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**Courseware Production Manager (Montreal)**

The Courseware Production Manager ensures that online courses are available for the organization and its corporate client, and more specifically:

1. Assign tasks, prioritizes and coordinates work with project leads to deliver products in time and in the budget.
2. Estimates project cost, and timeline, and keep track of project expenses.
3. Implements standards and procedures regarding online production.
4. Recommends equipment and other resources needed for course development

In order to maximize the efficiency, effectiveness and overall quality of courseware products, the Courseware Production Manager is expected to:

1. Be able to develop courseware from known procedures as well as experiment new procedures to test productivity gains;
2. Develop/improve, implement and maintain tools and metrics to measure development effort/timeline based on fuzzy specifications;
3. Develop/improve, implement and maintain tools to maintain a list of potential projects with their launch dates;
4. Develop/improve, implement and maintain quality metrics and QA processes for
   1. Storyboards and content delivered to production
   4.2. Courseware implemented in LMS
5. Develop/improve, implement and maintain project plan templates;
6. Develop/improve, implement and maintain tools to track project deliverables;
7. Develop/improve, implement and maintain tools to document the following errors;
   7.1. Errors in content delivery;
7.2. Technology errors;
7.3. Courseware implementation errors;
7.4. Post-Implementation errors;

8. Maintain a repository of past tools with their data to keep a history of progress toward an integrated methodology of courseware development

What you will bring to this role:

The Courseware Production Manager possesses:

- A strong interest in project management and shows skills and abilities in developing tools and techniques to manage projects efficiently.
- Good understanding and interest in state-of-the-art e-learning platforms and software, Internet technology, web design/development, database administration, web authoring software, computer scripting, mark-up languages, and office productivity software.
- Strong verbal and written skills (both in English and French), as well as a high level of confidence interacting with seasoned production professionals and listens effectively, manages conflict, understands human motivation, understands and respects cultural difference and has a global focus on interpersonal skills.
- Capabilities of a solid team player who works well with others

Education Requirements

This position requires a strong academic background in programming.

- Undergraduate/first-level degree (e.g., Bachelor’s degree) in a Computer Science is an asset

Years of Experience

This position requires 5 – 7 years of experience in the following:

- using web development tools and e-learning technology
- developing SharePoint sites
- administering eLearning platforms
- conducting quality assurance reviews
- developing adult learning or training programs would be an asset

Technical Skills

- Experience with graphic and web design/development software (i.e. Adobe Photoshop, Illustrator, & Acrobat and Macromedia Dreamweaver & Flash)
- Basic graphic design skills
- Strong knowledge of mark-up languages (i.e. HTML, XML, CSS)
• Familiarity with eLearning platforms
• Strong knowledge of scripting languages (i.e. Actionscript, JavaScript, etc.)
• Strong knowledge of SharePoint technology
• Advanced Microsoft Office skills (including Access database design and Microsoft Basic)

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