



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Video Technician/Videographer

Re-Advertised

OPEN: January 31, 2023

EXEMPT: No

SALARY: (6) \$17.47-\$19.68/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: LIBC Treasurer

DEPARTMENT: Communications

SUPERVISOR: Communications Director

VACANCIES:1

JOB SUMMARY: Assist the staff of Lummi Communications in all production areas in the Communications Department. The Video Technician is a regular full-time position that deals with filming, capturing audio, and still photography for the majority for Lummi Communications Productions. Productions include; Lummi Nation News (LNN), Lummi Nation Podcast Radio (LNPR), and Squol Quol Newspaper.

Provide essential services to departments, employees, administration and/or ongoing day-to-day care to the community impacted by the Coronavirus disease (Covid-19).

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Record live events
2. Conduct video/audio interviews
3. Capture recorded footage
4. Photograph events
5. Maintain security of equipment during and after photo shoots.
6. Meet all deadlines in a timely manner
7. Must be available to work flexible hours including evenings and weekends.
8. Must be willing and able to travel to multiple locations to obtain footage.
9. Assist with backing up data on iMac computers, hard drives, and all video content.
10. Coordinate updates of events and news on various social media platforms.
11. Assist in editing all Lummi Communications Productions.
12. Assist with event planning, as needed
13. Must be able to scan documents and photographs.
14. Assist in the development and deployment of monthly Squol Quol newspaper
15. Assist in all broadcasts and podcasts.
16. Keep abreast of all media concerning Native America.
17. Keep abreast of media and digital techniques.
18. Assist in deploying and public relations materials.
19. Assist in storage of video, photographs, and other materials on all i-Macs

20. Assist in updating/posting approved content to social media sites
21. Responsible to follow the goals and responsibilities set forth by the Lummi Nation Business Council as it pertains to the mission of the department
22. Responsible to effectively write memos and letters in a thoughtful manner.
23. Required to complete assigned duties and required by director or supervisor.
24. Must be able to work independently.
25. Must have reliable transportation.
26. Will be required to supervise staff.
27. Must have clear communication skills to supervisor, Co-workers, employees, and community.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Six (6) Months of experience in communications, journalism, information systems/technology
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Responsible to use communication skills must be at a high level.
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- Must be willing to work a flex schedule
- Comply with LIBC HR Personnel Policy manual
- Must be willing and able to work independently
- Possess high creativity skills in developing video and audio content.
- Ability to work independently with minimal direction or supervision.
- Possess strong Communications skills both verbal and written.
- Knowledgeable in Apple OSX.
- Experienced in Adobe Suites.
- Experience in operations of various models of digital still and video cameras.
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check
- Must be able to work flexible hours.
- Must be willing to adhere to all health and safety guidelines
- Must be flexible with changes to standard protocols and policies.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.