



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# 289016

POSITION TITLE: Multimedia Producer

SALARY: Tribal Pay Scale - Grade 10

OPENING DATE: **MAY 04, 2022** **MAY 04 2022**

CLOSING DATE: **MAY 18, 2022 OR UNTIL FILLED**

SUPERVISOR: Public Information Manager

JOB LOCATION: Office of Public Information, Old Museum Building

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

SCOPE OF SERVICES and Effects:

The Multimedia Producer is directly supervised by the Public Information Manager in the Office of Public Information (OPI). The Multimedia Producer's workstation is located in the OPI office, old museum building. This employee is responsible for the content management of the MBCI and Choctaw Indian Fair websites, as well as planning, organizing, writing, and contributing to all social media channels to help achieve the goals of OPI in getting information to Tribal Members and others. 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.

CORE DUTIES AND RESPONSIBILITIES:

1. Perform regular OPI and Tribal program web updates and deploy these updates in a timely manner
2. Design and development of web pages, graphics and multimedia when appropriate
3. Development of web applications and components if necessary
4. Utilize storyboarding and graphic pre-designs where appropriate
5. Demonstrate creative, technical and analytical skills
6. Assist in quality control efforts, including testing web functionality, proofreading copy against original submissions to detect errors and inconsistencies, and regularly reviewing web content for problems
7. Manage, monitor, and engage with users on all key social media channels
8. Plan, coordinate and execute specific social media initiatives
9. Identify, interpret and capitalize on emerging social media trends, with Tribal Chief approval
10. Assist in creating unique, branded content including graphics and video content
11. Collaborate with tribal programs as needed to help support their initiatives
12. Create, maintain and execute a social media editorial and posting schedule
13. Create a live stream plan and execute it for all major Tribal events

14. Lead the collaborative effort between Choctaw Video, OPI and the Creative Arts Producer to maintain a constructive working environment
15. Assist in writing assignments for not only the website and social media, but also any writing needed by the OPI Manager and/or OPI Director.
16. Demonstrate ability to communicate effectively in both technical and business environments.
17. Perform other related duties as assigned by the Director of OPI.

QUALIFICATIONS:

1. Ability to demonstrate commitment to time-on-task.
2. Experience in developing websites and/or web applications. Minimum 2 years of web design and development experience is preferred.
3. Practical experience in development of HTML, Dreamweaver, graphics creation with Photoshop, Illustrator, (Adobe Creative Suites) and multimedia creation with Flash.
4. Excellent written and oral communication skills.
5. Desire and willingness to work in a collaborative team-oriented environment as well as independently with minimal guidance.
6. Excellent organizational skills and the ability to work under tight deadlines.
7. Ability to regularly monitor and respond to social media user questions outside of normal business hours, including nights and weekends.
8. Knowledge and understanding of technology and the latest social media innovations
9. Proficiency with social media monitoring and engagement tools such as Hootsuite.
10. BS/BA degree is preferred.
11. Adequate transportation, valid driver's license and liability insurance.
12. Some travel may be required.

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 a 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"