THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03417032
DATE POSTED: 01/31/19
POSITION NO: 243912
CLOSING DATE: 02/13/19
POSITION TITLE: Film Liaison
DEPARTMENT NAME / WORKSITE: Division of Human Resources / Navajo Nation TV & Film / Window Rock, Arizona
WORK DAYS: Monday - Friday
WORK HOURS: 8 a.m. - 5 p.m.
SENSITIVE ☑
NON-SENSITIVE ☐
REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☑ DURATION :
GRADE/STEP: AR61A
$ 32,739.20 PER ANNUM
$ 15.74 PER HOUR

DUTIES AND RESPONSIBILITIES:

Develops and implements comprehensive marketing strategies to promote the Navajo Nation to producers of film, commercials, digital video and print advertising; serves as liaison with the public, production community, businesses, and others; manages information resources; seeks new opportunities for cooperative marketing activities; maintains high quality location photos and portfolios; maintains client databases to keep indices, publications, production guides and other reports; primary participatory in video/media production meetings; e.g. work sessions, planning and strategy planning sessions; participates in budget planning sessions.

Reviews and recommends procedures for facilitation of Film and Photography permits for commercial use within the Navajo Nation; assist the Program Manager in managing the Navajo Nation Film Office; works with the Navajo Nation programs to create a production guide for producers of film, TV and commercials; promotes, coordinates and generates public relations activities, including news releases, newsletters, website and portfolio updates, etc.; provides presentations to community groups; conducts media interviews.

Assists production companies with resources regarding permitting, locations, accommodations and/or crews to facilitate filming on schedule and on budget; creates a positive experience for clients to gain repeat and referred business; targets areas with growth potential and coordinates programs to further assist in developing industry growth; keeps abreast of new trends, techniques, technology and electronic news gathering techniques in the film industry.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Marketing, Journalism, Mass Communications, Business Administration, or related field; and one (1) year of experience in film production or the film industry.

Special Requirements:

- A favorable background check.
- 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:

Knowledge of film, video/digital media production and technical needs, ordinances affecting filming and related productions, general marketing, media and public relations practices, script writing and production assistant management, area resources, physical locations, landscapes and climatological consideration, principles of records and program management. Skill in performing duties in an organized, detail-oriented manner; recognizing, capturing and cataloging area picturesque images; translating current issues and items of interest in the Film industry; video and photography equipment operation and maintenance procedures; analyzing issues, evaluating alternative and making logical recommendations; developing and implementing marketing and business plans and; in preparing and presenting information in a clear and concise manner. Ability to assess and prioritize multiple tasks, projects and demands; to establish and maintain effective and appropriate working relationships; Work is performed in an office setting with occasional work outdoors, where various hazards may exist, including uneven ground surfaces, all types of weather conditions; working flexible hours; requires lifting, carrying or moving equipment weighing up to 50 lbs.

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