

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resource Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department

909 Packerland Drive  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resource  
Department

P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>

**POSITION TITLE:** Historical Multi-Media Specialist  
**Limited Term Contract (Up to two (2) years)**

**POSITION NUMBER:** 02149

**DEPARTMENT:** Oneida Cultural Heritage

**LOCATION:** 3703 Hillcrest Dr Green Bay WI

**DIVISION:** Governmental Services

**RESPONSIBLE TO:** Historical Archivist

**SALARY:** NE11 \$16.14/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**

**CLASSIFICATION:** Non-Exempt

**POSTING DATE:** July 22, 2016

**CLOSING DATE:** August 3, 2016

**Transfer Deadline:** July 29, 2016

**Proposed Start Date:** As Soon As Possible

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

#### **POSITION SUMMARY**

This position is responsible for creating user friendly multi-media resources utilizing historical information and the historical database. This position will be responsible for short and long range planning of multi-media resources and distribution. Continuation of this position is contingent upon funding allocations.

#### **DUTIES AND RESPONSIBILITIES:**

1. Create multi-media resources in a variety of formats including, but not limited to, videos, DVD, computer database with video clips, and print resources with historical documents.
2. Create a five (5) year plan for multi-media resource with cost estimates.
3. Operate and Identify equipment required to complete multi-media projects.
4. Responsible for using court records, historical indexes, catalogues, diaries, journals, Works Project Administration (WPA) documents, news files, obituaries, oral histories, Bureau of Indian Affairs (BIA) files published and unpublished materials, national and other archives, boarding schools records, historical and cultural events to complete curriculum on the website.
5. Assemble materials into a historical library with a cataloguing system.
6. Work closely with Historical staff in production of multi-media resources.
7. Conduct Elder interviews to include cataloging research accessible on the database by name and subject.
8. Work with other departments and schools to identify the most efficient multi-media resources.
9. Create a process for replication and distribution of the multi-media resources.
10. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
11. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures.
12. All other job related duties as assigned by supervisor.
13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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### **Historical Multi-Media Specialist**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; reach with hands and arms.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of Oneida history and culture.
2. Knowledge of excellent teamwork skills and ability to work with the history team.
3. Ability and willingness to provide interpersonal skills which require promoting tact, courtesy, respect, objectivity, maturity, and patience while interacting with a wide variety of personalities.
4. Ability to display excellent organizational skills. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
5. Ability to create multi-media resources utilizing videos, DVD, computer database, and print resources with historical documents.
6. Ability to research a wide variety of resources for Oneida historical documents.
7. Ability to operate standard office equipment such as a personal computer, telephone, fax machine, printer, and copier.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
12. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Two (2) years of experience in computer databases and software.
2. Knowledge of Past Perfect database.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Associates Degree in Visual Communications with the following concentrations: Multimedia & Digital Communications; Graphic Design; Multimedia and web design or closely related field with one (1) year of experience in multi-media production; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Must submit examples of multi-media work.