# Elearning Content Manager (Remote)

SkillBurst Interactive is seeking a hands-on Content Manager to lead the content development of our engaging, interactive on-demand learning libraries.

**About Us**

SkillBurst Interactive supports some of the biggest and most respected names in the global legal, financial, and retail industries as well as the public sector, with their on-demand learning and communication needs.

We enable our clients to deliver stellar on-demand learning and communication solutions across their organizations – and to their clients – around the globe. We do so by delivering a variety of services and solutions, including—

- customizable on-demand learning libraries / courses
- client-centric (custom) on-demand course development services
- video development services, and
- proprietary "unLMS" delivery, tracking, and reporting platform

Learn more about us at [www.SkillBurst.com](www.SkillBurst.com)

**Responsibilities**

Working directly with the company's owners and leaders, the **Content Manager** will play a key role in the expansion of our company's on-demand learning libraries.

The Content Manager will serve in a multi-faceted role that is a combination of Elearning Course Content Strategist, Researcher, Writer, and Managing Editor.

In this role, you'll lead the planning and execution of our elearning content development plan and schedule, and create new elearning course content to expand, maintain, and evolve the course offerings in our [Professional Essentials](Professional Essentials) and [Respectful Workplace](Respectful Workplace) libraries. You'll also create new course offerings / libraries on a wide array of professional, legal, and compliance topics.

You will plan, research, and write compelling, practical and actionable, interactive elearning course scripts that our designers/developers will bring to life as professionally-narrated, visually-compelling interactive on-demand learning modules.

You'll also source and engage external subject matter experts and writers to provide input to our course scripts, draft scripts, and/or review scripts that you or others have drafted.

To maximize your success in this role, you'll need to have a broad mix of knowledge, skills, and abilities – and must be able to think, plan, and act strategically while also directly executing the various components of the content development plan.

Our client base consists of highly-professional organizations – including the largest global law firms, Fortune 500 companies, and government entities (among others) – and so, a proven ability to put yourself into the shoes of these highly-educated professionals and to create courses that are in the appropriate context and that respect their time, intelligence, and environment is important as well. The abilities to think creatively, understand complex topics, and organize and present content in a

conversational, compelling, value-added, storytelling-type format are also critical to success in this position.

In this role, you will:

- Plan, develop, maintain, and manage the editorial calendar
- Serve as the lead content developer for subscription-based content on a variety of potential topics – ranging from compliance-related legal topics (such as harassment awareness) to workplace ethics, risk management, and professional skills topics
- Conduct research and interview subject matter experts and clients, as appropriate, to assess clients' needs, gather ideas, and develop in-depth knowledge of the subject before drafting scripts
- Engage external subject matter experts to draft scripts and/or to review scripts/content that you or others have drafted
- Plan, research, and write elearning course scripts that our developers will bring to life as professionally-narrated visually-compelling interactive on-demand learning modules
- Apply SkillBurst Interactive's style and script-writing guidelines to draft conversational, engaging, easy-to-understand scripts, designed to engage learners and provide practical, actionable insights and guidance
- Envision and write interactive knowledge-checks, scenarios, and other value-added exercises to increase learner engagement, allow for practice, and to encourage retention
- Create accompanying facilitator guides to accompany each elearning module, so that our clients can leverage these on-demand modules to facilitate guided discussions with their personnel, as well as handouts or job aids to accompany each module
- Review, edit, and finalize scripts drafted by others and provide guidance, as appropriate, to ensure that all scripts align with our style, guidelines, and objectives for interactivity and engagement
- Work with our elearning developers to review the finished product and ensure that the concepts envisioned were appropriately brought to life in the finished elearning module

**Are You the Ideal Candidate?**
The ideal candidate will—

- have strong research, writing, and grammar skills and a keen eye for detail
- have experience writing interactive, engaging elearning scripts on a wide variety of complex legal, compliance, and/or other professional skills topics for professional audiences
- exhibit an innate ability to research and understand a wide variety of complex topics and present, restructure, or envision them in a way that is easier to follow, engage with, understand, and retain
- exhibit strong logic, problem-solving, and creativity to craft engaging scripts that maximize the value-add of the content while minimizing the length and duration of the completed module
- enjoy and excel at creatively envisioning the art of the possible when starting a script from a blank sheet of paper
- thrive in the creative, high-paced nature of a growing small business
- have an interest in – and be disciplined to – work effectively as part of a virtual team
- have strong project management skills and an ability to effectively plan, prioritize, and manage multiple simultaneous projects
- have effective communication, coaching, and feedback skills to appropriately guide others who are engaged in script development
- have proficiency with the Microsoft Office suite of products (Word, Excel, and PowerPoint)

- enjoy the opportunity to continually learn, based on the wide variety of legal and professional topics we address in any given period
- have a good sense of humor and enjoy interacting remotely with coworkers and clients

**Examples of Our Style**

To get a feel for our script-writing style, explore examples of our work (as developed elearning courses):

- https://www.skillburst.com/pe_law.html
- https://www.skillburst.com/dei.html
- https://www.skillburst.com/fostering-lawyer-well-being.html

**To Be Considered**

To be considered, please submit all of the following items via http://skillburst.com/careers.html

(1) One or more samples of on-demand learning scripts that showcase your best work. Ideally, these will be scripts on professional topics and written for professional audiences, and as similar to our style and topics as possible. (If you don't have a sample script you are at liberty to share, please draft a brief conceptual script so we can get a feel for your writing style and talent for writing for a professional audience.)

(2) A brief but compelling explanation as to why you are the ideal candidate for this role (show us that you can write creatively!)

(3) Your resume