

Audiovisual Production Specialist (GS-11)

SkillBridge Internship Opportunity

NON-REMOTE/IN-PERSON ONLY

U.S. Customs and Border Protection (CBP)

U.S. Border Patrol (USBP)

Office of Training and Development (OTD)

Locations: Artesia, New Mexico

Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule/>

IMPORTANT NOTE: This opportunity is OUTSIDE of USAJOBS.gov and **ONLY** open to DoD SkillBridge interns who are at least TWELVE months of separating and possess or anticipate a [30% or more Disabled Veteran, VRA, and/or Schedule A hiring authority eligibility](#) along with being qualified for the position per the below qualifications.

LOCATION

U.S. Border Patrol Academy - Artesia, New Mexico

MAJOR DUTIES AND RESPONSIBILITIES

This position is located within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Office of Training and Development (OTD), and serves in a developmental capacity under the leadership and guidance of a higher graded specialist.

This position is in the Strategic Communications Department of the U.S. Border Patrol Academy. It is a multi-faceted position that requires the incumbent serve as the producer, director, and/or editor within a multimedia production team that develops and delivers a variety of multimedia products for use on CBP Learning Management Systems, social media platforms, or as stand-alone training products. Multimedia products include videos, photos, illustrations, three-dimensional (3D) and two-dimensional (2D) graphics, motion graphics, and 3D models.

The Audiovisual Production Specialist performs all duties involved in the production of digital videos, digital photographs, and graphics, and helps design and produce video content. Serves as producer, director, scriptwriter, set designer, camera operator, lighting technician, audio technician, editor, computer animator, and other roles necessary to produce the finished product. Most assignments include multi-faceted, high-profile and time sensitive productions equal to industry standards.

The incumbent will perform the following audiovisual production project roles:

- As a Producer, the incumbent serves as the overall manager of an audiovisual production and is responsible for all the administrative and logistical details. Consults with clients to discuss the general concept, objective, and target audience of the program or project. Provides advice on the script and the most effective way to communicate its information. Develops cost estimates for productions at various levels of sophistication. Designs the production within an approved budget and maintains budget control throughout the life of the project. Develops production schedules. Procures props and equipment. Selects and

arranges sites for on-location or off-location shooting. Selects production crews, including the director, performers, camera operators, and others.

- As a Director, the incumbent is responsible for the production values and aesthetic quality of the audiovisual production and has control of most of the artistic and creative aspects. Works in collaboration with the client, scriptwriter, and/or course developer to translate the script into the various audiovisual elements that best communicate the desired message to the audience. Designs sets and lighting, conceives additional visual elements such as graphics, motion graphics, 3D and 2D elements, and animations. Also, selects music and sound effects to accompany and complement the images. Rehearses with actors and narrators and determines camera placements, lighting, and angles. During the production, orchestrates the action of the participants, directs the movement and selection of cameras, and cues in audio elements. Performs preliminary editing of raw video to put scenes in the proper sequence for the client's first draft review.
- As an Editor, the incumbent is responsible for all post-production processes associated with prerecorded video, including assembling, adjusting, and enhancing the audio and visual elements to produce a finished production. Arranges video segments in the desired sequence and overlays soundtracks and other visual effects. Uses a variety of computerized equipment such as non-linear editors, special effects and 3D/2D animation software, to assemble video material and create a variety of productions. Monitors and controls the technical quality of the product. Uses creative sense to construct scenes from volumes of archived digital video, supporting footage b-roll, and usable precedent material, to achieve visual continuity between scenes, and to blend in audio elements in a harmonious manner. Operates and maintains sophisticated, high dollar recording and postproduction equipment including cameras, microphones, digital recording machines, teleprompters, light sets, and computer hardware. Serves as custodian of high dollar team equipment. Remains abreast with state-of-the-art equipment, software, video, and audio effects, and recording and post-production techniques.

REQUIRED BASIC SKILLSET

- Mastery knowledge of a wide range of principles, practices, methods, and techniques employed in audiovisual (AV) communication to conceptualize, design, produce and direct multimedia productions from inception to completion.
- Expert skill in conceptualizing complex theories and procedures to translate them into original multimedia productions using appropriate story-telling techniques and compelling visuals.
- Expert skill in independently filming, producing, and editing projects, and bringing them to completion.
- Expert knowledge in planning, developing, and directing highly visible informational and training videos and multi-media programs of a technical, theoretical, or abstract nature.
- Knowledge of the most recent advancements in the fields of audio, video, and graphics technology for viewing national or international for target audiences inside and outside of the Department.
- Expert skill in the use of non-linear editors, special effect software, media rendering, sound editing and photo editing.
- Desired graphics skillsets include proficiency in 3D modeling software, motion graphics software, and 2D/3D animation software.

- In-depth experience using camera platforms DSLR, Mirrorless and digital Cinematic camera systems.
- Excellent verbal and written skills and ability to communicate in a professional, diplomatic, and effective manner. The incumbent acts as an interpreter and liaison with clients that include high level officials and commercial vendors/contractors, mediating any differences and misunderstandings that arise during the production. The incumbent must be familiar with script writing principles and grammar to write informational and training videos.

How to Apply:

NOTE: Your resume must explicitly indicate how you meet this requirement, otherwise you will be found ineligible. Please see the "Required Documents" section below for additional resume requirements.

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: CBP – Office of Training and Development (OTD) – **Audiovisual Production Specialist (GS-11)** – Artesia, NM – (What Preference Claiming: [30% or More Disabled Veteran, VRA, and/or Schedule A](#)).

Your resume will enable us to determine the grade level for which you qualify; therefore, align it to the specifics as described in the Duties and Qualifications sections above.

Provide details of your education, background, and experience so we can accurately assess your qualifications, and be sure to highlight any superior proficiencies that uniquely qualify you.

Your DD214 (SSN redacted) or Statement of Service with all campaign medals contained therein (SSN redacted), VA Disability Rating Letter and/or Schedule A Letter is also required along with **REFERENCES FROM ALL PAST AND PRESENT EMPLOYERS.**