



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## LEGACY PROJECT MANAGER

### Position Description

<b>Opens: July 14, 2023</b>			
<b>Closes: July 28, 2023</b>			
<b>Department:</b>	Information Technology	<b>Reports to (title):</b>	Radio Station General Manager
<b>Job Code:</b>	N-12	<b>Job Location:</b>	Bois Forte Tribal Government Office – Nett Lake, MN
<b>Pay Range:</b>	Min: \$19.13 Mid: \$23.91 Max: \$28.69	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/24/2023
		<b>Revised Date:</b>	01/24/2023

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Legacy Project Manager coordinates and serves as liaison between content producers and other independent contractors engaged by KBFT radio, to oversee and document Legacy Amendment projects, including photographer(s), videographer(s) and/or engineer(s) for recording live broadcasts. The incumbent is responsible for executing the purpose of the 2013 Legacy amendment, which supports arts, art education and access to the arts, preserves Minnesota’s history and cultural heritage.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Ensure Legacy Project producers adhere to deadlines and adequately submit all project components per individual contract agreements.
2. Plan & Execute KBFT Legacy Arts, Cultural Heritage Fund Plan as outlined making sure that contractor agreements are in place at least 3 months in advance when timeframes allow.
3. Assist producers to define/revise content for "Elder Times" and "Younger Days".
4. Ensure compliance with artists' recording agreements for broadcast and/or archive of live or sound recordings.
5. Upload completed projects regularly to KBFT's website, the Public Radio Exchange (PRX), and AMPERS Network.
6. Work with Bois Forte Tribal Government staff/management, including the Program Administrators, and Cultural Coordinators to ensure collaboration and maximum participation opportunities.
7. Ensure mechanisms are in place to monitor and respond to listener/producer feedback including, but not limited to, electronic surveys, comment lines (telephone and social media), and Arbitron and/or web analytics.
8. Assist the Radio Station Program Manager in managing sound board engineers for Live ACHF segments when necessary.

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9. Ensure Legacy projects adhere to guidelines per the Minnesota Arts & Cultural Heritage Fund (ACHF).
10. Reconcile monthly Legacy Project expense reports to KBFT's ACHF grant criteria.
11. Coordinate request for proposal activities for contracted Legacy ACHF producers.
12. Assist contracted producers to develop and implement story ideas for Elder Times and Younger Dayz series.
13. Initiate specific agreements to contracted producers all Legacy ACHF projects.
14. Oversee Artist Release forms as needed.
15. Ensure projects are in compliance with Arts & Cultural Heritage Fund (ACHF) guidelines.
16. Ensure producers complete projects on deadline and per KBFT specifications.
17. Share content and coordinate broadcast schedules with KBFT staff.
18. Provide content updates to the KBFT website, PRX (Public Radio Exchange) and AMPERS network.
19. Market KBFT's Legacy ACHF projects on social media sites.
20. Manage Legacy Project budget.
21. Manage invoices from contracted producers.
22. Prepare summary of expenses for state ACHF grant manager.
23. Deliver the projects on time and on budget.
24. Oversee other administrative duties related to KBFT's Legacy Project.
25. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
26. Other responsibilities as assigned by the KBFT General Manager.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Two (2) years' experience in project management.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate degree in related field.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Excellent oral, written and communication skills.</li><li>• Excellent broadcasting skills, including interviewing, writing editing and digital (Pro-Tools and/or Audition).</li><li>• Skilled as a board engineer.</li><li>• Strong organizational skills and ability to prioritize and juggle multiple projects.</li><li>• Awareness of and connection to diverse communities.</li><li>• Ability to work effectively with nonprofit management, staff, and organizations, as well as artists and the larger community.</li><li>• Ability to maintain and increase productive working relationships with a wide range of Contractors.</li><li>• Ability to meet deadlines.</li><li>• Experience with promotions and marketing.</li><li>• Able to work independently and as a productive member of the KBFT team.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

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### PREFERRED QUALIFICATIONS

- None.

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.