least 7 years of experience relevant to audio / visual / film and has significant familiarity with creative style of project or client subject matter domain. Creative Manager IV have demonstrated a superior understanding of audio / visual / film and are able to manage all aspects of film projects. Creative Manager IV is qualified to perform such tasks as:

- All Creative Manager III tasks
- Significant familiarity with creative style of project or client subject matter domain

Education: Bachelor's Degree in English or Radio, Television, Film

Creative Manager V

Minimum Experience / Skills: Creative Manager V has at least 10 years of experience relevant to audio / visual / film and has significant familiarity with creative style of project and client subject matter domain. Creative Manager V have demonstrated a superior understanding of audio / visual / film and are able to manage all aspects of film projects. Creative Manager V is qualified to perform Creative Manager III tasks and in addition such tasks as:

- Significant familiarity with creative style of project AND client subject matter domain

Education: Bachelor's Degree in English or Radio, Television, Film

AV Writer I

Minimum Experience / Skills: Writer I has 1 year of experience relevant to film / writing. Writer I have an introductory to basic understanding of film and the writing process. Writer I is qualified to perform such tasks as:

- Ability to craft outline for script and to input basic information for the outline

Education: Associate's Degree in English or Radio, Television, Film

AV Writer II

Minimum Experience / Skills: Writer II has 2.5 years of experience relevant to film / writing. Writer II has demonstrated an intermediate understanding of film. Writer II is qualified to perform Writer I tasks and in addition such tasks as:

- Create a full script from an outline or convert book, whitepaper, or the like to screenplay style script
- Accept and incorporate revisions into draft scripts
- Participate in the script review and revision process and suggest improvements
- Ability to propose changes to scripts

Education: Bachelor's Degree in English or Radio, Television, Film

AV Writer III

Minimum Experience / Skills: Writer III has at least 4 years of experience relevant to film / writing and familiarity with screenplay script style and subject matter domain of client. Writer III has demonstrated an intermediate understanding of film. Writer III is qualified to perform Writer II tasks and in addition such tasks as:

- Help drive the creative direction of the script
- Provide screenplay patterns in support of creative direction

- Work with client and other staff to understand and contribute to the writing process
- Strong familiarity with screenplay script style and subject matter domain of client

Education: Bachelor's Degree in English or Radio, Television, Film

AV Grip I

Minimum Experience / Skills: Grip I has 0-1 years of experience relevant to film. Grip I has demonstrated an introductory understanding of film. Grip I is qualified to perform such tasks as:

- Assist experienced staff with all lighting, camera, dolly, and other equipment needs
- Take direction from Videographer

Education: Associate's Degree

AV Grip II

Minimum Experience / Skills: Grip II has at least 2 years of experience relevant to film. Grip II has demonstrated an intermediate understanding of film. Grip II is qualified to perform Grip I tasks and in addition such tasks as:

- Expert knowledge of all lighting, camera, dolly, and other equipment needs
- Extensive knowledge of the filming process and staging setup requirements
- Perform more self-direction in setup

Education: Associate's Degree

AV Grip III

Minimum Experience / Skills: Grip III has at least 5 years of experience relevant to film. Grip III has demonstrated an intermediate understanding of film. Grip III is qualified to perform Grip II tasks and in addition such tasks as:

- Generally self-directed setup
- Can perform delegated Videographer tasks as requested
- Can manage at least 1 Grip staff

Education: Associate's Degree

AV Videographer I

Minimum Experience / Skills: Videographer I has 2 years of experience relevant to camera and filming. Videographer I has demonstrated an intermediate understanding of film. Videographer I is qualified to perform such tasks as:

- Knowledge of camera and post production process
- Need to know what needs to be captured
- Strong familiarity with lighting and audio capture as well as external factors
- Manage single Grip staff
- Work well under Creative Director
- Can stage up to two production setups in one day
- Take direction from Creative Director

Education: Associate's Degree

AV Videographer II

Minimum Experience / Skills: Videographer II has at least 4 years of experience relevant to camera and filming. Videographer II has demonstrated an intermediate understanding of film. Videographer II is qualified to perform Videographer I tasks and in addition such tasks as:

- Ability to propose additional filming applications or effects such as movement, mitigating external lighting or audio factors
- Manage Grip staff or more than 1

- Can work with minimal Creative Director oversight
- Can stage up to four production setups in one day
- Have strong rapport capabilities with actor, interview subject, etc.

Education: Associate's Degree

AV Videographer III

Minimum Experience / Skills: Videographer III has at least 6 years of experience relevant to film. Videographer III has demonstrated an advanced understanding of film. Videographer III is qualified to perform Videographer II tasks and in addition such tasks as:

- Can improve multiple shoot efficiencies through parallel staging of one setup with filming of another
- Can stage variable and more complex production setups such as varying epic, panoramic, subject or actor motion/action, as well varying film capture techniques.

Education: Bachelor's Degree

AV Audio Sweetener I

Minimum Experience / Skills: Audio Sweetener I has 0-1 years of experience relevant to film. Audio Sweetener I has demonstrated an introductory understanding of film. Audio Sweetener I is qualified to perform such tasks as:

- Knowledge of post-production process
- Ability to look creatively at final project to determine and perform edits what sound effects need to be added and sound cleanup

Education: Associate's Degree

AV Audio Sweetener II

Minimum Experience / Skills: Audio Sweetener II has at least 3 years of experience relevant to film. Audio Sweetener II has demonstrated an intermediate understanding of film. Audio Sweetener II is qualified to perform Audio Sweetener I tasks and in addition such tasks as:

- Ability to make suggestions prior to production phase
- Complete knowledge of exporting, importing audio files / formats
- Familiarity with handling complex audio sound effects or sound cleanup issues resulting from production or B-roll issues or factors

Education: Associate's Degree

AV Editor I

Minimum Experience / Skills: Editor I has 0-1 years of experience relevant to film. Editor I has demonstrated an introductory understanding of film. Editor I is qualified to perform such tasks as:

- Support senior editors in the production process
- Set up projects using editing tools
- Import and Capture media
- Basic knowledge of graphics, audio (music, sound effects, interviews), etc. and related tools

Education: Associate's Degree

Editor II

Minimum Experience / Skills: Editor II has 2.5 years of experience relevant to film. Editor II has demonstrated an introductory understanding of film. Editor II is qualified to perform Editor I tasks and in addition such tasks as:

- Ability to execute revisions using
- Strong familiarity with key editing tool suite and multiple file input and graphic/audio output formats

Education: Associate's Degree

AV Editor III

Minimum Experience / Skills: Editor III has 4 years of experience relevant to film. Editor III has demonstrated an intermediate understanding of film. Editor III is qualified to perform Editor II tasks and in addition such tasks as:

- Ability to create concepts for creative editing recommendations
- Ability to propose revisions and advise client on editing options

Education: Associate's Degree

AV Editor IV

Minimum Experience / Skills: Editor IV has 10 years of experience relevant to film. Editor IV has demonstrated an advanced understanding of film. Editor IV is qualified to perform Editor III tasks and in addition such tasks as:

- Expert in production & post production process
- Ability to deliver final video formats (QT, video, DVD, etc)
- Can establish concept patterns and flow for final product

Education: Bachelor's Degree

AV Editor V

Minimum Experience / Skills: Editor V has 10 years of experience relevant to film as well as at least 3 film products delivered in client domain and subject matter. Editor V has demonstrated an advanced understanding of film. Editor V is qualified to perform Editor IV tasks and in addition such tasks as:

- Strong familiarity with specific client domain and subject matter editor patterns, approaches
- Can propose and recommend concepts and edit patterns

Education: Bachelor's Degree