



CULTURAL AFFAIRS PROGRAM  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
PO BOX 6010  
CHOCTAW, MS 39350  
Phone: (601) 663 – 7923  
Fax: (601) 650 - 1631

## **JOB ANNOUNCEMENT #432099**

Position Title: Cultural Researcher/Media Specialist  
Opening Date: **MARCH 16, 2026** ~~MAR 16 2026~~  
Closing Date: **MARCH 30, 2026 OR UNTIL FILLED**  
Salary Range: Negotiable  
Supervisor: Cultural Affairs Coordinator  
Location: Cultural Affairs Program Office – Tribal Annex II East

### **SCOPE OF SERVICE**

The Cultural Researcher/Media Specialist will be responsible for assisting with editing and producing multi-media cultural educational materials and programming in compliance with the mission and goals of the Cultural Affairs Program. The Cultural Researcher/Media Specialist will conduct independent and collaborative research and provide support information for the development of educational exhibits, media products, images, documents, and video programming. Other services the Cultural Researcher/Media Specialist will be responsible for include presentations, technical services, & assistance in multi-media training as assigned.

### **Duties and Responsibilities:**

1. Design & develop multi-media cultural resource materials.
2. Conduct research for Choctaw cultural material development.
3. Provide technical support and services for cultural activities and presentations conducted by Department Programs.
4. Manage digital files of collected information and resources developed.
5. Assist in multi-media production activities and services conducted by the Program.
6. Assist in or conduct multimedia training sessions for Cultural Affairs staff.
7. Provide graphic design & layout work for promotional and educational material.
8. Demonstrate a positive attitude when working with individuals, small and large groups.
9. Participate in cultural presentations for schools, civic and religious organizations, colleges and universities, and other groups. Keep a record of attendance and related

documents.

10. Perform other program related duties as assigned by the Program Coordinator.

**Qualifications:**

- Must have a high school diploma or GED equivalent, with preference for at least 2 years of college.
- AAS degree in Multi-media production and/or have experience and training in the Multi-media field.
- Possess a personal vehicle covered by a liability insurance policy and must possess a valid Mississippi driver's license.
- Able to conduct independent research.
- Preference for qualified bilingual Mississippi Choctaw Indian who is familiar with the Choctaw culture and traditions, history, tribal programs and communities.
- Strong written and public speaking skills.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Can conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Technically competent with Microsoft Office, Adobe Creative Suite Applications, and other multi-media designing software.
- Must have experience with graphic designing.
- Must have experience in audio/ video field production.
- Must have experience with professional photography and video cameras and other related equipment.
- Attend scheduled meetings, especially mandatory meetings, and training sessions.
- Submit monthly reports, complete forms and information on issues and concerns pertaining to program operations, in a timely manner to the Program Coordinator.
- Employee in this position is subject to random drug testing.
- Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.

**Other Requirements**

- Able to plan and set up lighting equipment for photography and video production.
- Must be able to lift a minimum of 50 lbs.
- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Ability to work independently with limited supervision when needed and must be able to work flexible hours (evenings and weekends) with occasional long distant traveling.

- Must be able to travel statewide & other states with overnight stay(s) for Department related 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