

Videographer

Authority

The Videographer works under the supervisory function of the Languages and Cultures Coordination Team.

Purpose

The Videographer is responsible for working with all MFNERC units to create layouts for new or revised production materials, visual aids, and promotional pieces, working from rough copy and preparing materials for reproduction through the use of desktop publishing systems, multiple software programs, and peripheral output equipment. Strong experience in scheduling and budgeting all phases of a production is essential. The Videographer is to photograph events put on or in relation to the MFNERC organization. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

- Advanced knowledge of the printing process as it applies to in-house and out-sourced production;
- Handles logistics with regards to final production; i.e., ensuring graphics are in the correct format and proper versions are ready; verifying the text documents are final and supplies are ready to be utilized;
- Works with MFNERC units to select fonts, color palettes and specific layout needs;
- Integrates text with graphics in desktop publishing software (such as images, illustrations/artwork, logos, graphs and charts) to create balanced, consistent, and readable documents;
- Photographs staff related events, goes on location to document gatherings, takes a supply of photographs for creative assignments i.e., photographs for marketing material;
- Creates and designs covers, layouts for brochures, web, newsletters, presentations, booklets and other production materials;
- Produces documents including: Principals' Newsletter, PowerPoint Presentations;
- Records events and making graphics for onscreen production;
- Maintains good working relationship with vendors for copying and printing needs, as well as outsource printing companies;
- Archives, cleans and maintains electronic files upon completion of project including updating resume, project, and photo databases;
- Assists in website updates and editions;
- Maintains inventory of production resources;
- Supports other administrative functions;

- Maintains and updates equipment;
- File management;
- Manages an independent work environment.

Qualifications

Education & Experience

- A post-secondary degree in Graphic Design and/or Web and/or Multimedia Design or the equivalent degree/experience;
- Superior skill-set in Graphic Design demonstrating advanced knowledge of current design techniques;
- Two to Five years' experience directly related to applied Graphic Design;
- Proficient in the latest following software:
- Adobe InDesign; Adobe Photoshop; Adobe Illustrator; Microsoft Office Professional; Adobe Acrobat;
- Able to handle multiple tasks with overlapping deadlines;
- Knowledge of various levels of technology, equipment, programming and the applications;
- Awareness of Manitoba First Nations education development, reform and socio-economic conditions of First Nations communities;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate with a team of professionals;
- Ability to work independently to prioritize tasks;
- Ability to exercise artistic creativity;
- Appreciation and respect for First Nations education reform strategies.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Friday, September 18, 2020** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.