



Job Title: Film Project Specialist (Entry Level)
Location: Hoonah or Juneau, Alaska
Reports to: Huna Heritage Foundation Executive Director
Status: Non-Exempt, Hourly Wage \$18.00 – 20.00, Part-time (20 Hours/Week)

Huna Heritage Foundation Mission: Enrich Our Way of Life in perpetuity.

Summary of Position: The Huna Heritage Foundation Film Project Specialist will work with the Community Specialist, Executive Director, and Archivist to create learning materials and short films from the archival holdings. This is a 2-year grant-funded position through August 2024. This position is funded by the Institute of Museum and Library Services as part of our grant project, "Bringing our Archives Full Circle."

Responsibilities & Duties:

- Promote and support the mission, vision, and values of HHF.
- Maintain effective working partnerships with the HHF Executive Director and HHF staff.
- Responsible for becoming familiar with the film footage held in the HHF Archives
- Learn Adobe Premier software program to be used for video editing.
- Watch film footage of elder interviews to extrapolate themes that will be used to determine the topics/categories the film series will cover.
- Help collect interviews from elders and cultural knowledge bearers to supplement footage from the archive when making new short films. Work with the Executive Director and Archivist to plan and edit the film footage.
- Edit materials, according to best practices and international standards for preservation and access, to be uploaded to the Huna Heritage Foundation Digital Archives, Mukurtu Content Management System (CMS).
- Ensure all required copies of the edited films and footage are properly stored per Huna Totem's Digital Plan.
- Work closely with the Archivist, Community Specialist, and Executive Director to promote the project through educational presentations, outreach, and posting to the HHF Digital Archives, YouTube and Facebook.
- Other duties as assigned

Qualifications, Skills, and Abilities:

- Knowledge of and experience working respectfully and effectively with Alaska Native peoples, cultures, and histories with an emphasis on Huna Tlingit culture.
- High school diploma required.
- Must have solid communication skills and ability to work respectfully with elders, community members and diverse groups of individuals.

- Excellent computer skills, proficient in Microsoft Office, including spreadsheets, database, and reporting tools. Proficient in the use of Adobe, with Adobe Premier experience preferred, or the willingness and ability to learn.
- Ability to deliver valuable and helpful public presentations in small and large gatherings using the most effective means of communicating to the audience.
- Must possess strong organizational skills and attention to detail.
- Experience interviewing elders, community members and cultural knowledge bearers preferred.

Core Competencies:

- Know and support HHF's purpose, vision, and values.
- Excellent written and verbal communication skills; ability to communicate with various individuals and groups.
- Demonstrated ability to build and maintain relationships with stakeholders to the benefit of the organization.
- Willingness and ability to be an effective member of a team and treat individuals respectfully regardless of position or status.
- Ability to address problems and conflicts, exercise judgment and make quality decisions consistent with the level of the position.
- Ability to be self-motivated, effectively prioritize tasks, meet deadlines, and adapt to frequent changes.
- Ability to conduct oneself with integrity and honesty.

NOTES: This position may require occasional travel. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Huna Heritage Foundation is an at-will employer. Huna Heritage Foundation is a cultural and educational non-profit affiliate of Huna Totem Corporation (HTC) and the laws that govern shareholder hire preference for Alaska Native Claims Settlement Act (ANCSA) corporations extend to hiring at HHF. Based on qualifications, preference in hiring and training may be extended in the following order: Qualified Shareholders; Qualified individuals who are spouses or descendants of shareholders; Qualified individuals who are registered shareholders of other Alaska Native Corporations; All others.

TO APPLY: Qualified applicants may send their cover letter, resume and three references to: amelia.wilson@hunaheritage.com. **Cover letters, resumes and references must be received on or before December 16, 2022, close of business.**

**To learn more about Huna Heritage Foundation please visit our website:
www.hunaheritage.org**