



**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 05/21/2019	Employee Requisition Number <b>ER-19176</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>BROADCAST VIDEO GRAPHICS DESIGNER</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	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:	<p>Responsible for producing graphics and motion graphics in addition to video effects for Mvskoke Media.</p> <p>Must have a basic understanding of videography to include being able to film and edit news features and stories as requested.</p> <p>Helps with other filming needs such as intradepartmental promos and paid video services for citizens as well as those for other tribal departments/programs and external entities</p> <p>Responsible for design and creation of artwork and visual solutions to communicate specific messages with a strong sense of design elements for Mvskoke Media news outlets, promotional material, services offered by other subsidiaries and clients.</p>
Principal Duties and Responsibilities:	<p>Gives notes on postproduction quality issues for potential reshoots or editing for approval by Multimedia Producer</p> <p>Balances multiple projects at once.</p> <p>Seeks input from Multi Media Producer and Graphics department on improving skills and approval of artwork and allowing time for the supervisor to edit work before press time.</p> <p>Keeps the Multi Media Producer/and Managing Editor updated about status of pending projects.</p> <p>Works with editorial team on stories/projects requiring qualified input, critique or original design work to generate quality story art images that match the subject matter.</p> <p>Assists in laying out the newspaper for Mvskoke News.</p> <p>Assists in developing professional, culturally appropriate design work for</p>



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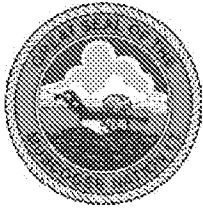
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	<p>the Mvskoke Vision news program and departmental social media.</p> <p>Utilizes downtime for learning/training/side projects to sharpen and enhance skills or develop resource materials for future use.</p> <p>Adheres to departmental workflow and filing system for efficiency and organization.</p>
Minimum Requirements:	Be able to meet the listed computer requirements or be able to obtain certification in these requirements within the first 6 months of offered employment. Three to four years related experience and /or training in journalism, graphic design or visual communications.
Preferred Requirements:	<p>Bachelor's degree or equivalent from a four-year college or university in Visual Communications or Broadcast Journalism.</p> <p>*Must provide a portfolio of design/video work.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	To perform this job successfully, an individual MUST KNOW Adobe After Effects motion graphics software or equivalent, and should have a basic knowledge of or a base knowledge to learn Macintosh computers and the Mac operating system (OS), Adobe Premier, Final Cut, Google platforms, Adobe InDesign, Illustrator and Photoshop, Facebook, YouTube, Instagram as well as Microsoft Office.

**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.



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**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 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.