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PEORIA TRIBE

OF INDIANS OF OKLAHOMA

118 S. Eight Tribes Trail • P.O. Box 1527
Miami, Oklahoma 74355

CHIEF
Craig Harper

SECOND CHIEF
Rosanna Dobbs

Peoria Tribe of Indians of Oklahoma Request for Qualifications

The Peoria Tribe of Indians of Oklahoma, in accordance with the policies of the Peoria Tribe, is soliciting responses from qualified individuals for the position of Media Production and Website Developer. This position will directly assist the Language Specialist with implementing useful technology and design for successful curriculum development of the Peoria language. The Media Production and Website Developer will aid the audio/video production, graphic design, website development and online class streaming of the Peoria language. Applicants should have an advanced understanding in media production, website configuration, online streaming and other skills needed to complete each project.

SUBMISSION

The deadline for responses is 1:00PM CST on Wednesday, April 27th. All respondents will be notified of the results by EMAIL, please provide accurate contact information.

Address responses to:

Attention: Charla EchoHawk
Peoria Tribe of Indians of Oklahoma
118 S Eight Tribes Trail
Miami, OK 74354
(or electronically at)
Charla EchoHawk
cechohawk@peoriatribe.com

Written responses should include:

- 1.) Cover Letter
- 2.) Resume
- 3.) References
- 4.) Samples, descriptions or short portfolio of web and video development history, website addresses or other creative ideas offered

Scoring System:

- Complex website production and design
- Experience with visual communication, digital arts and design, multimedia production
- Video and audio content development
- Technical support
- Experience with graphic design

Professional Services Required, but not limited to:

- Programming knowledge with HTML, Java & web tools
- Familiarity with Adobe CC Suite (Premier Pro, Animation, Illustrator, Photoshop, etc.)
- Desktop publishing using specific design features, layout and coding
- Video and audio content development
- Research and technical resourcefulness
- Excellent verbal and written communication skills