THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03420231 | DATE POSTED: 10/22/20

POSITION NO: 211770 | CLOSING DATE: Open Until Filled

POSITION TITLE: **Media Production Technician**

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

WORK DAYS: Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BJ62A

WORK HOURS: 8am - 5pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 37,709.28 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ DURATION : | $ 18.06 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Production Coordinator, perform work duties including but not limited to producing live or recorded material for broadcasting/online webcasting and/or production; service and maintenance equipment; assist with script writing, shot list, call sheets, storyboard and other production preparation; participate in video/media production meetings e.g. work sessions, planning sessions, strategy planning sessions and client meetings; assist with event coverage (abnormal working hours); oversee production setup to ensure professional broadcast with quality audio capture; to create and ethically express content through visual storytelling subject research; travel into field to shoot (film); by way of freelance, storyboards and capture stories; have or obtain comprehensive knowledge of the media production, editing process and uploading to any media platforms; write and edit media content for product creation, news reporting, and television programming with a timeframe which may require the ability to navigate legal resources and literary works to ensure compliance; maintain a progressive workflow and interpret film policies and procedures; perform production editing using various editing software such as Adobe Premiere Pro; and operate broadcast equipment and webcasting production units such TriCaster or Livestream; assist or provide audio equipment setup for production, which include but is not limited to, multi-microphone setup, lavaliere microphone, audio mixer operator, etc.; advise and provide technical support on media/television trends and changes that best fit production needs; develop and maintain video archive library; identify and apply lighting techniques to ensure quality video capturing that regulates that fidelity, brightness, and contrast of video transmission; identify and utilize various video formats to use for programming or online distribution; when necessary understand and demonstrate basic troubleshooting techniques of the TV master control / production equipment to ensure uninterrupted operations; maintain production equipment inventory and identify repair needs and equipment upgrades for NNTV5 operations; to provide other relevant technical production support while ensuring quality and optimal performance; ability to work well autonomously and within a team, in a fast-paced and deadline-oriented environment; Perform drone operation techniques to capture production content; Keeps abreast of new trends and maintains technical knowledge and expertise through research and training; 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 indoor and outdoor; Often requires prolonged sitting and standing; Must be willing to work flexible hours which may fall on weekends and may require early and late hours; Work environment may include inclement weather, community relations, public presentations, etc.; General physical activity require lifting, carrying or moving equipment weighing up to 50 lbs.; Frequent office sitting for pre and post production or administrative meetings; Must have knowledge of production techniques, industry technology, electronic newsgathering techniques following industry standards; Knowledge of the use and maintenance of equipment; Knowledge of the media editing process and uploading to media platforms; Knowledge of script writing development and table reading; Knowledge of 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 production techniques and electronic field production; 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.