



## POSITION DESCRIPTION

Updated: Dec. 20, 2017

**JOB TITLE:** Instructional Designer  
**REPORTS TO:** Founder/President

### Consultancy Overview:

- Event Garde is a Limited Liability Corporation (LLC) registered in the State of Michigan
- Event Garde is a professional development consulting firm committed to lifelong learning—for ourselves, our community and those who attend the meetings we facilitate—believing in its ability to create well-connected leaders and to foster performance improvement
- Event Garde desires to retain an Independent Contractor to render services described below

### Instructional Design:

- Serve as one of several instructional designers who are called upon as needed to complete client projects
- Client programs may be implemented in person and/or digitally, and the design process will be modified accordingly
- Scopes of work typically include the development of one or more of the following:
  - Titles, program descriptions, learning objectives, target audiences and timed agendas
  - A branded master PPT slide and Word document template
  - Engaging PowerPoint (PPT) presentations (i.e., slides and presenter scripts)
  - An interactive participant guide, complete with pre- and post-course exercises, as appropriate
  - True learner engagement to improve the learning/transfer experience
  - Multiple-choice assessment questions
  - A facilitator guide to include an assessment answer key, practice and feedback activity instructions, slides and presenter scripts
  - Final program deliverables following one to two revisions
  - Occasional voiceover work and the insertion of audio files into slide presentations
  - Occasional video work and the insertion of video files into slide presentations

### Collaboration:

- Collaborate professionally and timely with the staff and subject matter experts of Event Garde clients, as well as with Event Garde team members
- Utilize appropriate collaboration technologies, such as Dropbox, to store, update and share client files/assets
- Must be able to take direction from Event Garde team members and clients, as needed

LEARN. NETWORK. TRANSFER.

**Graphics/Artwork:**

- Extensive graphics/artwork development is not anticipated
- This individual should have access to a robust/diverse library of images to enhance client materials
- All learner materials should be visually appealing and enhance the learning experience

**Learning Management Systems:**

- Be familiar with a variety of association Learning Management Systems (LMS)
- Assist clients with the selection, launch and maintenance of an LMS, as needed

**Authoring Tools:**

- Be familiar with a variety of digital authoring tools
- Assist clients with the selection, launch and maintenance of digital authoring tools
- Have access to and utilize appropriate digital authoring tools to complete client projects

**Client/Team Relationships:**

- Become familiar with assigned Event Garde clients and key contacts, as well as all Event Garde team members
- Develop quality/trustworthy relationships with assigned Event Garde clients and all Event Garde team members
- Check-in with assigned Event Garde clients during pre-arranged intervals (generally one to two times per week) to determine satisfaction with Event Garde services/deliverables
- Resolve any client concerns in a timely and professional manner
- This position does not presume any sales/business development responsibilities

**Project Management:**

- Collaborate on all project management responsibilities with the Manager, Client Projects
- Quickly and ethically establish proposed investments for prospective client projects, as requested
- Collaboratively establish project timelines with team members for assigned projects
- Proactively check in with team members/clients each week to determine performance to plan
- To the extent possible, ensure projects are completed ahead of established deadlines
- Troubleshoot delays/roadblocks between team members and clients
- Be accountable to established deliverables and timelines
- Maintain quality standards for all deliverables/communication

**Communication:**

- Respond to all phone and text communication in the same day
- Respond to all email communication (via an established EventGarde.com email address) within one business day

**Meetings:**

- While assigned to Event Garde projects:
  - Participate in a portion of a projects meeting every other week by video conference with Event Garde team members
  - Participate in a 30-minute one-on-one meeting every other week by video conference with supervisor
  - Schedule and host meetings with Event Garde team members/clients, as appropriate, to ensure projects move forward according to established timelines

**Professional Development:**

- Identify annual professional development goals and participate in appropriate professional development opportunities to further grow knowledge, skills and abilities

**Commitment:**

- Total hours will vary due to a variable/seasonal client load
- As opportunities arise, Event Garde's bench of instructional designers will be invited to determine their interest/availability to participate in each identified project
- Event Garde will then sign one or more agreements on an as-needed basis

**Relationship:**

- This individual will be an independent contractor of Event Garde
- This individual will not be an employee or an agent of Event Garde for any purpose

**Compensation:**

- Compensation will be negotiable based upon experience and a proven track record
- A payment schedule will be established within the agreement for each identified project
- An invoice detailing hours worked/projects completed will be submitted for review, approval and payment processing in accordance with this payment schedule
- This individual will be solely and completely responsible for any and all taxes due and owing to any governmental entity on any monies or compensation received from Event Garde, including but not limited to any self-employment taxes

**Confidentiality:**

- The confidentiality of Event Garde's processes and procedures, as well as the work product of Event Garde clients, is highly valued
- This individual will be asked to sign a confidentiality agreement as part of their onboarding process with Event Garde
- Event Garde's clients shall own all data, information, documents, reports and other work specifically developed by Event Garde for its clients

**Non-compete:**

- This individual will be asked to sign a non-compete clause as a part of their agreement

**Minimum Requirements:**

- Minimum of 8+ years of experience in related work
- Four-year degree in a related field is preferred
- Proficient in the use of office and presentation technologies
- Demonstrated organizational, project management and problem-solving skills
- Exceptional interpersonal skills, including written and spoken communications

**Soft Skills/Qualifications:**

- Attention to detail
- Discreet
- Exercises good judgment
- Skilled communicator
- Well-organized
- Enjoys being part of a high-performing team
- Resourceful
- Professional
- Personable
- Results-driven
- Resilient
- Self-starter

**Environment:**

- This individual shall have sole discretion and responsibility for the selection of procedures, processes, materials, working hours and other incidents of performance of services not already established as a part of the Event Garde brand
- This individual has the right to perform services at any place or location as he/she determines appropriate
- Event Garde has no responsibility to provide workspace or equipment to this individual

**Promotion Opportunity:**

- From the pool of successful instructional designers, a director, instructional design will ultimately be promoted to lead and manage the bench of instructional designers and to further grow this segment of Event Garde's business in collaboration with the firm's senior leadership team

**Questions:**

- Questions about this position may be directed to Event Garde founder/president Aaron Wolowiec by phone at 616.710.1891 or by email at [aaron@eventgarde.com](mailto:aaron@eventgarde.com)