POSITION DESCRIPTION

Associate Producer, Storytelling (Part-time)

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

Reporting to the Managing Director, Storytelling, the Associate Producer will be responsible for providing project support with Nia Tero’s Storytelling productions. This position will play a key role in supporting the Seedcast Podcast and the Storytelling Team’s video production goals in realizing the organization’s mission of working alongside Indigenous peoples’ efforts to secure their territories and cultures by amplifying Indigenous stories. This part-time position will be regularly scheduled at 20 hours per week.

KEY RESPONSIBILITIES

Provide creative and logistical support for in house and field productions from research through delivery.

- Follow production protocol for audio and video productions as it relates to the upcoming production and story development.
- Secure and obtain clearances for media, material, location release forms as needed.
- Support Managing Director, Creative Producer, Senior Producer and the Storytelling team with other deliverables as needed for Storytelling’s audio and video productions.
- Produce video, audio, photography, from concept to final deliverables.

This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to create a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so may the essential functions of this position. Nia Tero is an Equal Opportunity Employer.
• Coordinate the production of high-quality content (i.e., audio, video, print and media etc.)
• Ensure all project deliverables are meeting stakeholder expectations.
• Keep up to date with industry and technological advancement and implement them into media works in progress.
• Work closely with producers and Storytelling Team to coordinate schedules, resources and talent. Ability to take direction and feedback, change direction, exhibit adaptability and prioritize responsibilities.

QUALIFICATIONS

Education and Experience Requirements

• Three or more years as an Associate Producer or Production Coordinator.
• At least 1-year experience in a film/audio production
• A global mindset with sensitivity to Indigenous peoples and cultures.
• Strong written and verbal skills. Must be able to develop messaging, copy and content.
• Proven high level project management.

*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.

Knowledge Skills and Abilities

• Demonstrable excellent communication, interpersonal and critical thinking skills.
• Ability to work independently.
• Ability to communicate priorities, attention to detail and high level of accuracy in creating internal and external facing communications.
• Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.
• Ability to prioritize and balance workload to meet deadlines.
• Ability to understand, respect and respond to sensitive cultural nuances associated with working alongside Indigenous Peoples

• Strong computer skills and ability to learn new programs easily.
• Strong organizational, time management and project management skills.
• Proactive and strong communication skills with external and internal personnel
• Demonstrates a healthy appetite to learn and self-educate by staying informed of industry trends, learning new skills and sharing relevant information with others.

Ideal:

This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to create a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so may the essential functions of this position. Nia Tero is an Equal Opportunity Employer.
• Working knowledge of Spanish or French.
• Experience with start-up cultures.
• Experience working with diverse Indigenous cultures, peoples and communities.
• Lived experience within Indigenous communities.
• Willingness and proven ability to contribute to strategic discussions in creative pursuit.

**Working Conditions and Travel**

• This position is part-time (20 hours per week) and is based in Seattle, WA. This position will have a hybrid work schedule with the ability to work from home and/or the Seattle office. The exact schedule and expectations will be agreed on during the hiring process.
• Occasional day and night domestic travel and some international travel is a potential (up to 25%).

**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:
  o Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
  o 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 workspace.
  o Ability to lift 15 pounds of equipment.

**HOW TO APPLY:**

If interested in this role, please email a cover letter and resume to jobs@niatero.org by 07 July 2023 and include “Associate Producer” in the subject line.

Nia Tero is a polycultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

*The salary for this position is USD $31.00-33.50 per hour based on experience. Our compensation program is U.S. based and pay ranges are representative of compensation in the U.S. market. For positions outside of the U.S., pay rates are determined based on the applicable local regional market.*

*This is a part-time permanent position is regularly scheduled at 20 hours per week. This position is not eligible for benefits aside from any state specific requirements.*
<table>
<thead>
<tr>
<th>Department:</th>
<th>Storytelling</th>
<th>Reports to:</th>
<th>Managing Director, Storytelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Reports:</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment Category:</td>
<td>☐ Full time  ☑ Part Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification:</td>
<td>☑ Non-Exempt  ☐ Exempt / ☑ Hourly  ☐ Salary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to create a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so may the essential functions of this position. Nia Tero is an Equal Opportunity Employer.