



Terms of Reference (TOR)

Position: Multimedia Editor (Animation)

Deadline: August 28, 2025

Link to Application Form: [<https://forms.gle/YU3zfDeSScQabCZy6>]

Portfolio Submission Guidelines – Multimedia Editor (Animation)

Please submit a curated portfolio that demonstrates technical proficiency as well as creative range, meeting the following criteria:

- Include no more than **10 individual works/projects**.
- Provide **captions/descriptions** for each work, including the applicant's role and responsibilities in the project, purpose of the animation, tools and software used (e.g., Adobe After Effects, Blender, Krita). You may submit a separate document listing this information for each project in your portfolio.
- Where applicable, include images or videos that show your process (asset preparation, rotoscoping, storyboarding, etc).
- Submit as a clearly organized online portfolio **OR** an organized folder in Google Drive (include relevant information in the description field), **OR** as a document containing project descriptions and links to playable video files.
- All videos must be viewable on both desktop and mobile without requiring specialized software.
- If you have very long videos in your portfolio, please share excerpts **under 90 seconds** and make the full versions available separately via link.

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

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, producing new educational materials and enhancing existing resources. This includes animated stories under *Hamro Ramailo Kathaharu* and curriculum-aligned *E-Paath* lessons. These materials are supported by full-fledged animations, motion graphics, and micro-interaction design to enrich the digital learning experience across platforms.

About the Position

The **Multimedia Editor (Animation)** will be part of the multimedia team, working under the Visual Team Lead to develop high-quality animations and motion graphics for educational and promotional content. The role involves storyboarding, visual sequencing, and animation production ranging from full-length animated videos to subtle UI micro-interactions. The position requires both technical animation skills and a strong sense of visual flow to create immersive and contextually relevant experiences.

Specific Responsibilities

- **Animation Production:**
Create animations ranging from fully animated videos to simple motion graphics or UI micro-interactions using Adobe After Effects and other animation tools.
- **Storyboarding & Visual Narrative:**
Develop storyboards and visual breakdowns to guide animation flow. Communicate narrative sequences effectively through visuals and transitions.
- **Style & Format Flexibility:**
Adapt to various animation styles depending on project needs, including content for children's stories, curriculum lessons, and promotional media.
- **Asset Coordination:**
Collaborate with illustrators to define and request assets tailored for animation. Provide clear guidance on format, layering, and animation-ready design.
- **Visual Flow & Seamless Motion:**
Ensure smooth transitions, pacing, and visual clarity in animations. Focus on motion quality to enhance learning and engagement.



- **Responsive & Optimized Outputs:**

Export animations in multiple formats—video, Lottie, SVG, JSON—optimized for both mobile and widescreen use, considering low-spec device constraints.

- **Tool Use & File Management:**

Maintain clear and organized project files with structured naming conventions to enable team collaboration. Familiarity with After Effects essential; knowledge of tools like Animation Paper, Krita, Blender is a bonus.

General Responsibilities

- **Platform Adaptation:**

Ensure animations are adaptable across devices and resolutions. Deliver exports tailored for web, mobile apps, and social media platforms.

- **Skill Enhancement:**

Stay updated with trends and tools in animation and motion design. Explore new workflows, especially for vector-based and lightweight animation outputs.

- **Team Collaboration:**

Work closely with designers, developers, and content teams to ensure animations align with educational goals and technical requirements.

Eligibility and Personal Traits

- **Relevant Experience:**

Demonstrated experience in 2D animation and motion graphics production. Prior work in educational or children's media is a plus.

- **Technical Proficiency:**

Strong command of Adobe After Effects. Familiarity with animation export tools (Lottie, Bodymovin) and optimization techniques for digital platforms. Ability to create code-based animation a bonus.

- **Visual Design & Drawing:**

Solid understanding of composition, timing, and motion. Some drawing skills preferred to support asset development and visual continuity.

- **Communication & Adaptability:**

Effective communicator with a collaborative mindset. Open to feedback and responsive to evolving project needs.

- **Organized Workflow:**

Strong attention to file structure, naming, and clean project management for team-based animation production.



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
- 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.