



TK'EMLÚPS TE SECWÉPEMC

## JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>Multimedia Coordinator (Assistant Level)</b>
<b>DEPARTMENT:</b>	<b>Language &amp; Culture</b>
<b>SUPERVISOR:</b>	<b>Senior Multimedia Specialist</b>
<b>TERMS:</b>	<b>Full-time, Permanent</b>
<b>REFERENCE #:</b>	<b>2026-072</b>

### **Purpose of Position:**

The Multimedia Coordinator (Assistant Level) supports multimedia production and assists with language and cultural initiatives aligned with the organization's revitalization plan. While the primary focus is creating and managing digital media projects, this role also collaborates with departments on language resource development, cultural promotion, and curriculum support.

This position reports to the Senior Multimedia Specialist and works closely with all team members. It is expected to operate with the highest level of confidentiality and professionalism. The role interacts with a wide variety of Tk'emlúps te Secwépemc employees as well as internal and external representatives, including Tk'emlúps te Secwépemc membership, committees and working groups, other Secwépemc organizations, and municipal partners such as the City of Kamloops.

### **Duties and Responsibilities:**

- Plan, film, and edit multimedia projects such as videos, graphics, and promotional materials.
- Produce and design video, audio, and print-based media from original and stock sources.
- Respond to film requests and ensure compliance with permissions for filming on TteS lands and in buildings.
- Operate cameras, audio equipment, and lighting setups for indoor and outdoor shoots.
- Create culturally appropriate learning assets and promotional content.
- Manage post-production workflows, including editing and video compression for multiple platforms.
- Collaborate with the Language Planning Group to support initiatives that increase fluent speakers.
- Assist the Language Department in creating and updating language resources.
- Work with the Secwépemc Museum and Heritage Park to promote cultural programs locally and beyond.
- Support curriculum development and contribute to the TteS Publishing Plan for authentic resource materials.

### **Special Requirements:**

- Proficiency in Adobe Creative Cloud (After Effects, Illustrator, Photoshop, Premiere Pro, Audition).
- Experience in video production, animation, and post-production.
- Advanced skills in video/audio editing software.
- Ability to publish and optimize content for platforms such as YouTube.
- Social media content creation and promotion experience (Facebook, Instagram).

- Willingness to learn Secwepemctsin and cultural protocols.
- Outdoor filming in diverse environments and seasons.
- Occasional long hours depending on project requirements.
- Physical labor support as needed.

**Professional Certification, Education and Experience:**

- Diploma or certificate in computer sciences, Digital Arts and Design, Fine Arts, First Nation Studies with a minimum of 1-2 years of experience with multimedia and/or an equivalent combination of education and/or training.
- Knowledge of motion graphics, animation, or web design.
- Familiarity with social media content creation and digital marketing.
- Must be willing to continually upgrade knowledge, skills and abilities.
- Must pass Criminal Record Check.
- Must have a current valid BC Drivers Licence Class 5 and reliable transportation.
- Travel is a requirement.
- Knowledge of Secwepemc culture, history and lifestyle an asset
- Experience in indigenous organizations an asset

**Skills and Abilities:**

- Must be passionate and dedicated to the enhancement and perpetuation of the Tk'emlúps te Secwépemc dialect of the Secwépemc Language.
- Ability to work outdoors in varying conditions and lift equipment (up to 50 lbs).
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Excellent oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Proven ability to set priorities and meet deadlines.
- Ability to work independently.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to maintain confidentiality and professionalism in all interactions.
- Ability to work in multi-cultural settings.

**Benefits:**

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$25.98 - \$28.70 depending on education & experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is open until filled.**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment/>**

**or at our Human Resources office #320 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &**

**closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out**

**an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**