



2048 Mercer Road Lexington, Kentucky 40511-1071 USA • 859-233-4599 • www.audioauthority.com

Date: August 1, 2020

Re: Documentation Specialist

At Audio Authority, we use our expertise in electronic design and manufacturing to create innovative products that solve problems and improve the lives of our customers, associates, and business partners. The size and culture of our company makes it a great place to grow professionally in a healthy environment that values the dignity of work. We are conducting a search for a talented, self-motivated designer and technical writer to join our team as Documentation Specialist, reporting to the Marketing Coordinator.

Desirable Qualities and Skills

Applicants should be trained and skilled in graphic design and technical writing. They should have the curiosity to understand how our products function, and the discipline to check materials for logic and accuracy. The ability to approach a project from the point of view of an uninitiated reader is a must. Applicants must be able to self-manage and self-motivate, communicating and cooperating with other departments.

Tasks

- Write and design documents including manuals and brochures
- Create line drawings and clear wiring diagrams
- Create silkscreen and label artwork for product legends as directed
- Create short instructional videos
- Write voiceover scripts for instructional videos
- Coordinate proofreading and release process
- Update documents and images on website and internal servers
- Set up and store documents on printer hard drive

Qualifications Required

- College Degree in Illustration, Graphic Design, Technical Writing, or equivalent experience
- Strong writing skills adapted for technical material
- Design skills including balance, visual organization
- Digital photography and videography
- Competence in Adobe InDesign, Photoshop, Acrobat, and Illustrator

Qualifications Desired

- Audio and video editing software such as Adobe Premier, iMovie or similar
- Acting or voice work
- Advertising and social media marketing
- HTML editing software, Wordpress

To apply, please contact:

Personnel Manager
email: aacemployment@audioauthority.com
859-233-4599