

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03424197

DATE POSTED: 07/06/22

POSITION NO: 203129

CLOSING DATE: Open Until Filled

POSITION TITLE: Film Production Assistant

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

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ58A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides general information to the public through various means of communication relating to NNTVF including the film permitting process; receives and conducts preliminary reviews of media applications for completeness and clarity; coordinates the gathering of information relating to media inquiries; maintains electronic record/archives relating to film production and TV5; assists in coordinating efforts to permit for film production within the Navajo Nation; works collaboratively with colleagues to achieve organizational goals; coordinates services to meet permitting needs; assists Film Liaison and Production Coordinator in facilitating safety and compliance efforts including set/on location safety; may facilitate communication between NNTVF and clients to ensure transparency and gather accurate data for planning; assists in coordinating assigned activities; assists in conducting property inventory and function-check of equipment, gaining familiarity of film production equipment; assists in the maintenance of contracts and tracking of the 164 Review of documents; Assists Film Liaison and Production Coordinator in cultivating a positive working relationship with schools, colleges / universities and other organizations involved in film and media production; assists in maintaining a production and attraction guide to promote NNTVF marketing efforts; assists in distributing marketing guide to local and out-of-state production, trade shows and outbound sales to promote the filming of the Navajo Nation and NNTVF productions area and resource, this may include but not limited to new release, newsletters, websites and portfolios; may assist with NNTVF's social media accounts; assists in maintaining and updating production call schedule; assists in coordinating logistical efforts with Film Liaison and Production Coordinator which may include communication with the film production representatives; assists in the maintenance and updating film and production locations and activity on the NNTVF project board; Creates correspondence to expedite timely and accurate responses to inquiries; performs general office duties such as working with office equipment and answering phone calls, emails and providing administrative support of all sections; assists with compiling data for reports; solicits input by collaborating with colleagues to achieve organizational goals while valuing ideas and expertise of others; assists in maintaining Navajo Talent Agent Program participant database for film and production opportunities; participates in film and media production meetings, work sessions, strategic planning sessions and presentations; ensures customer service is prioritized; serves as initial point of contact for NNTVF; participates in NNTVF field production sets which may include site set up, planning and organizing production efforts; maintains a positive initiative in maintaining NNTVF values, principles and culture.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Marketing, Journalism, Mass Communications, Business Administration, Media Arts or related field; and one (1) year of experience in film or media industry.

Special Requirements:

- A favorable background investigation.
- Possess a valid state drivers 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 media production including equipment; local, state and federal ordinances affecting filming and media related productions; general marketing, and public relations practices; area resources, physical locations, landscapes and culture; principles of records and program management; Strong communication skills and highly developed interpersonal skills; Skill in performing duties in an organized, detail-oriented manner; Skill in analyzing issues, evaluating alternatives and making logical recommendations. Skill in recognizing, capturing and cataloging area picturesque images; Skill in preparing and presenting information; Ability to work and respond well in fast-paced and high-pressure environments; Ability to communicate effectively in verbal and written forms; Ability to establish and maintain effective and appropriate working relationships.