



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **Secretary-Treasurer** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **District III** Laura Erickson

White Earth Reservation Business Committee

Job Announcement

Position: Production Coordinator

Location: White Earth RBC

Pay: \$26.23 Negotiable/DOQ

Benefits: Full

Open: 11-25-24

Close: 12-06-24

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the creation and full video/audio production of corporate videos, podcasts and advertisements. Audio/Video content is a core function of the White Earth Reservation Business Committee's marketing strategy. This position will also coordinate live event production for live or reordered events, such as Reservation Business Committee meetings, conventions, presentations, and press conferences and program events.

Position Outcomes:

- Ability to develop audio/video content to educate and inform the public of all RBC divisional efforts.
- Ability to work in both short and long formats, shoot footage, record audio and edit based on project specs.
- Ability to represent the best of the RBC and the Production Coordinator's skill.
- Knowledge to set up, and maintain, and dismantle audio and video equipment, such as microphones, speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment.
- Ability to set a high bar for audio/video marketing deliverables, ensure consistency in daily content, enhance social media and overall marketing strategies.
- Produce content for diverse audiences and platforms
- Ensure consistency in daily content.
- Enhance social media and overall marketing strategies.
- Identify and implement improvements in the video/audio editing process, produce content for diverse audience and platforms.
- Keep up to date with the latest video and audio marketing trends.

Knowledge, Skills, and Abilities:

- Ability to edit short-and long-form videos for whiteearth.com and social media accounts, to take charge of video ideation and creation.
- Ability to ensure videos meet the Marketing team's specifications and guidelines.
- Ability to implement creative notes from stakeholders.
- Ability to offer programs peerless digital experiences, evaluate projects for brand authenticity.
- Ability to capacity to communicate effectively, attention to detail.
- Ability to pick out attention-grabbing shots and sound bites.
- Knowledge of editing principles.

Qualifications:

- **Bachelor's Degree (or equivalent) in Marketing or related field or (3) three or more years of experience in professional audio/video production, preferably with a creative or marketing agency.**
- **Familiar with video and audio editing software like Final Cut Pro, Premiere Pro and Adobe Audition.**
- **Valid Driver's license and insurance for travel between sites and other related businesses.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com