

JOB DESCRIPTION: Tribal Media Center Director

SUPERVISOR: Executive Director

DEPARTMENT/DIVISION: KSUT Public Radio

FLSA STATUS: Exempt

POSITION STATUS: Salaried

PREPARED BY: KSUT Executive Director

DATE:10/20/21

POSITION SUMMARY

The KSUT Tribal Media Center Director is responsible for overseeing and managing all administration and programming for the Tribal Media Center (TMC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement long term strategic vision for the TMC, in collaboration with KSUT Executive Director, KSUT Tribal Radio Station Manager and TMC Advisory Council.
- Work collaboratively with existing TMC partners and foster new organizational partnerships.
- Research, write and administer grants including reporting, to support TMC programs and projects.
- Project lead for Native Lens storytelling project.
- Management and oversight of existing TMC projects including Native Braids and Dream Warriors.
- Plans, organizes and implements projects, programs, trainings and work sessions to include other Native American media organizations.
- Coordinate multi-media training opportunities for Native American youth.
- Oversee part-time youth engagement coordinator.
- Coordinate with KSUT staff for dissemination of produced content on KSUT platforms.
- Maintain archive of media files for future use, digitize content for content retention.
- Perform other duties and special projects as assigned.

QUALIFICATIONS

- Minimum three years broadcast and/or multi-media experience
- Minimum two years in administration or management
- Experience working with a broad spectrum of individuals and communities, including Native American and/or Indigenous communities.
- Proficient in multi-media equipment and systems, including recording, video, editing and uploading produced files for distribution on media platforms.

TECHNICAL SKILLS

Hands on experience with radio station control boards and equipment and a strong knowledge of computers and social media.

REASONING ABILITY

Must be able to work independently with minimal supervision and manage multiple tasks and projects in order to meet the demands of the department. Needs to exhibit confidence in judgment and decision making. Must have the ability to establish and maintain effective working relationships with the public, coworkers, managers and Tribal staff and officials. Must be able to maintain strict confidentiality when necessary, including the ability to recognize situations in which confidentiality is required. Must have the ability to interpret and communicate policies, codes and regulations.

PHYSICAL REQUIREMENTS

Work will require use of computers, radio station consoles and technical equipment with periods of standing, sitting, kneeling, walking and bending. Dress and hygiene should be appropriate to a work setting.

WORK ENVIRONMENT

Work performed is in an office and studio environment with extensive time sitting or standing at a desk. Some off-site work is required to help with special events representing the station. The noise level in the work environment is moderate. No heavy lifting required.

COMPENSATION

This is an exempt, salaried position and includes a benefits package. Wages will be negotiated depending on experience. Hours will be 40 per week, although some weeks may require more than 40 hours depending on events.

KSUT Public Radio

KSUT was founded in 1975 by the Southern Ute Indian Tribe as a means of communication with tribal members. KSUT is now an independent non-profit organization and has two distinct FM signals: Four Corners Public Radio and Tribal Radio. Based in Ignacio, Colorado KSUT Tribal Radio serves the Southern Ute, Ute Mountain Ute, Jicarilla Apache and portions of the Navajo Nation with its terrestrial signals, and streams its signal at www.tribalradio.org KSUT Four Corners Public Radio serves five counties in Southwest Colorado and Northwest New Mexico including Durango, Bayfield, Silverton, Pagosa Springs, Farmington, Aztec, Mancos, Cortez and unincorporated areas in between. In October 2020, KSUT began broadcasting from the Eddie Box Jr. Media Center, a state-of-the-art 5,000 sq. foot facility in Ignacio, Colorado.

Tribal Media Center

The development of a Tribal Media Center, a key component of KSUT's comprehensive plan, builds on our last 45 years as an invaluable service to Native Americans in our region. The KSUT Tribal Media Center, in partnership with other Native-focused organizations, will offer multi-media training and production opportunities resulting in unique and compelling storytelling content.

Additional TMC offerings to include:

- State of the art broadcast training for tribal representatives and Native media organizations from across Indian Country;
- Recording and sharing of historical family recollections of music, language and stories;
- Performance and recording studio for production of professional, high-quality recordings of contemporary and traditional Native artists;
- Safe storage of oral history and other audio archive

**To apply, submit a cover letter, resume and three professional references by November 17th to:
Tami Graham, KSUT Executive Director, tami@ksut.org**

Preference will be given to qualified Native American applicants in accordance with the Southern Ute Indian Tribal Employment Rights Code. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin.