



CENTER FOR CREATIVE TECHNOLOGIES

Job Descriptions



CENTER FOR CREATIVE TECHNOLOGIES

The TUMO Center for Creative Technologies (www.tumo.org) is a unique learning environment at the intersection of technology and art. Situated in the heart of Tumanyan Park, one of the largest green spaces in Yerevan, TUMO offers thousands of young Armenians, from 12 to 18 years old, an opportunity to learn to create digital animations, video games, web applications and digital movies and audio. At the same time, TUMO members acquire valuable skills which will allow them to thrive in today's knowledge based global economy. Network literacy, communication and teamwork skills, analytical thinking, language proficiency are all part of TUMO's learning targets. Situated in a brand new 7,000 square meter facility and equipped with hundreds of specially designed workstations, TUMO offers its services free of charge both as an extracurricular program and in partnership with neighborhood schools during school hours. The center's unique pedagogical model is self-paced and highly flexible. It is based on a large collection of learning modules situated in a game-like virtual environment. These modules are assembled by each member into a personal learning plan based on their preferences and aptitudes. As members advance through the levels of the TUMO learning environment, they begin to take part in real life initiatives, eventually participating as interns in innovative projects. Starting in the summer of 2012, TUMO will offer summer camps to teenagers from Armenia and abroad. The TUMO Center for Creative Technologies is an initiative of the Simonian Educational Foundation.

Our activities (guided instructions) are locally designed in Armenian and English. They are part of a virtual world specifically built for them where kids use their avatars and walk around, chat, check, do activities, upload results and get feedback. The more they achieve, the more they collect points which allows them to keep their membership. We have also built a fully professional 3D movie theater, a game room, lecture rooms and social areas.

We are seeking highly motivated and dynamic people with interest and experience in creative design, digital media and information technologies to volunteer at TUMO.

Below you can see the list of current opportunities. Please note that this is merely a guide. If you are interested in volunteering at Tumo but the announced positions do not fit your experience, we will still consider your application and do our best to find work that matches your skills and interests.

If you are applying for a specific position please mention it in your application. Please also note that your responsibilities may change according to Tumo's current needs and projects.

We look forward to hearing from you!

Learning Coach

Responsibilities

The Learning Coaches will mainly work directly with Tumo students to:

- Assist/Plan workshops that involve any of the four spheres (digital video and audio, animation, video game design, web development)
- Organize the logistics of planned workshops/events.
- Work with coaches to create floor activities/games for kids to participate in alongside regular daily activities.
- Support their learning process
- Assist them in the design of their personal learning plans
- Offer guidance toward the completion of activities
- Provide encouragement and motivation
- Provide feedback and evaluation to TUMO's content developers in the development of new activities and the fine-tuning of existing activities.

Required Qualifications

Excellent communication skills and willingness to work with children, familiarity with and ability to learn technical concepts and tools relevant to the Tumo focus areas: animation, video games, web development and digital video and audio, willingness to develop higher order skills such as creativity, analytical thinking and initiative taking, as well as organizational capabilities such as teamwork, communication and research skills



Educational Content Developer

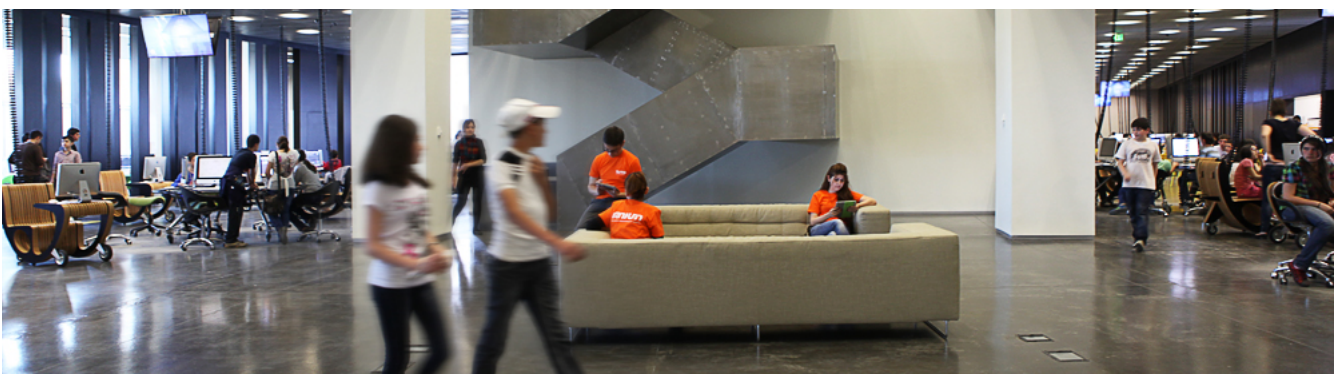
Responsibilities

The Educational Content Developer will assist in:

