



**Office of Public Information**

Phone (601) 663-7532 Fax (601) 650-3684  
Mississippi Band of Choctaw Indians  
P.O. Box 6010 / 101 Industrial Road  
Choctaw, MS 39350

**JOB ANNOUNCEMENT #340017**

POSITION TITLE: Production Assistant  
SUPERVISOR: Director, Office of Public Information  
JOB LOCATION: Choctaw Video Studio, Old Museum Building  
OPENING DATE: **NOVEMBER 05, 2024** *NOV 05 2024*  
CLOSING DATE: **NOVEMBER 19, 2024 OR UNTIL FILLED**

SCOPE OF SERVICES:

The Production Assistant is directly supervised by the Director of the Office of Public Information. The Production Assistant's office will be located in the Choctaw Video studio in the old museum office building. This employee will assist in the creation of videos, setup of productions, and any other jobs assigned to the Choctaw Video department. Some examples of video jobs include Facebook videos, PSAs, events and news pieces, among others. The Director will assign and track video jobs the Production Assistant is working on. This employee is also responsible for duplication of purchased DVDs as well as maintaining the video library.

CORE DUTIES AND RESPONSIBILITIES:

1. Act as videographer of assigned video jobs,
2. Work closely with assigned "Director" of jobs to create a product that exceeds client's expectations,
3. Video recordings for specific Tribal events; such as Press Conferences, Ribbon Cuttings, Groundbreakings, etc.,
4. Create short news clips from selected video jobs,
5. Duplicate video DVDs of purchased events/games,
6. Keep track of all DVDs made/purchased through Choctaw Video,
7. Maintain and organize the Choctaw Video library,
8. Effectively train employees in areas needed,
9. Perform other related duties as assigned by the Director of OPI.

PHYSICAL DEMANDS:

This employee will need to be able to lift, move, and set-up camera equipment that could potential weight as much as 75lbs or more.

## QUALIFICATIONS:

1. Ability to demonstrate commitment to time-on-task.
2. Commit to what is necessary to reach goals; complete tasks on time or notify appropriate person with alternate plan.
3. A related degree in television and film or formal technical and creative training, or the equivalent experience in television or similar video group.
4. At least 1 year of experience including operation of video and audio equipment, lighting, editing, graphics and other tools.
5. Experience using current professional video production equipment (cameras, lighting instruments and sound recording).
6. Up-to-date on the latest video technology with proficiency in Final Cut Pro and a working knowledge of graphics creation software such as Adobe Photoshop.
7. Ability to interface with all levels of employees.
8. Excellent judgment and interpersonal skills are required.
9. Detail-oriented with a focus on quality and accuracy in a high volume, short deadline environment.
10. Ability to train other workers as it relates to the requirements and standards of the organization.
11. Familiarity with the Mississippi Choctaw communities preferred.
12. Adequate transportation, valid driver's license and liability insurance.
13. Some travel may be required.
14. Job will require some evening, weekend and holiday work.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

### **IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350

**"CHOCTAW SELF-DETERMINATION"**