



# WHITE EARTH RESERVATION

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

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

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## White Earth Reservation Business Committee

### Job Announcement

**Position:** Production Coordinator

**Location:** White Earth RBC

**Pay:** \$26.23 Negotiable/DOQ

**Benefits:** Full

**Open:** 02-17-25

**Close:** Until filled

**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. Video content is a core part 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 videos 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, sound 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 video marketing deliverables, ensure consistency in daily content, enhance social media and overall marketing strategies.
- Produce content for diverse audiences and platforms
- Set a high bar for video marketing deliverables.
- 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 create and manage all published content of whiteearth.com, internal employee email system and our social media (images, video, written and audio).
- Ability to write compelling copy for website, social media and email outreach.
- Ability to monitor social media activity and web content across departments to ensure anyone using the RBC's online tools are following established guideline and best practice rules.
- Ability to analyze key metrics and tweak comprehensive strategy as needed.
- Ability to encourage greater usage of online web applications to improve end user experience.
- Ability to collaborate closely with departments to ensure timely execution of digital initiatives, monitor feedback across all channels.
- Ability to follow emerging and developing trends in social media content as well as changes and development in current and social media platforms.

#### Qualifications:

- **Bachelor's Degree (or equivalent) in Marketing, Communications or related field or (2 to 3) years of experience as a social media/web content creator or similar professional position with a portfolio to demonstrate ability to craft compelling stories and develop unique content.**
- **Photography experience and proficiency with photo-editing software.**
- **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](http://www.whiteearth.com)

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