



General Position Information

Job Title: 30457 – Multimedia Specialist - GS13

Salary Range: \$72,750 - \$134,798 (Not Applicable for Detailees)

Vacancy Open Period: 2/19/2021 - 3/19/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, and Detailees

Division: DNI/SC/MMG

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal cadre candidates to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

- **For a cadre assignment:**
 - Current ODNI permanent cadre.
- **For a detailee assignment:**
 - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.



- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Office of Strategic Communications is the trusted voice of the ODNI. We are transforming the way the ODNI engages with the public, the media, and the workforce while investing in every one of our employees. We tell today's intelligence stories to support tomorrow's mission. The Office of Strategic Communications is charged with positioning the IC for the future through consistent and focused messaging and engagement that clearly communicates the vision, mission and direction of the IC over the next 5-10 years.

The IC's mission is the subject of Hollywood movies, drama series, and front-page news. This position gives you the chance to do what all of those producers, writers, and journalists wish they could – tell the IC story from the inside. We are seeking creative, dynamic and forward thinking communications officers to develop and deliver communications to a wide range of internal and external stakeholders.

Major Duties and Responsibilities

- Researches, acquires, edits and produces commercial broadcast-quality video and audio informational materials for use on web and traditional media platforms. Identifies and selects newsworthy events. Produces radio, television and documentary scripts, narrations, public service announcements, and spot announcements.
- Prepares sets to include the positioning of lights, cameras, sound, properties and personnel, and ensures special audio and video effects are used effectively.
- Edits final video products shot in sequence and/or out-of-sequence to ensure continuity, effectiveness of action and dialogue or narrative, using industry standard digital editing and graphic design software.
- Maintains organization's library of audio and video products.
- Maintain productive working relationships with staff in other communications organizations in the Intelligence Community (IC) to collaborate on visual information products about the ODNI and IC mission, programs, and activities.
- Assist in developing and producing content for new and emerging communication vehicles, such as blogs, audio, video, and online publications to ensure that key messages are available to all members of the IC.
- Selects associated visual material as necessary and available. Assist with scheduling, coordinating and managing logistics for internal ODNI and external IC communication events and forums, such as town halls, panel discussions, presentations, and special events, to advance the DNI's objectives and enhance his/her visibility in the community.

Mandatory and Educational Requirements

- Demonstrated RTVF experience acquiring, editing and producing commercial broadcast quality video and audio informational material for use on multiple platforms including web and traditional media platforms using industry standard digital editing and graphic design software with emphasis in Adobe Creative Suite 6



Production Premium software. RTVF experience may include any combination of post-secondary education including accredited college, technical training, military training, and practical experience.

- Outstanding oral, writing, and editing skills and demonstrated ability to produce concise video products that clearly and logically convey complex information and ideas.
- Direct experience planning and managing small-scale to large-scale video projects.
- Demonstrated videography and video editing experience.
- Demonstrated experience writing radio, television and documentary scripts, narrations, public service announcements, and spot announcements.
- Demonstrated experience narrating public events and voicing over video products.
- Attention to detail, strong organizational skills, patience, and persistence in handling the details involved in planning and running successful events.
- Outstanding interpersonal and customer service skills, including the ability to work independently and in a team or collaborative environment, to work with all levels of employees from support staff to front office leadership.
- Demonstrated ability to manage competing priorities under strict deadlines.
- Experience writing and editing using the Associated Press Style Guide.

Desired Requirements

- Experience creating video, photo, audio, and other multimedia products for social media and other digital platforms.
- Experience working with 4K cameras and technology

Key Requirements and How to Apply

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both ALEXTAA@dni.ic.gov (*Tamara B.*) and Bankssa@dni.ic.gov (*Sandra B.*) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_COO_HRM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both ALEXTAA@dni.ic.gov (*Tamara B.*) and Bankssa@dni.ic.gov (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:



APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

- Your application **MUST** be received by midnight on the closing date of this announcement.
- Applications received after the closing date will **NOT** be eligible for consideration.
- To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**