



Technical Producer Job Description

InSync Training is seeking qualified contractors to join our dynamic Production Team. Producers provide technical and instructional support to facilitators and participants during live online training sessions, events, and meetings. The position is virtual, and applicants must be self-motivated with access to an appropriate work space. Qualified candidates will be invited to join our immersive and comprehensive training programs. **Applicants must be available during European working hours.** Those with WebEx Training Center and/or Adobe Connect experience are encouraged to apply.

Skills/Qualifications:

- Ability to learn and manage new technologies quickly and efficiently
- Proficient in MS Office software
- Strong public speaking and written communication skills
- Ability to adapt to changing needs of clients and work with professionals in various fields
- Exceptional attention to detail and organization skills

Language:

Candidates must be fluent in English. Though not necessary to qualify, we are particularly interested in candidates bi-lingual in English and any of the following languages:

• French	• Italian	• Polish
• Japanese	• German	• Brazilian Portuguese
• Swedish	• Spanish	• Mandarin (simplified Chinese)

Other Details:

INDUSTRY Professional Training & Coaching	EXPERIENCE Minimum 1 year experience with virtual learning
INDUSTRY Professional Training & Coaching	JOB FUNCTION Training, Education, Production
EMPLOYMENT TYPE Contract	LOCATION: Virtual

To apply, visit: <https://www.insynctraining.com/opportunities/>