

COMMUNICATIONS SPECIALIST

Job Overview:

The Communications Production Specialist, under the supervision of the Public Relations Manager, is responsible for the acquisition, organization and distribution of photography and videography assets for Wind Creek Hospitality's Public Relations Department. The Production Specialist supports the PR team by producing and editing motion and static content as necessary, and aids in its distribution through web site, intranet, and media communications (both print and video). The Specialist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

Purpose:

Our genuine engagement and positive energy provide guests, especially women, an escape from their ordinary world into our exciting fantasy world of play, chance, and possibility. With this contribution, we give them a feeling of belonging and importance.

Value System:

Our enthusiastic commitment to our purpose inspires and empowers us to do everything right, have fun, and be the best. We will be recognized fairly, elevating our levels of personal accountability, and focus on our customer. The resulting creation of wealth will grow opportunities for all.

Duties and Responsibilities:

Produces and edits videography and photography assets for the PR Department, its events and its promotional materials and publicity assets

Assists with the production and post-production of video content for delivery across multiple distribution channels, specifically the company Intranet, its corporate web site and social media sites as appropriate

Assists PR Team with the design, production and media selection for internal and external communication in a variety of formats. Coordinates content gathering within all departments as needed

Interfaces with corporate marketing team to ensure compliance with all brand and graphic standards

Keeps abreast of industry standards and innovations; recommend materials, equipment, software and training and conference attendance opportunities to maintain a competitive advantage, continually ensuring work produced is of the highest standards and superior to our competition whenever possible

Ensures adherence to corporate and Tribal company standards

Willing and able to professionally represent Wind Creek Hospitality and the Tribe

Must be able to work well with all levels organization

Must be able to professionally direct all media inquiries to PR Manager

Other duties and responsibilities as assigned.

Requirements:

Job Requirements: (please ensure you meet the listed requirements prior to applying)

High School diploma or GED required or currently enrolled and successfully complete a GED program within 6 months from start date as a condition of continued employment

Must be twenty-one (21) years of age or older

Bachelor's Degree in Marketing, Advertising, Graphic Design, Video Production, Photography, or Related Field- **required**

Two (2) years of professional experience in the field of graphic design, video production, post-production, or broadcasting- **required**

Two (2) years of experience in current video production, software such as Adobe Premiere, After Effects, and Photoshop within a MacOS Environment - **required**

Two (2) years of experience in the use of current state-of-the-art video and digital cameras, lighting equipment, and sound recording equipment- **required**

A portfolio showcasing a variety of video and photo website design work examples - **required**

Must be willing to produce a test project utilizing assets provided by the company - **required**

Must be a team player and possess the ability to work calmly and independently in difficult, high-pressure and high-stress situations with multiple deadlines

Possess a high level of maturity and the ability to maintain confidentiality

Willing to work odd and irregular hours including nights, weekends, and holidays

Willing to travel and participate in training as recommended or required

Must have a current State driver's license and an insurable driving record; for purposes of driving company vehicles

Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position

Must have willingness and ability to work in a smoke/secondary smoke environment

NATIVE AMERICAN INDIAN PREFERENCE IN HIRING POLICY SHALL BE ADHERED TO AT ALL TIMES

On-line applications are accepted at <http://www.windcreekhospitality.com/Careers>. For internal employees please submit your Internal Job Posting Form to your property's Human Resources office.

Complaints about the recruitment or selection process for employment should be directed in writing to office of the President and CEO of Wind Creek Hospitality.