

Job Description

Job Title: Associate - Content Production

Job type: Trainee converted to Full Time after six months

Job Purpose:

- Provide complete support to the Course Instructor for course design.
- Conduct content research and contribute to the creation of digital courseware such as videos, presentations, and reading materials.
- Assist in developing online assessment strategies.
- Support course authoring and delivery processes.
- Apply subject knowledge effectively to enhance course production quality.
- Collaborate with various stakeholders to ensure the best possible course output.

Job Roles

Deliver online courses by working closely with faculty and the team through the following responsibilities:

- **Course Design:** Assist in defining the structure and detailed components of the course.
- **Content Creation and Research:** Prepare reading materials, assessments, and support research required for course development.
- **Video Recording:** Coordinate video shoots, support faculty during recordings, and collaborate with the camera team on location, visuals, and setup.
- **Video Editing:** Provide support for post-production by preparing edit notes and visual resources (PowerPoint slides, images, etc.) in collaboration with the Instructional Designer and Editor.
- **Technical Course Authoring:** Build and publish courses on the edX, IIMBx, and SWAYAM platforms.
- **Course Delivery:** Monitor the course during its live run, engage actively in discussion forums, and revise course components based on learner and instructor feedback.
- **Learner Engagement:** Enhance course delivery by creating effective learning pathways and supporting learner progression.

Collaboration

The role requires close coordination with:

- **Internal Stakeholders:** Faculty, Content Production Team, Editors, Instructional Designers, and Graphic Designers.
- **External Stakeholders:** Industry experts and learners across platforms such as edX, SWAYAM, IIMBx, and iGOT.

Skills and Abilities

- Strong command and comprehension over written and spoken English.
- Proficiency in MS Office tools, especially Excel and PowerPoint.
- Attention to detail and high energy to achieve and enjoy the journey.
- Knowledge of online creative and visual tools is an added advantage.
- Behavioral competencies including leadership, teamwork, flexibility, communication, and initiative.
- Preferred domain knowledge in any one of more of the following: Strategy, Public Policy, Business Law, OB & HRM, Economics, Marketing, English, or Statistics/Mathematics.

Qualification and Personal Profile

- Graduate with a minimum of 50% with MBA (final year)
- Open to both freshers and experienced candidates.

Total Rewards

A wonderful workplace (IIMB campus), with a set of highly motivated colleagues. Compensation upto INR 6,00,000 in addition to insurance. Regular team huddles, coffee and chai times.

**Note: Only shortlisted candidates will be intimated.*