



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## RADIO STATION EVENTS COORDINATOR

### *Position Description*

<b>Opens: October 24, 2024</b>			
<b>Closes: November 06, 2024</b>			
<b>Department:</b>	Information Technology	<b>Reports to (title):</b>	Radio Station General Manager
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Tribal Government– Nett Lake, MN
<b>Pay Range:</b>	Min: \$17.02 Mid: \$21.28 Max: \$25.53	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	09/11/2024
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	09/11/2024
<b>Telecommute:</b>	Work Site 60% Remote 40%		

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Radio Station Events Coordinator serves as liaison between content producers, independent contractors, and Bois Forte Tribal Programs or other interested parties engaged by KBFT radio, to oversee the execution and documentation of its community events including photographer(s), videographer(s), and/or sound engineer(s) for recording live broadcasts if needed. The incumbent is responsible for promoting all events which support the rich history, culture, arts, of the Bois Forte Community and creates opportunities for art, education and access to the arts.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assist in the planning and execution of KBFT’s Minnesota Legacy Arts, Cultural Heritage Fund (ACHF) Events Plan, and assigned Special Events as outlined, making sure that contractor agreements are in place at least 3 months in advance of events when timeframes allow.
2. Ensure Legacy Project producers adhere to deadlines and adequately submit all project components per individual contract agreements.
3. Ensure compliance with artists' recording agreements for broadcast and/or archive of live or sound recordings.
4. Upload completed projects regularly and timely to KBFT's website, the Public Radio Exchange (PRX), and AMPERS network as outlined for deliverables.

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5. Work with Bois Forte Tribal Government staff/management, including the Program Administrators, and Cultural Coordinators to ensure collaboration and maximize partnership opportunities.
6. Ensure mechanisms are in place to monitor and respond to listener/producer feedback including, but not limited to, electronic surveys, comment lines (telephone and social media), and Arbitron and/or web analytics.
7. Ensure sound board staffing in studio for Live ACHF broadcast segments when necessary.
8. Maintain and reconcile monthly equipment, contractor, and hourly expense reports for monthly Legacy ACHF reporting.
9. Coordinate request for proposal activities for contracted Legacy ACHF producers.
10. Negotiate specific agreements to contract producers and vendors for all events/projects.
11. Secure Artist Release forms, Minor Participation forms as needed.
12. Ensure projects are in compliance with funding sources: Tribal, Corporation for Public Broadcasting (CPB), ACHF guidelines.
13. Ensure producers complete projects within the deadline and per KBFT specifications.
14. Share content for public distribution and coordinate broadcast commitments with KBFT staff as planned.
15. Provide content updates to the KBFT website, PRX (Public Radio Exchange) and AMPERS network.
16. Promote KBFT's Legacy ACHF projects on KBFT's digital communication channels and social media sites.
17. Assist Station Manager in management of Legacy Project budget.
18. Manage invoices and payments for contracted producers.
19. Deliver events/projects on time and on budget.
20. Submit event/project summary reports for partnership review, metric analysis to identify areas of success or necessary improvement.
21. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
22. Promote KBFT events by providing timely updates and details on KBFT's website and all Marketing channels.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Two (2) years' experience in event management.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate degree in related field.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Excellent oral, written and communication skills.</li><li>• Excellent broadcasting skills, including interviewing, writing editing and digital (Pro-Tools and/or Audition).</li><li>• Skilled as a board engineer.</li><li>• Strong organizational skills and ability to prioritize and juggle multiple projects.</li><li>• Awareness of and connection to diverse communities.</li><li>• Ability to work effectively with nonprofit management, staff, and organizations, as well as artists and the larger community.</li><li>• Ability to maintain and increase productive working relationships with a wide range of Contractors.</li><li>• Ability to meet deadlines.</li><li>• Experience with promotions and marketing.</li><li>• Able to work independently and as a productive member of the KBFT team.</li></ul> |

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- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

- None.

### **WORK ENVIRONMENT**

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### **OTHER**

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

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Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.