



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# 592017

POSITION TITLE: Videographer/Editor

SALARY: Tribal Pay Scale - Grade 13

OPENING DATE: **NOVEMBER 05, 2024** NOV 05 2024

CLOSING DATE: **NOVEMBER 19, 2024 OR UNTIL FILLED**

SUPERVISOR: Director

JOB LOCATION: Office of Public Information, Old Museum Building

TYPE OF EMPLOYEMENT: Regular Full-Time (Non-Exempt Status)

SCOPE OF SERVICES and Effects:

The Videographer/Editor is directly supervised by the Director of the Office of Public Information. This employee will plan, coordinate, write scripts, produce, shoot, and edit videos to support internal and external communications efforts of the Mississippi Band of Choctaw Indians, including but not limited to the Choctaw Indian Fair and Choctaw Central Sports. This employee will also be responsible for creating and implementing a live video feed for most tribal events, including but not limited to the Choctaw Indian Fair. A qualified candidate may be asked to provide links to work examples or a video reel.

CORE DUTIES AND RESPONSIBILITIES:

1. Create and develop multimedia (audio/video) content for the Tribe, internal announcement videos, external promotional and social videos, as well as Tribal program video projects.
2. Apply videography, production, and post-production skills in the planning, management, and execution of video shoots.
3. Collaborate with internal clients and stakeholders to help facilitate the creation of video content.
4. Identify and prepare locations and sets to ensure optimal recording environments.
5. Plan and coordinate video shoots including pre-shoot planning and scheduling time and locations.
6. Work independently, as well as part of a team, to establish project deliverables.
7. Monitor and report the need for repair of equipment; recommends equipment upgrades.
8. Responsible for organizing and archiving footage.
9. The duties listed are general in nature and are examples of the duties and responsibilities performed and are not meant to be construed as exclusive or all-inclusive. Lead the collaborative effort between Choctaw Video, OPI and the Creative Arts Producer to maintain a constructive working environment
10. Perform other related duties as assigned by the Director of OPI.

WORK ENVIRONMENT:

The Videographer/Editor's workstation is in the Video Studio in the the Pearl River Community Center Building (Old Museum Building) in the Public Information area. Much of the work will be in an office setting; however, as Videographer, the employee will have jobs that require meeting with departments/programs/offices and shooting outside of the office setting.

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. Knowledge of and ability to execute of all aspects of video production, including lighting, composition, audio capture, color correction, storytelling, and cinema techniques.
3. Familiarity with the operation of video, audio, and lighting equipment.
4. Proficiency with video, audio and motion graphics editing software; such as Final Cut and/or Adobe Premier Pro.
5. Ability to think visually with strong conceptual skills.
6. Ability to work well with people at all levels of a large, diverse organization.
7. Associate's degree from an accredited community college or vocational school in related field or equivalent combination of education/experience. Bachelor's degree in field is preferred.
8. Experience using graphics and motion graphics programs such as Adobe After Effects, Adobe Photoshop, and/or Adobe Illustrator; Graphic Design and experience live streaming multiple camera events preferred
9. Experience with script writing is preferred.
10. Adequate transportation, valid driver's license and liability insurance.
11. Some travel may be required.
12. 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