



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	906832007	<b>Last Revised:</b>	4/5/2018
<b>Position Title:</b>	Audio Visual Producer	<b>Department:</b>	Communications
<b>Reports to:</b>	Director of Communications	<b>Division:</b>	Commerce

**Primary Function:** Produces approved media content for public display such as public service announcements, community spotlights, and other programming that fits the vision of the Communications program. Assists in operating Audio/Video control consoles and regulating transmission of media being broadcast to the public, including test patterns, filmed and live telecasts. Maintain and operates equipment such as cameras, sound mixer, and videotape deck without assistance from others on short notice. Copies and edit filmed events graphics, voice, and music onto DVD and mpeg formats for broadcast on cable television and the streaming media server. Assist in Filming at remote sites as well as the fixed equipment of the Council Chambers. Produces live events as needed.

**Job Duties and Responsibilities:** Interact with internal and external clients/ customers in a polite and professional manner. Creates and executes Audio/Video productions for use by the EBCI Communications Broadcast channels. Schedules pre-production, production and post-production with the guidance and approval of the Communications Director. Creates scripts and assists production team with public needs analysis of each production. Maintains close working relationship with Cherokee members, entrepreneurs, and leadership to build a network of information sharing for the public through created media. Creates budgetary needs to present to Director of Communication for each program/production and assists with keeping within working parameters. Installs and maintains audio/visual equipment such as microphones, projectors, speakers, screens, and other related devices. Operates video editing software, for purpose of creating broadcast quality video. This includes working with Adobe products such as Premiere Pro, After Effects, Encore and other Adobe software. Assists in production and editing of training videos. Shoots and edits digital photographs. Performs other duties as requested by Communications Director.

**Education /Experience:**

- A minimum two-year degree in the field of radio-TV broadcasting, communications, instructional technology, or a related field; or four years' experience in the field of mass communications; or an equivalent combination of education and experience. Experience with public relations or community outreach is preferred.
- Individual must have experience utilizing audiovisual products. It would take 6 months to become proficient in this job.
- Valid NC driver's license is required.

<b>Job Knowledge:</b>	Position requires a working knowledge of basic production techniques, production equipment, and technology. Knowledge of principles related to multimedia production activities including audio, video, and photography. The position requires skill in writing and scheduling. The position requires an ability to operate a broad scope of audiovisual equipment. Oral and written communication skills are necessary, especially with the public. Individual must be able to work independently and as a member of a team.
<b>Complexity of Duties:</b>	The position performs entry-level and advanced level production work. Work involves assisting in the design, production, and preparation of audio/visual materials using photographic, audio, and video equipment. Must use problem-solving skills and be able to analyze data in performing job duties. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The individual must be able to effectively present information, and respond to questions from groups of managers, clients, customers, and the public.
<b>Contact with Others:</b>	Internal/external professional contacts include the divisional Secretaries, directors, tribal staff, coworkers, auditors, vendors, and the public, to exchange and/or provide information. Interpersonal skills are required along with tact, decorum, and professional etiquette. These positions require the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
<b>Confidential Data:</b>	Has indirect access to most Tribal data. A part of the Tribal information is public record; however, most is not and should be kept confidential. Individual must adhere to the nondisclosure/confidentiality agreement of the Tribe in performance of job duties.
<b>Mental /Visual /Physical Effort:</b>	This is a multitasking position which is subject to frequent interruptions requiring varied responses while meeting scheduled deadlines. Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Physical efforts require mobility, reaching, bending, manual dexterity, and visual acuity. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.
<b>Environment:</b>	Work in a normal business office environment with frequent travel to Tribal program locations as well as public domain; which may vary from outside to indoors.
<b>Supervision Received:</b>	Work under the guidance of the Director of Communications. The ability to plan and complete work independently is required.
<b>Responsibility for Accuracy:</b>	We must use professional judgment to interpret and prioritize to provide for the needs of the Tribal programs. Audiovisual equipment and other information system components must be set up to ensure that they are providing the intended service.