



COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

Kwaiik'it Gwekhekwaii Naii

P.O. Box 33

Fort Yukon, AK 99740

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www.catg.org

POSITION DESCRIPTION

TITLE: High School Multimedia Intern

The Yeendaa Geenjit Shrideegwirilii (YGS) program is seeking media interns interested in gaining professional, hands-on experience with multimedia archival collections management, access and preservation standards and best practices, specifically photo, film, video and audio materials.

The internship takes place from May 28 through June 15. The majority of the internship will take place at the June 2019 Yukon Flats Indigenous Language Revitalization Institute. Prior to the Institute, interns will attend the 4-day Alaska Teen Media Institute Camp to be held in Fort Yukon from May 28-31. Following participation in the Media Camp, interns will work from Sunday, June 2 through Saturday, June 15, under the supervision of the Language Institute Media Supervisor.

This opportunity is designed for an intern to work with experienced information professionals in recording and documenting the Gwich'in language. Interns will be assigned to work with multiple formats including Photo, Film & Video, and Audio. Interns will work on a variety of projects centered on multimedia collections.

Project tasks may include the following:

- Assisting in the recording of language speakers using photography, video and audio.
- Documenting language institute activities.
- Interviewing language participants and presenters.
- Cataloging and maintaining digital records.
- Editing video for content.
- Providing customer service for language instructors and elder speakers.
- Processing and/or cataloguing collections.
- Collaborate with YGS staff on producing material for YGS website.

Competencies Communication:

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Demonstrates openness in sharing information and keeping people informed.
- Asks questions to clarify, and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match the audience.

Teamwork:

- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

- Works collaboratively with colleagues to achieve organizational goals.
- Places team agenda before personal agenda.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.

REQUIREMENTS:

Must be a student currently enrolled in the Yukon Flats School District.

Preference will be given to students located in Fort Yukon, students from other communities will be considered but must be able to provide their own accommodations during the length of the internship (from May 28-June 15).

Must have completed a minimum of one of the Media Production courses offered through the YFSD CTE program (or have worked as a media intern at the 2018 YFILRI).

Must be eligible to work within the U.S. and provide appropriate identification (for I-9 form).

Perform all other duties and responsibilities as assigned.

Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

Title:	Multimedia Intern
Location:	Fort Yukon, AK
Supervision:	YGS Manager
Classification:	Temporary
Salary:	\$15 per hour
Approval:	
Closes:	
Contact:	Andrea Thomas, HR Manager 907-662-7534

Position Description: Multimedia Intern