THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DHR03416286	DATE POSTED:	09/24/18
POSITION NO:	211769	CLOSING DATE:	OUF
POSITION TITLE:	Production Coordinator		
DEPARTMENT NAME / WORKSITE:	Office of Broadcasting Services / Navajo Nation TV & Film / Window Rock Arizona		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AI65A
WORK HOURS:	8am-5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 44,720.00 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐ DURATION :	$ 21.50 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐	

DUTIES AND RESPONSIBILITIES:

Responsible for film/media production, editing, scheduling and arranging for the airing of video content including local community events and TV shows; plans, schedules and coordinates programming schedule for television content based on broadcast, length, time availability and other factors which may include recording and transferring to a server or hard drive for archiving; coordinates and assists with developing concepts, storyboards and scripts for productions; works with staff to promote local content or other indigenous television stations; in coordination with the Broadcast Engineer Technician performs all master control functions for content broadcast, to direct set up of remote facilities, monitor and manage onsite production; maintains accountability of production equipment; oversees master control functions for broadcast; coordinates and monitors the video project database; establishes and maintains the overall operations records management including property inventory; Serves as a gatekeeper of operational policies and ensures production is in compliance with requirements of the program or studio; manages film/media production including receiving requests, assigning personnel to projects and maintaining project status board; assists Program Manager in completing program logs for accuracy and conformance with Federal Communication Commission (FCC) rules and regulations; coordinates, acquires and maintains programs, music, films, other materials and legal clearance as necessary; provides technical planning for studio and remote site television productions, post-productions and duplication services; monitor the operation and maintenance of studio, remote control, and RF transmission equipment (primary assistant to the Broadcast Engineer Technician), maintain maintenance and inventory of property assigned to production and operations; monitors the broadcast Emergency Alert System (EAS), leads, guides and trains production staff, students and/or interns; assists with operating video, video compression, broadcast camera and lenses, vision mixers or production switchers, digital server playout technologies, broadcast automation and archives; establishes professional working relationship and partnership with internal and external programs; prepare reports; performs other related work 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 prefessional / management experience in broadcasting and audio visual industry.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Experience in Filemaking, screenwriting, Cinematography, Documentary Filemaking, Photography or Broadcast Journalism.

(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.