POSITION DESCRIPTION

Senior Producer

NIA TERO

Nia Tero is a US-based nonprofit working in solidarity with Indigenous peoples and movements worldwide. We have an inclusive culture guided by Indigenous wisdom, practices, and protocols. Our governing bodies, leadership, and staff are built upon diverse, Indigenous and non-Indigenous identities and life experiences. As a bridging organization, we view this diversity as a source of our strength. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY

The Senior Producer oversees all aspects of digital and multimedia content creation for the Storytelling Team objectives at Nia Tero. The Senior Producer reports directly to the Managing Director, Storytelling and supports the implementation and fulfillment of the Storytelling Team production goals. This position will play a key role in supporting the Managing Director of Storytelling and the Storytelling Team in the organizational effort to fulfill its mission of working alongside Indigenous peoples’ efforts to secure their territories and cultures by amplifying voices.

KEY RESPONSIBILITIES

Production

- Expert understanding of all aspects of production, including production equipment, lighting techniques, cameras/lenses, audio, directing talent and crew, and guiding the work from production through post-production
- Direct scripts, storyboards and logistics, set deadlines and select optimal forms for media projects while adhering to budget
- Ensure alignment with Storytelling and Nia Tero’s cross-organization strategy and priorities
- Develop, evolve, share and ensure compliance with industry standards by identifying and participating in professional development opportunities to remain current with industry trends, best practices, and changing technology
• Work both strategically and tactically to complete goals and hold the team and partners accountable to timelines for projects
• Conceptualize ideas for all mediums including original content and film production in collaboration with Managing Director, Storytelling
• Effectively oversee and delegate responsibilities during remote productions
• Manage, develop and lead production process working closely with Storytelling Project Manager to support production related contracting

Post-Production
• Oversee and review all original content before it is submitted to the Managing Director for final approval
• Create original content including but not limited to written journalism, photography and film
• Supervise Associate Producer in ADA compliance; responsible for final approvals and ensuring that ADA compliance is met at all engagements
• Manage external vendors and contracts as it relates to editing and audio mix

Production Materials
• Co-design and develop production materials including original copy to move on to Managing Director, Storytelling for final approvals
• Responsible for submission of final reports and concept notes in a timely manner
• Responsible for drafting and editing scripts, treatments and film synopses
• Responsible for on-set releases and rights acquisition/tracking as part of Storytelling team in collaboration with Operations team to ensure legal and compliance criteria are met
• Monitor and oversee all copy editing, review communication and production materials, and iterate to optimize final product
• Manage external vendors and contracts as they relate to copy, script and treatment writing

Print Traffic
• Oversee Nia Tero’s Vimeo page and Film Freeway platform
• Write synopses, bios, stories in relation to all Nia Tero films and media
• Accountable for securing all required media assets such as headshots, resumes, bios, etc.

Administrative
• Manage and shape the agenda and facilitation of meetings within the Storytelling Department
• Attend internal and external Nia Tero production meetings. Act as decision-maker in key production endeavors as designated by the Managing Director, Storytelling
• Co-Lead key cross-functional meetings with the Managing Director, Storytelling

Equipment and Media
• Accountable for Storytelling inventory and equipment tracking systems
• Manage storage of footage imagery both on hard drive and on cloud-based back-ups
• Strategically assess equipment procurement, rental and replacement options to present most cost-effective options to Managing Director, Storytelling
PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES
This position will manage the Associate Producer and Video Editor and collaborate with Indigenous communities and contractors such as video producers, cinematographers, photographers, and journalists, etc as needed. The position requires discretion and cultural sensitivity.

QUALIFICATIONS

Required:

Education and experience
- Bachelor’s degree in social sciences, communications, journalism, or related fields
- Minimum of at least 5 years filmmaking experience
- Demonstrated lived experience as it relates to Indigenous culture and knowledge
- Experience and knowledge of social justice movements with a primary focus on environmental justice
- 5+ years in media content creation: write, produce, direct, edit and photograph

Skills and abilities
- Execute storytelling content focused on driving long-term narrative change with storylines that build cultural and political pressure for Indigenous sovereignty and self-determination
- Effective at breaking down complex ideas and communicating them across teams
- Proficient in Adobe Premiere and other Adobe Suite platforms
- Strong camera skills; proficient with SONY FS7, Black Magic or equivalent and Canon systems
- Excellent relationship-building and communication skills in person, in writing, and on the phone, particularly across race, gender identity, tribal affiliation and class
- Comfortable field reporting: photojournalism, written journalism and video journalism
- Shoot with a cinematic eye, combining technical knowledge with creativity to build memorable visual sequences in the field
- Direct film studio shoots
- Comfortable working independently as well as collaboratively
- Excellent project management skills, demonstrated by the ability to track timelines, and contributions from other staff and consultants while providing quality control for deliverables
- Capacity to respond rapidly and appropriately to changing priorities, objectives and situations
- Understanding of Indigenous protocols and the role of storytelling in building support for social change
- Demonstrated strong networking abilities and holds significant relationships within the filmmaking industry

Ideal
- Working knowledge of Spanish, French or Portuguese
- Experience with deadline-driven environments
WORKING CONDITIONS AND TRAVEL
The Producer position is located in Seattle, WA, with domestic and international travel expected (approximately 50%) to support Nia Tero at regional events and global convenings and storytelling opportunities, in addition to its organizational goals and programmatic strategy. Proven ability to work remotely.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
- Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned work space.
- Ability to lift or move 25lbs

HOW TO APPLY
If interested in this role, please email cover letter and resume to emma@scionstaffing.com. Nia Tero is an Equal Opportunity Employer.

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