



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-056
EDUCATION
IT/AUDIO VISUAL TECH

Position Title:	IT/Audio Visual Tech	Pay Level:	\$21.95-\$32.93
Position Open Date:	6/27/2025- Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Education
Supervisor:	Language Program Manager		

POSITION SUMMARY:

Responsible for providing film, audio-visual, photography, media, and relevant technology services for the Department of Education programs, focused on virtual learning, technology implementation, language immersion, and support for language-related special projects as initiated by tribal leadership and/or respective tribal departments and programs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

An AA or BA degree in Cinematography or Film/Media is preferred; however direct film, audio, and visual experience of 4 or more years through an Apprenticeship Program or post-high school formal coursework will also be considered, as well as combination of both.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods; strength and agility to lift and carry up to 50 pounds of equipment; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provide film, video photography, and technical expertise and support to Tribal and Community Programs and/or Departments.
- Film & Edit Jemez Language lessons for Jemez Immersion & Language Programs within local schools, working with teachers, the Creative Team, and the Language Team.
- Provide hands-on training, instruction, and support to students/adults and staff working on film projects, whether school, program, or community-based.
- Collaborate on programs/events/activities with tribal, school, and community entities for the collective benefit of their initiatives/priorities.
- Begin to assist with the development of a Media/AV Program for the Education Dept.
- Begin to assist in the development of a Media/AV curriculum to be taught to students through program and school-based programming.
- Provide film, video, photography, and technical expertise and support to Film/photograph students/parents/families while in projects/activities/programs.
- Conduct interviews of Tribal Leaders, Parents, Students, Program Facilitators, Community members & Respective Program Staff for Program/highlight videos.
- Edit final products to be provided to schools, communities, granting agencies, and to share with the public.
- Work with the Pueblo of Jemez Communications Team and all relevant departments, programs, entities, and leadership to produce announcement to go out to the community through various social media platforms.
- Filming at designated sites throughout the community; production and editing work at the Department of Education.
- For film scripts, researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Follows up on projects, transmits information, and keeps informed of the department activities.
- Schedules and arranges for meetings; organizes own work, sets priorities, and meets critical deadlines.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Must be a team player with an ability to work with people and students of various ages.
- Comfortable with making presentations, coordinating meetings, and promoting programs and education-related projects.
- Understanding of practices and methods of community education, needs assessments, and program evaluation.
- Understanding of practices and methods of developmentally and linguistically appropriate Indigenous, multicultural, and bias-free curriculum support.
- Education trends and community needs, and resources.
- Computer/technology applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone/technologies.

Skill in:

- Effective communication skills, both verbal and written.
- Knowledge of computers, technology, and software.
- Understanding and following oral and written directions.
- Good organization and problem-solving skills.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Implementing program goals, objectives, procedures, and work standards.
- Implementing developmentally & linguistically appropriate indigenous, multicultural, and bias-free curriculum.
- Contributing effectively to the accomplishment of team, school, work, or department goals, objectives, and activities.
- Working effectively as part of a team and motivating team members to meet goals and objectives in the most effective and time-efficient manner.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024