- *Producing educational content for animation, video games, web development and/or digital video and audio*
- *Assist the content development team in the process of developing, testing and fine tuning all the activity content*
- *Research and suggest improvement processes*
- *Brainstorm and mock up activity ideas aimed at development of artistic skills as well as analytical thinking and teamwork, present them to the content development group and offer solutions of their integration to the existing / new activities*
- *Provide second tier support to users and coaches*
- *Be versatile with technologies and able to perform development tasks and quality control measures*
- *Contribute to the production of multimedia, video, animation, and web assets.*

Required Qualifications

Relevant higher education degree from a leading internationally or locally recognized university in humanities, MA degree is a plus, preferably in visual arts or alternatively in philosophy, educational psychology, literature, history. Related experience in digital content development is a plus. Very strong knowledge about the different concepts of digital media and their applications is a must. Ability to work independently and be self-directed, strong communication, excellent communication skills in English, including written communication skills, knowledge of Armenian is a plus.



IT Specialist

Responsibilities

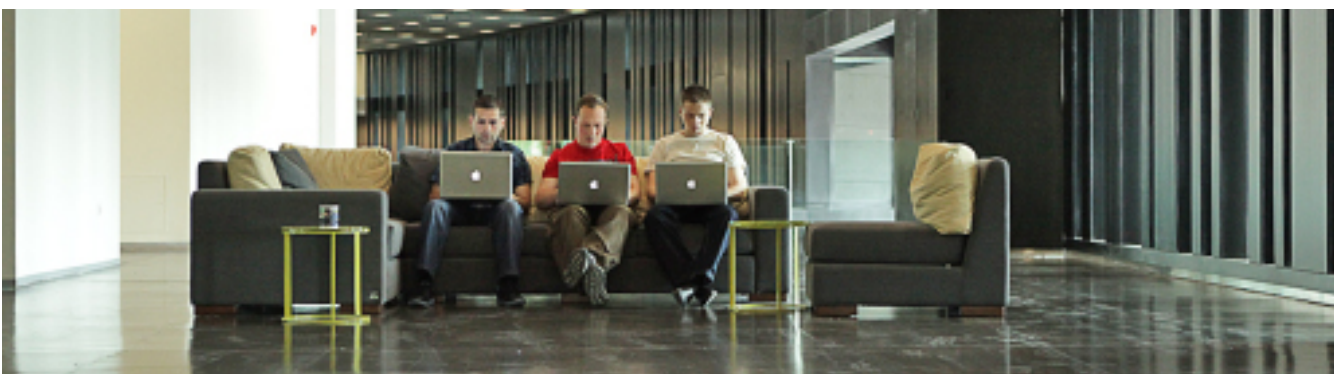
The Volunteer will be asked to assist with some or all of the following:

- *Adding content and organizing Media Server systems*
- *Tumo User systems, Hardware and Software maintenance of Apple iMacs and other hardware.*
- *Upgrading, charging, inspecting all Portable devices (iPads, Cameras, etc.)*
- *Day to Day maintenance the A/V equipment including projectors, televisions, sound systems, game consoles etc.*
- *Inventory of new and old equipment*
- *Day to Day reporting on system status*
- *Assisting the IT team with any and all technical projects in the Center*
- *Maintaining IT security professionally at all times*
- *Labeling, neatly wiring and documenting all work carried out.*

Required Qualifications

Interested and enthusiastic about technology (actively following technology news), in any one (or more) of the following areas: Tablet Computing, Cloud Computing, Windows 8, Mac OS Lion, latest Linux, Network Systems, Media and broadcast systems. Ability to provide examples of projects using computers/technology as the main tool, ability to demonstrate problem solving / analytic thinking ability, passionate to learn and work hard, no matter the challenge. Focused, dedicated and professional.

The Volunteer will report to the IT Team Project Manager.



Film Librarian

Responsibilities

The film librarian is responsible for:

- *Maintaining the library's collection of motion picture films, photographic slides and video tapes.*
- *Archiving, cataloguing and administering films*
- *Keeping a current record of who borrows the library's material and returns the materials*
- *Promoting the library's work through web, events, exhibitions and other media outlets*
- *Keep abreast of new developments in the field of library science*

Required Qualifications

A master's degree in library or two to four years of experience working in a library setting is preferred. Attention to detail is a prerequisite to success in the field. Capacity to work independently and as a part of a team. Ability to work creatively.



Assistant to Communications and Design Department

Responsibilities

The volunteer's tasks will include (but not be limited to):

- *Help the Communications and Design Department with daily work*
- *Work with Tumo students on projects such as shooting an animation and shooting top motions*
- *Design outreach materials*
- *Photographing the events and daily life of Tumo*
- *Anything that relates to their area of study or profession.*

Required Qualifications

One or more of the following qualifications is required.

- *Typography skills (majored in typography or current typography student)*
- *Photography skills (photo retouching, post production, color correction)*
- *Illustration, Cartoon (knowledge in Digital Art)*
- *Animation*
- *Graphic Design*
- *The volunteers should be open and ready to give hand outside their artistic area.*

Much preference is given to those applicants who send their portfolio.

