



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#237018

Position Title: Intern, Choctaw Video, Office of Public Information

Salary: Tribal Pay Scale

Opening date: **MAY 04, 2022** **MAY 04 2022**

Closing date: **MAY 18, 2022 OR UNTIL FILLED**

Supervisor: Karl Butler, Production Manager

Job Location: Public Information Office (Old Museum Building)

Type of Employment: *Temporary, Full-Time, Non-Exempt*

Scope of Service and Effect:

Choctaw Video, a program under the Office of Public Information, is looking for an intelligent, organized, resourceful and hardworking intern to work during the summer. The Intern will work in these main areas: Assist with camera work during MBCI tribal events and create videos for news and social media posts. The intern will learn all facets of video production including shooting, editing, and using audio equipment. Assist in video coverage of all events pertaining to the Choctaw Indian Fair.

This is a challenging opportunity for an enthusiastic person to contribute to the growth of a highly active video department, while gaining hands on experience.

Responsibilities and Duties:

1. Assist in developing and implementing social media videos related to MBCI and Choctaw Indian Fair (CIF).
2. Assist in setting up, tearing down and operating cameras for video coverage of events related to MBCI and CIF.
3. Assist with setting up and tearing down audio system equipment.
4. Assist news producer with recording voice overs and news intros.
5. Learn to produce and edit news pieces for news broadcasts and social media posts.
6. Complete video projects as assigned.

7. Assist with the collection and file maintenance of a tribal video repository of tribal officials, imagery and event images.
8. Participate in cultural and civic functions as directed by the Production Manager or OPI Director.
9. Perform other related duties as assigned by the Director of Public Information and/or Tribal Chief.

Work Environment

The Intern will have an office space located in the Video Studio in the Office of Public Information (Old Museum Building). The majority of this work will be in an office setting; however, as the Intern, the employee may be asked to attend events and/or deliver items.

Physical Demands (if applicable):

The employee will spend the majority of their time in an office setting and sitting at a desk. However, the employee may be asked to assist in the setting up of Tribal events which could mean lifting lighter weighted objects.

QUALIFICATIONS:

1. Have extensive knowledge of the Mississippi Band of Choctaw Indians; preferably be an enrolled member or a first descendent of the Mississippi Band of Choctaw Indians.
2. Current college student in good standing (in a broadcasting, video, or communications program is preferred).
3. Possess great verbal and written communication skills; demonstrate ability to undertake public relations writing assignments.
4. Knowledge of video cameras and video techniques a plus, but not required.
5. Knowledge of video editing software such as iMovie, Premier Pro or Final Cut Pro is a plus, but not required.
6. Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously.

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