

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03423995

DATE POSTED: 06/10/22

POSITION NO: 243912

CLOSING DATE: 06/23/2022 by 5pm

POSITION TITLE: Media Production Technician

DEPARTMENT NAME / WORKSITE: Navajo Nation TV & Film / Window Rock Arizona

WORK DAYS: M - F REGULAR FULL TIME: GRADE/STEP: BQ62A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 38,836.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 PER HOUR

NON-SENSITIVE TEMPORARY: _____

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 people's abilities; 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; performs drone flying operation per Federal Aviation Administration (FAA) and Federal Acquisition Regulation (FAR). 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; records sound and video onto DVD and hard drive for television and video production services ensuring quality; assists or conducts field equipment inventory; keeps abreast of new trends and maintains technical knowledge and expertise through research and training; assists in operation of Master Control; performs other related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Digital Cinema Production, Digital Arts Technology, Mass Media, Photography, Graphic Design, Film or closely related field; and one (1) year of experience in videography, film journalism, theater, graphic design, technical aspects of audio and video production, including the operation of cameras, switchers, audio equipment, video editing or other related equipment.

Special Requirements:

- A favorable background investigation.
- 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:

Perform production and media services equally indoors and outdoors; indoor work requires prolonged sitting and standing, working flexible hours; Work outdoors may include inclement weather, community relations, etc.; General physical activity require lifting, carrying or moving equipment weighing up to 50 lbs.; an office setting is frequent for pre and post production or administrative meetings; Knowledge of production techniques and technology, electronic newsgathering techniques following industry standards; Knowledge of the use and maintenance of broadcast/production 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; may include journalism techniques; 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.