



## LEAD INSTRUCTIONAL DESIGNER

The Lead Instructional Designer works with the Head of Instructional Design to create and write custom learning courses and materials. Together they represent Artisan's instructional design expertise to clients while also providing support and direction to Artisan instructional design team members.

**The Lead ID oversees the process of writing and delivering custom learning courses and assets such as action maps, learning objectives, outlines, storyboards, ILT materials, and other documents.** In this role, the Lead ID works on numerous concurrent projects in coordination with the Project Manager, Artisan staff, and contractors. This close collaboration provides a smooth client experience and results in exceptional projects that are delivered on time, on budget, and to established quality standards.

This is a full-time, remote position based in the United States. It offers a competitive compensation package including paid time off, health insurance, life insurance, a 401k plan, and more.

### Accountability

- Participate in high-level strategic course design using an iterative process.
- Serve as the primary writer for select projects.
- Provide direction, feedback, and support to other Artisan IDs and contractors.
- Provide ongoing team and individual development opportunities for staff and contract writers.
- Work as a team with other Artisan staff to create a smooth client experience, ensuring that cost, quality, and time goals are achieved.
- Create and maintain current process documentation for writing and copy-editing tasks related to learning products, including Artisan style guides.
- Collaborate with Artisan staff on overall system improvements including process changes, documentation, and training.
- Write courses for internal Artisan use. (eg: sales samples, staff/contractor development)
- Maintain current expertise on the latest instructional design thinking, storyboarding, methodologies, and tools.
- Carry the Artisan banner for quality and innovative course writing.

### Qualifications

- BA or BS, or equivalent experience

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- 5+ years of practical instructional design experience
- Leadership experience with multi-function project teams of 3+ members
- Experience interacting with stakeholders at varying organizational levels

### **Skills Required:**

- Proven, professional instructional design ability
- Excellent oral and written communication skills
- Creative approach to problem solving with the ability to see the big picture and focus on details
- Ability to collaborate and work productively on a virtual team
- Strong client management skills, including the ability to collaborate with clients and represent Artisan professionally during the course of entire projects
- Strong interpersonal skills including mentoring, coaching, collaborating, and team building
- Familiarity with Section 508 and the Web Content Accessibility Guidelines (WCAG)
- Understanding of systems training, gamification, microlearning, and other approaches to course design
- Working knowledge of e-learning authoring tools such as Articulate 360 products
- Consultative experience to conduct action mapping and/or other forms of training needs analysis
- Commitment to ongoing professional development with a focus on current and emerging instructional design best practices

### **Qualities of a Successful Candidate**

A successful candidate has critical and creative thinking skills and is driven to create an outstanding product and client experience while contributing to a diverse and inclusive workplace that people want to be a part of.

- |                                   |                  |
|-----------------------------------|------------------|
| ● Passionate                      | ● Flexible       |
| ● Goal-oriented                   | ● Decisive       |
| ● Strategic (big-picture thinker) | ● Problem-solver |
| ● Self-starter                    | ● Creative       |
| ● Optimistic                      | ● Detailed       |
| ● Trustworthy                     | ● Fun            |

## About Us

Artisan E-Learning is a small company, and we make a big difference for our clients and the people who work for them. At the start of our projects, our clients often have a lot of information, but they don't necessarily know what to do with it. We lead them through a process that uncovers the needs of their workforce. We help them translate all of their knowledge into a meaningful experience that sticks with their learners. We design activities that are instructionally sound and give the learners the chance to practice what they really need to do. In short, we help them tap the full potential of their people.

We consider the experience and perspectives of the learners, so we can address any objections they might have. We address their inner critic and remove the obstacles that are keeping them from performing their best.

As colleagues, we know each other as people, beyond our daily job duties. We know that we have hobbies, family members, and pets (who sometimes join our meetings). We know that diversity strengthens our team, equity enriches our mutual experiences, and inclusion ensures each of us can perform to our highest potential. Because we're a virtual environment, we get to work with a hand-picked team of people from around the country who share our values:

- We're knowledgeable and helpful.
  - We take pride in our work.
  - We focus on the big picture like instructional and graphic design.
  - We don't forget the details like grammar and buttons that line up.
  - We present Artisan quality in every interaction.
- We have high standards.
  - We're good at what we do.
  - We share our knowledge.
  - We stay current in the industry.
  - We hone our skills.
- We're all in.
  - We each make an impact.
  - We roll up our sleeves, pitch in, and help out.
  - We ask for help when we need it, and we give help when we can.
  - We're all in when we're in, and we're all out when we're out.
- We're a company people want to be a part of.
  - People like working with us.
  - We like working with us.
  - We turn clients into fans.
  - We turn contractors into family.
- We do the right thing.
  - We do what's right even when no one is looking.
  - We honor our agreements, the law, and each other.

- We live by a “no surprises” philosophy.
- We follow a strong moral compass.

*Artisan E-Learning is an equal opportunity employer committed to a diverse, equitable, and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*