

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DHR03416866</u>	DATE POSTED: <u>01/07/19</u>
POSITION NO: <u>211770</u>	CLOSING DATE: <u>01/18/19</u>
POSITION TITLE: <u>Media Production Technician</u>	
DEPARTMENT NAME / WORKSITE: <u>DHR/Navajo Nation TV & Film / Window Rock Arizona</u>	
WORK DAYS: <u>M - F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____
	GRADE/STEP: <u>AR60A</u>
	\$ <u>30,035.20</u> PER ANNUM
	\$ <u>14.44</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Produces live or recorded material for broadcasting/online webcasting and/or video production service; responsible for equipment service and maintenance; assists in script writing and storyboard development; assists with event coverage; assists or oversees online and/or video production setup to ensure professional broadcast with quality audio is captured, including creatively and ethically express content through visual storytelling; travels into the field to shoot (film) by way of freelance, storyboards and capturing content; serves as direct assistant to the Production Coordinator; writes, edits and corrects video content for video production services, news reporting and television programming; assists in the ongoing enhancement of the efficient and effective workflow; interprets TV and production policies and procedures; performs post-production editing using various editing software; operates broadcast equipment and webcasting production units such as TriCaster or Live Stream; participates in video/media production meetings e.g. work sessions, planning sessions, strategy planning sessions; Assists or provides audio equipment setup for production, including but is not limited to, multi-microphone setup, lavalier microphone, audio mixer operator, etc.; advises and provides technical support on media/television trends and changes that best fit production needs; develops and maintains video archive library; identifies and applies lighting techniques to ensure quality video capturing that regulates the fidelity, brightness, and contrast of video transmissions; identifies and utilizes various video formats for programming or online distribution; maintains production equipment inventory and identifies repair needs and equipment upgrades for NNTV5 operations; assists or conducts field equipment inventory; keeps abreast of new trends and maintains technical knowledge and expertise through research and training; performs other related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Media Production, Film or closely related field; and two (2) years of experience in broadcasting, film editing and graphics development.

Special Requirements:

- A favorable background check.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Majority of work is performed indoors with occasional work outdoors; indoor work requires prolonged sitting and standing, working flexible hours; requires lifting, carrying or moving equipment weighing up to 50 lbs. an office setting with occasional. Knowledge of production techniques and technology, electronic newsgathering techniques and broadcast industry standards. Knowledge of the use and maintenance of electronic equipment. Knowledge of the video/media production editing process and uploading to media platforms. Knowledge of script writing and electronic field production set up. Knowledge and understanding of basic troubleshooting techniques of Master Control/production equipment to ensure uninterrupted operations. Skill in translating current issues and items of interest into television programming. Skill in the application of broadcast production techniques and electronic field production. Skill in video production equipment and maintenance procedures. Skill in planning, organizing, coordinating the use and replacement of production equipment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.