



Gila River Broadcasting Corporation

Job Title: Media Editor
Reports To: GRBC Manager or Designee
Department: Gila River Broadcasting Corporation
Exempt Status: Non-Exempt

Job Summary:

Responsible for taping, editing, scheduling and arranging for the airing of video content, including local community events, business advertisements, GRBC productions, commercials and/or TV shows on the television service channels. Develops concepts and scripts and provides a professional, well-timed, on-air product. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. May be responsible for working with other positions, GRBC partners, or tribal departments.

The Media Editor reports directly to the GRBC Manager or Designee.

Primary Job Duties:

- Works with Production Coordinator and GRBC Manager.
- Responsible for setting up, operating, and maintaining radio and television broadcast equipment.
- Clean and store equipment.
- Record broadcast programs.
- Copy/edit graphics or sound onto AMG, DVD, Hard Drive, and SAN.
- Read or record public service and promotional announcements, or perform other on-air duties.
- Coordinate activities between departments, such as news and programming.
- Evaluate new and existing programming to assess suitability and the need for changes.
- Select, acquire, and maintain programs, music, films, and other needed materials and obtain legal clearances for their use as necessary.
- Operate on-air and production audio equipment.
- Prepare copy and edit content so that material is ready for broadcasting.
- Develop ideas for local Gila River programs and features that a station could produce using creativity and willingness to try new ideas.
- Review information about programs and schedules to ensure accuracy and provide such information to local media outlets.
- Direct setup of remote facilities and install or cancel programs at remote stations. Control audio equipment in order to regulate the volume and sound quality during radio and television broadcasts.
- Monitor strength, clarity, and reliability of incoming and outgoing signals, and adjust equipment as necessary to maintain quality broadcasts.

- Regulate the fidelity, brightness, and contrast of video transmissions, using video console control panels.
- Observe monitors and converse with station personnel in order to determine audio and video levels and to ascertain that programs are airing.
- Preview scheduled programs to ensure that signals are functioning and programs are ready for transmission.
- Select sources from which programming will be received, or through which programming will be transmitted before scheduled program.
- Report equipment problems, and ensure that repairs are made; make emergency repairs to equipment when necessary and possible.
- Record sound and video onto DVD and Hard Drive for radio or television; checking the quality and making adjustments where necessary.
- Substitute programs in cases where signals fail.
- Instruct trainees in how to use television production equipment, how to film events, and how to copy/edit graphics or sound onto videotape.
- Edit broadcast material electronically using computers and switchers.
- Determine the number, type, and approximate location of microphones needed for best sound recording or transmission quality, and position them appropriately.
- Discuss production requirements with clients.
- Perform other duties as assigned.

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor or designee.

Skills and Competencies:

- Must be flexible with hours due to the operational needs of the business. Must have minimum of 3 years' experience in the broadcasting industry.
- Individual must be able to work under pressure and meet strict job deadlines.
- Must have a good working knowledge of computers and software systems.
- Ability to work with short deadlines.
- Must be detail oriented and be able to manage multiple events simultaneously.
- Must be able to work within the team concept.
- Must have reliable transportation.
- Ability to work a flexible schedule including nights, weekends, holidays and over time on a rotating shift basis when needed.
- Knowledge of video and audio signals.
- Ability to read and understand technical operations manuals.
- Able to operate broadcast equipment.
- Experience with automation systems.
- College degree or technical school preferred.

Education and Experience:

- High School diploma or equivalent is required.
- 3-5 Years of experience is required

Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

Equipment & Software Used:

Various audio and video equipment (lighting, video cameras, microphones) as well as telephone, FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e. mouse, keyboard; Microsoft Suite, Tablets, Wireless devices.

Applicant should be proficient with Adobe Creative Cloud such as Premiere, After Effects - Illustrator and Photoshop a plus.

Additional Requirements:

- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug and alcohol test, and a background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrollment Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.

Interested applicants should reach out to humanresources@gilarivertel.com to apply.