

KAWERAK POSITION DESCRIPTION

DIVISION: Natural Resources
JOB TITLE: Cultural Materials Development Specialist
POSITION STATUS: Full Time, Regular
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 8-9-10
REPORTS TO: Eskimo Heritage Program Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Cooperate with BSSD curriculum staff to integrate Inuit/Yupit knowledge from the EHP archives. Work to insure that the Strategies for Alaska Native Student Success (*SANSS*) cultural materials will support important learning goals for students in core academic areas and meet the standards for culturally responsive educators, schools, and students.
2. Design and create multimedia-based layouts, graphics, video, sound and/or content for use in K–12 classrooms with copyright permission as needed from Kawerak.
3. Develop layout design and concept; select and secure appropriate illustrative materials to integrate Inuit/Yupit traditional knowledge; prepare and provide print-based books and materials for use within K–12 BSSD classrooms.
4. Oversee style guidelines for *SANSS* materials and publications;
5. Perform technical duties in the production of video and audio projects:
6. a. CDs/DVDs, video streaming, other field and studio video and audio productions as necessary to develop the cultural materials;
- 7.b. Operate non-linear video and audio editing equipment including edit controllers, video cameras, hard disk video recorders, digital video storage devices, and audio mixers;
8. In coordination with the EHP Specialist, the Cultural Materials Developer will:
 - a. take photos for cultural materials and media use; edits and manipulates photos;
 - b. maintain and organize digital video and photograph archives.
9. Troubleshoot, test, and analyze computer problems and determine solutions; contact vendors to research products and resolve technical problems;
10. Make recommendations to EHP staff for upgraded hardware, software and other technical equipment purchases.
11. Assist other *SANSS* project staff in training BSSD staff in the use of these materials in the classroom.
12. Attend required Management Team meetings, Professional Development Team, and Consortium Leadership Team meetings and training as required by the *SANSS* grant.
13. Other duties as assigned by EHP Director

QUALIFICATION:

1. Associates Degree in Education, or related field. Must be familiar with curriculum work for K-12 education. Advanced coursework in multimedia, graphic design, communications, and Web design is desirable. Must be knowledgeable of the Bering Strait region, cultures and languages.
2. Progressively responsible experience in the conceptualization, design, and production of graphics, Web, and print materials: experience in non-linear video and audio editing/production and/or Web development environment.
3. Basic principles and techniques of public relations and marketing; Federal Accessibility standards; audio/visual equipment; Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat Professional), File Transfer Protocol (FTP) applications, Microsoft Office, video and audio editing software.
4. Able to operate computer platforms and operating systems in Mac OS and Windows; prioritize, organize, and schedule work assignments and projects; work individually on multiple projects in a deadline-driven environment; establish and maintain cooperative working relationships with those contacted during the course of work.

Native preference per Public Law 93-638

(Approved 9-24-14)