THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03424541
DATE POSTED: 08/09/22
POSITION NO: 211769
CLOSING DATE: 09/07/2022 by 5 pm
POSITION TITLE: Production Coordinator

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

WORK DAYS: M - F
WORK HOURS: 8 a.m. - 5 p.m.
SENSITIVE ☑
NON-SENSITIVE ☐

REGULAR FULL TIME: ☐
PART TIME: ☐
NO. OF HRS./WK.: ☑
DURATION: ☑

GRADE/STEP: BQ63A
$ 41,488.56 PER ANNUM
$ 19.87 PER HOUR

DUTIES AND RESPONSIBILITIES:
Facilitates planning materials such as shot-list, scripts, footage outline, or provide briefings; creates call times (call sheets) and production schedule; ensures equipment management; communicates tasks and responsibilities to crew; may visit set locations; reviews film footages and selects scenes according to content vision; performs media edits; writes and edits story content for productions, news reporting and TV content; performs various media event coverage; facilitates video/media production meetings, e.g. work sessions, planning and strategy planning sessions, production meetings, etc.; assists or provides audio equipment setup for production, including but is not limited to multi-microphone setup, lavaliere microphone, audio mixer operator, etc.; operates broadcast equipment and webcasting production units such as a Livestream system; performs production editing using various editing software; coordinates and manages post-production (i.e. review of raw footage, transcribing, editing, background sound, etc.); Ensures media production policies and procedures are enforced; stays abreast of legal resources and literary work to ensure all applicable media laws and regulations are followed, including news gathering practices, music rights, film credits, other legal clearances, etc.; advises and provides technical support on media/television trends and changes; adapts best practices in production; maintains production records such as media content archives, project portfolios and media production training materials; oversees media production requests, including assigning personnel to project(s) and maintaining project status board; conducts client consultation meetings and/or work sessions to develop production planning; facilitates technical planning for remote-site media production such as live streaming, podcasts, field productions, etc.; assists Film Liaison in maintaining and promoting the Navajo Talent Agent Program; assists Navajo Talent Agent Program participants in having hands-on training to enhance skills; may develop training curriculum for programs participants; Facilitate routine function checks and maintenance on production equipment; conducts safety planning and briefings; performs production safety stand downs and equipment safety presentations; applies various media and lighting techniques to ensure quality video capturing that regulate the fidelity, brightness and contrast of video outcome; ensures an efficient and effective workflow and maintains workspace to align TV programming priority for content; ensures industry video format standards are followed; conducts quarterly property inventory and equipment function checks; identifies repair needs and equipment upgrades when necessary; demonstrates basic troubleshooting techniques of production equipment to ensure uninterrupted operations; coordinates necessary training regimes that enhance quality media outputs; provides quarterly training to NNTVF personnel to maintain production continuity; and additional duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• A Bachelor’s degree in Film, Digital Media, Cinematic Arts and Technology or any media related field; and two (2) years of professional/management experience in broadcasting and audiovisual industries.

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:
Knowledge of applicable Navajo Nation, federal, state and local laws, statutes, ordinances, rules and regulations; Knowledge of the principles and practices of media production; Knowledge of methods, practices and procedures used in developing, editing and storing of media production; Knowledge of electronic news gathering techniques and broadcast industry standards; Knowledge of script writing and electronic field production management; Knowledge of current developments in the field of media communications; 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 operation and maintenance procedures; Skill in establishing and maintaining effective working relationships.

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