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## Terms of Reference (TOR)

**Position:** Multimedia Audio Specialist

**Deadline:** August 28, 2025

**Link to Application Form:** [ <https://forms.gle/6ukfZaw7mDXCdFL7> ]

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### Portfolio Submission Guidelines – Audio Specialist

Please submit a curated portfolio demonstrating both technical proficiency and creativity in audio production, with the following criteria:

- Include no more than **10 individual works/projects**. These may be audio, or video with audio.
- Provide captions/descriptions for each work, including your role and responsibilities; purpose and context of the project (e.g., educational video, animation, interactive media); tools, software, and recording equipment used.
- Demonstrate a range of audio production skills such as clean voice recording and editing, sound design and foley work, music composition or arrangement, audio mixing and mastering for different media, audio integration with visuals.
- Keep individual samples concise—for longer works send us clips no longer than 90 seconds.
- Submit as a clearly organized online portfolio, **OR** as files organized in a Google Drive (with relevant information in the description field) **OR** as a document containing descriptions and **links** to playable audio/video files. All files must be playable on desktop and mobile without requiring specialized software.

*Feel free to reach out to us if you have any questions.*

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## About Open Learning Exchange (OLE) Nepal

O.L.E. Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

O.L.E. Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>.

## Overview

O.L.E. Nepal is expanding its multimedia content development, focusing on both new educational materials and enhancements to our existing digital resources. This includes producing animated stories under *Hamro Ramailo Kathaharu* and developing curriculum-aligned lessons through *E-Paath*. These materials are enriched with clear, expressive audio—ranging from voiceovers and narration in multiple languages to music and sound effects that support storytelling and interactive learning.

## About the Position

The **Multimedia Audio Specialist** will work under the Visual Team Lead as part of the multimedia team to design, record, and edit audio that enhances the learning experience. This includes narration, sound design, foley, background music, and interface audio for a variety of educational and promotional media. The role requires both technical audio production skills and creative sound design sensibilities to support diverse educational content.

## Specific Responsibilities

- **Audio Recording & Session Management:**  
Independently set up recording spaces, organize and manage recording sessions, and guide voice actors for clear and expressive delivery.
- **Audio Editing & Cleanup:**  
Edit raw recordings for clarity, remove noise, adjust levels, and ensure overall consistency and quality of audio across projects.
- **Sound Design & Music Composition:**  
Create original music pieces and ambient tracks to complement animated stories and videos. Design sound effects for interfaces, feedback (e.g. quiz sounds), and narrative elements.
- **Foley & Audio for Visual Media:**  
Produce and sync foley effects for animations and videos to enhance realism and engagement, matching tone and context.
- **Field & External Coordination:**  
Process and clean field recordings and coordinate with external voice actors or language consultants when needed.
- **File & Workflow Management:**  
Maintain a well-organized audio library and consistent file naming and structuring to support team collaboration and production workflows.



### General Responsibilities

- **Project Flexibility:**  
Adapt audio production style and tone based on the content—ranging from traditional folk-inspired audio to modern, futuristic themes.
- **Tool Proficiency & Exploration:**  
Use professional audio tools such as Audacity, Adobe Audition, Reaper, or other DAWs. Know basic video editing to be able to apply sound to video. Familiarity with AI audio enhancement tools is a plus.
- **Skill Enhancement:**  
Stay updated with trends in sound design, audio engineering, and production techniques. Formal training in audio/sound engineering is desirable but not mandatory.
- **Team Collaboration:**  
Work closely with designers, animators, and content teams to align audio with visual and pedagogical goals.

### Eligibility and Personal Traits

- **Relevant Experience:**  
Proven experience in audio editing, sound design, or music production. Experience in creating educational or media content is a plus.
- **Technical Proficiency:**  
Proficient in audio recording and editing software. Able to handle tasks such as multi-track editing, noise reduction, equalization, and mastering.
- **Creative Versatility:**  
Capable of producing a range of audio styles, from simple interface sounds to full musical compositions tailored to diverse educational contexts.
- **Attention to Detail:**  
Strong organizational and auditory skills with a focus on clarity, pacing, and accessibility in audio production.
- **Communication & Adaptability:**  
Collaborative mindset, open to feedback, and able to work under evolving project needs and deadlines.

### What We Offer

- Opportunity to directly impact the quality of education across multiple subjects in Nepal
- Creative freedom to innovate and experiment with new educational technologies
- Collaborative work environment with passionate educators and technologists



# साझा शिक्षा ई-पार्टी नेपाल

## Open Learning Exchange (OLE) Nepal

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दर्ता ठेगाना: व.न ११, काठमाडौं

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- Professional development opportunities in educational technology and interactive design
  - Chance to work on diverse, meaningful projects that reach students across different communities and languages
  - Experience working across various educational initiatives from curriculum-based lessons to skill-building courses

*O.L.E. Nepal is committed to creating an inclusive work environment and encourages applications from candidates of all backgrounds.*