# JOB POSTING

## Multimedia Coordinator

**Reports to**: Director of Multimedia

**Job Duration**: Full-time

**Summary**: The Tahltan Central Government (TCG) is seeking a Multimedia Coordinator to support multimedia production on Tahltan Territory, and facilitate and support community engagement on and off Territory. TCG produces digital and physical media for government departments, projects and programs, and the Tahltan Nation at large. These include videos, photo essays, an annual report, four seasonal newsletters, two specialty newsletters, posters, graphics, signs, maps, language learning materials, and more. TCG also runs multiple websites and maintains a digital multimedia library. Next steps for TCG include developing a podcast, expanding accessible social media and online content production, and building a digital archive.

## Responsibilities:

Working closely with the Director of Multimedia, and colleagues across TCG's departments, the Multimedia Coordinator produces content, documents events and initiatives on Territory, supports meetings and community outreach, and engages the community on Territory and online.

- Support video production, from pre-production (logistics, budgeting, asset collection and creation) to production (camera operation and care, DIT) to post (footage review, transcribing, graphics, color, sound mix, final delivery)
- Pitch, develop, and produce original content
- Report and capture issues, events, and daily life on Tahltan Territory through multimedia production
- Engage the Tahltan community in various and innovative ways, in Territory and online
- Support events and outreach, including travel to community meetings and events

on and off Territory
- Co-manage digital assets: file logging, backup, archiving, asset management
- Coordinate and help fulfill requests for media assets
- Co-manage TCG's digital archive, including searchable photo and footage libraries, cataloguing with metadata, digitization

## Qualifications and Requirements:

- Demonstratable understanding of Tahltan Culture, rights and title, and current issues
- At least 3 years of experience in multimedia production
- A demonstratable track record of high-quality content production, showcasing storytelling and innovation
- Experience in digital assets management and production workflows, well-versed in various techniques and best practices
- Experience with community outreach and engagement, especially related to First Nations governance
- Adept with the Adobe Suite, or comparable software
- Able to collaborate with colleagues across government departments and with internal and external stakeholders
- Able to meet deadlines and manage multiple projects at different stages of development, and work iteratively
- Respectful, culturally aware, and sensitive
- Careful attendance to detail and quality control
- Strong communication skills, with the ability to work independently and part of a high-functioning, results-focused team

## Desired Skills & Attributes:

- Operational and practical knowledge of working in remote communities and with First Nations
- Motion Design and VFX: ability to create animations and motion graphics
- Audio Production: Music composition and production, SFX, sound design, mixing,
- Artistic and creative skills, e.g. drawing, original illustrations
- Ability to meet deadlines and collaborate with a strong team

- Creative Vision: brings forward ideas aligned with the strategic direction of TCG and carries them to completion

## Remuneration and Work Hours:

- Salary commensurate with qualifications and experience
- 70 hours biweekly, 9-5 Monday-Friday, but remote and flexible, often working off-hours

**Work location**: This position should be based in Tahltan Territory; however, applicants in British Columbia and the Yukon may apply. This position requires travelling to Tahltan Territory and other communities with Tahltan members.

**How to apply**: Please email a resume, portfolio, cover letter, and references (titled "Multimedia Coordinator") to hr@tahltan.org. Successful candidates will be contacted for an interview.

Tahltans are encouraged to apply via OnTrack.

Any questions?

Contact Adam Amir, Director of Multimedia, multimediadirector@tahltan.org

## Deadline for Application: <u>Open until filled</u>

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).