



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

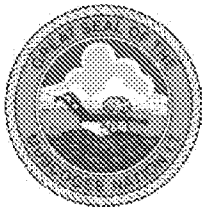
Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/15/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MULTIMEDIA PRODUCER</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: MVSKEKE MEDIA	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Must produce written, audio, and video packages for publishing on multiple platforms. Knowledge of AP Style, audio and video editing formatting is a must. Producing traditional newspaper articles and photos, videos for news publication, and audio for radio or podcast platforms are required. Must maintain and manage archives and be able to accept constructive feedback and guidance.
Principal Duties and Responsibilities:	<p>Write, record, edit, publish news stories. Candidates should expect to periodically deliver their news packages to multiple platforms and perform on camera reporting from assigned locations. Candidate should be comfortable with shooting, editing, and post-production of video projects, and radio or podcast pieces.</p> <p>Must possess strong video, and print journalism skills. Strong written communication is required to write articles, and voice over scripts.</p> <p>Must understand and adhere to the SPJ code of ethics and copyright restrictions.</p> <p>Must be organized and detail oriented, able to meet deadlines and manage multiple assignments.</p> <p>Must be willing to work within a flexible schedule, prepared to cover breaking news and willing to embed or remote report as required.</p> <p>Must be proficient with Premier, Tri-Castor, Avid, Final Cut Pro, Photoshop, word processing software, and Mac computers.</p>
Minimum Requirements:	Bachelors degree or relevant on job experience in broadcast journalism.
Preferred Requirements:	Bachelors degree from four-year college or university in journalism, mass communications, visual production, or an equivalent combination of education and experience.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about



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the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.