

STRENGTH  
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# Mohawk Council of Kahnawake

P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2024

### JOB OPPORTUNITY

**POSITION:**

Video Producer/Editor,  
Language and Culture Program

**DURATION:**

Fixed-Term, Full-Time

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Based on Tawatohni'saktha KSSEP rates  
Level C CEGEP \$17.50 per hour

**Hours of Operation:**

10:00 a.m. to 4:00 p.m.

**Hours per week:**

30 hours per week

**DEADLINE FOR  
APPLICATION:**

Thursday, May 30<sup>th</sup> 2024 - 4:00 p.m.

**Requirements:**

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED  
BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE  
CONSIDERED.**

- ✓ Applicant Checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Registered at Tawatohni'saktha (KSSEP)

**APPLICATION:**

Please address your application to Dawn Stacey, Manager of Recruitment & Staffing.  
Forward your complete application via e-mail to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:**

Job Descriptions can be obtained on our website:  
[www.kahnawake.com/jobs](http://www.kahnawake.com/jobs) and/or [www.kedc.biz](http://www.kedc.biz)

- Please ensure applications are submitted complete, as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.



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<b>Job Title:</b>	Video Producer/Editor
<b>Division:</b>	Kanien'kéha Language and Culture Training Program, CBS
<b>Reports To:</b>	General Manager of Language and Culture Training Program
<b>Name of Incumbent:</b>	
<b>Purpose:</b>	
Under the supervision of the General Manager of Language and Culture Training Program, is responsible to plan, develop, and program the communications and video learning resource projects relating to the teaching and promotion of all activities and services offered by the Tsi Niionkwarihò:ten Tsitewaháhara'n Language and Culture Training Program.	
<b>Cultural Identity Attributes:</b>	
Is charismatic, creates a positive and innovative atmosphere and networks with others. A driven individual who is a self-starter and enjoys challenging situations and has a strong desire to achieve results. Is organized, thorough, dependable, and self-reliant.	
<b>Roles &amp; Responsibilities:</b>	
<b>Video Production:</b>	
<ul style="list-style-type: none"> <li>• Responsible for performing and overseeing all tasks related to Filming and Video Editing for the Language and Culture Training Program;</li> <li>• Planning, development, and production of all video programming for the Language and Culture Training Program;</li> <li>• Performs camera work, including cover shots, interviews, and others, as needed;</li> <li>• Ensures that all information to be published has been reviewed in consultation with assigned staff members;</li> <li>• Ensures that all information to be published has been approved by the General Manager of the Language and Culture Training Program;</li> <li>• Responsible for all Graphic animation production;</li> <li>• Ensures produced products meet audio and visual standards;</li> <li>• Ensures video data asset management through the maintenance of a video storage file system;</li> <li>• Assists with technical support of audio-visual equipment</li> </ul>	



## General Communication Assistance:

- Assists in the development and implementation of Communications plans and activities;
- Responsible for the filming and interviews for any Language and Culture Training Program project;
- Assists with the creation of Language and Culture Training Program advertising;
- Initiates and develops new ideas for video projects in collaboration with Language and Culture Training Program staff;
- Communicates with staff, ensuring Kanien'kéha language translation and cultural symbolisms and linkages accurately portray onto final product;

***The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

## Decision-Making Authority:

- Determines most effective methods of video production within the Language and Culture Training Program;
- Determines video productions are of quality and within standards set by MCK Public Relations;
- Oversees MCK Audio/Visual equipment usage and rental.

## Accountability:

- Ensures the accuracy of scripts and information;
- To provide accurate information;
- Abides by image copyright laws, ensuring proper approvals are received;
- Ensures that all published information has been edited and approved according to Language and Culture Training Program Protocols;
- Ensures that distribution of information practices are in accordance with MCK policies and procedures;
- To maintain positive image of the department with the general public;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual- Personnel Policy and Kanien'kéha Language initiatives.



**Education & Experience:**

- DEC in Video Editing or Related Field plus three (3) years' experience;
- Or
- Enrolled in Film or Related Field of studies, with one (1) year experience;
- Or
- Minimum of high-school diploma with three (3) years' experience;
- Must demonstrate the ability to produce a video project using Language and Culture Training Program equipment.

**Knowledge, Skills, Abilities, and Other Attributes:**

- Must be able to use Adobe Premiere video editing software;
- Must be proficient in Adobe Suite: After Effects, Illustrator, Photoshop, Audition is essential;
- Must be able to edit video segments in a timely manner;
- Experience in video editing is essential;
- The ability in camera lighting is essential;
- Experience with a video camera is essential;
- Must work well in a team environment;
- Sound oral and written communication skills;
- Good time management and organizational skills;
- The willingness to learn all aspects of MCK Language and Culture Training Program functions is a must;
- Ability to communicate in the Kanien'kéha language is an asset;
- Knowledge and understanding of Kanien'kehá:ka culture is an asset;
- The willingness to learn the Kanien'kéha language and Kanien'kehá:ka culture is required.

**Working Environment:**

- Five-day work week and work is performed in a typical interior/office environment
- Moderate stress due to workload and timelines
- Occasional overtime
- Tight deadlines

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<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
Intermediate	Intermediate	Core	Intermediate	Intermediate	
<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
Intermediate	Intermediate	Core	Core		
 <b>Commitment Statement:</b>  I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.					
 <b>Signatures:</b>  Employee's Signature: _____  Date : _____  Supervisor's Signature: _____  Performance Management Administrator Signature: _____					

