

WE ARE HIRING






Digital Content Creator

General Accountability:

The Digital Content Creator plays a specialized role within the Marketing and Tourism Team, focused on the planning, creation, and production of high-quality digital content that supports organizational communications, marketing initiatives, and storytelling objectives. The position is responsible for producing compelling visual and audio content that strengthens Tewatohnhi'saktha's brand, enhances community and client engagement.

Benefits:

-  Remote Work Option
(up to 2 days per week after probationary period)
-  Flex and Summer Hours
-  Paid Holidays
-  Paid Wellness
-  Employee Assistance Program
-  Professional Development

Deadline to apply:

**Thursday, April 23rd 2026,
at 4:00 PM**

Salary:

\$47,337.80 (annually)

Duration:

Indeterminate Full-Time
6 months probation

Normal Work Schedule:

Monday to Friday 8:30 AM to 4:00 PM
(37.5 hours per week)

Send your résumé, letter of intent, completed privacy waiver (available at kahnawakejobs.com), the name and contact information of two professional references & photo ID to:

Wathahí:ne Kirby, Human Resources
Administrator, at wathahine.kirby@kedc.biz

For more information:

kahnawakejobs.com | (450) 638-4280



JOB DESCRIPTION

POSITION: **Digital Content Creator**

IMMEDIATE SUPERVISOR (1): Director of Marketing and Tourism

IMMEDIATE SUPERVISOR (2): Tourism Development Manager

DATE: **March 2026**

ROLE OVERVIEW

The Digital Content Creator plays a specialized role within the Marketing and Tourism Team, focused on the planning, creation, and production of high-quality digital content that supports organizational communications, marketing initiatives, and storytelling objectives. The position is responsible for producing compelling visual and audio content that strengthens Tewaohni'saktha's brand, enhances community and client engagement, and complements the coordinated work of the Communications Coordinator, Social Media Coordinator, and Graphic Designer.

The expectation of the role is to provide effectiveness in content production. This includes translating approved messaging and creative direction into engaging digital assets while maintaining consistency with organizational standards, cultural values, and communication priorities.

GENERAL ACCOUNTABILITY

Working under the direction of the Director of Marketing and Tourism and in collaboration with the Marketing and Tourism Team, the Digital Content Creator is accountable for:

- Producing original digital content that supports communications, marketing, and tourism objectives.
- Translating approved messaging and campaign concepts into visual and audio formats suitable for digital platforms.
- Supporting coordinated digital storytelling efforts across websites, social media, and promotional campaigns.
- Maintaining technical and creative standards for digital content production.

KEY SPECIFIC RESPONSIBILITIES

1. Digital Content Production & Post-Production

- Produces high-quality video, photography, and audio content to support organizational storytelling, campaigns, and promotional initiatives.
- Captures content in studio and field environments, ensuring professional production quality.
- Edits and post-produces digital content to ensure clarity, consistency, and suitability across multiple digital platforms.
- Ensures all finalized assets align with brand guidelines and approved communication objectives.

2. Creative Planning & Story Development

- Contributes to the development of digital storytelling concepts, including scripts, shot lists, and interview frameworks.
- Collaborates with the Communications Coordinator and Social Media Coordinator to align content with editorial direction and campaign goals.
- Supports the translation of approved messaging into engaging visual and audio formats tailored to target audiences.

3. Digital Asset & Technical Management

- Maintains organized digital asset libraries to ensure content is properly catalogued, stored, and accessible to the Marketing and Tourism Team.
- Ensures the safe operation, basic maintenance, and inventory control of digital media equipment, including cameras, audio, and lighting tools.
- Prepares, tests, and properly stores equipment to support ongoing and future production activities.

4. Collaboration, Performance Awareness & Continuous Improvement

- Works collaboratively with the Marketing and Tourism Team to support campaigns, events, and peak workload periods.
- Supports the review of content performance and engagement trends in collaboration with team members.
- Provides input and recommendations to enhance content quality, reach, and overall effectiveness.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Post-secondary diploma or degree in Digital Media, Media Production, Communications, Film Production, or a related field.
- Three (3) years of professional experience in digital content creation, multimedia production, photography, or video production.

- Demonstrated experience **planning, capturing, editing, and producing digital media content** for websites, social media, and promotional campaigns.
- Experience working within **marketing, communications, media, or creative production environments**, contributing to coordinated campaigns or storytelling initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in the use of professional video, photography, lighting, and audio equipment, as well as industry-standard editing software.
- Ability to translate communications objectives and messaging into engaging visual and audio content.
- Strong interpersonal and relationship-building skills, with the ability to interact professionally with staff, leadership, community members, clients, and partners.
- Ability to conduct interviews, gather information, and capture authentic stories in a respectful and culturally appropriate manner.
- Strong organizational, time-management, and collaboration skills, with the ability to manage multiple projects and meet production deadlines.
- Valid driver's license and access to a vehicle required; willingness to learn Kanien'kéha; basic conversational French considered an asset.
- Understanding of lighting, sound recording, framing, and production workflows.
- Attention to detail and commitment to quality control.
- Ability to work independently and collaboratively within a team environment.
- Cultural awareness and willingness to learn Kanien'kéha; basic conversational French is an asset.

DECISION AUTHORITY

- Determines technical approaches to content capture, including equipment selection and production methods, within approved guidelines.
- Recommends creative and technical solutions to support approved communications and marketing initiatives.
- Operates within established budgets and submits recommendations for approval as required.

CONTACTS

- Marketing and Tourism Team members for coordination and collaboration.
- Internal staff and program areas for content development.
- Community members, clients, and partners as required for content capture and storytelling.

VISION, MISSION, AND CORE VALUES

The Digital Content Creator is responsible for modelling and promoting Tewaohnhhi'saktha's vision, mission, and core values in all digital content and professional interactions.

WORKING CONDITIONS

Normal office, studio, and field environments. A five-day work week; generally 8:30 a.m. to 4:00 p.m., with flexibility required to accommodate events, interviews, and production schedules. Some evening and weekend work may be required. Local travel is required.

The position requires the ability to handle light physical demands associated with equipment setup and field production.

THINKING ENVIRONMENT

Clearly Defined – Work is guided by defined objectives, policies, and standards, with creative problem-solving applied within established frameworks and access to guidance from senior team members.

THINKING CHALLENGE

Adaptive – Requires interpretive and creative thinking to respond to varying content needs, production conditions, and audience expectations.

ACKNOWLEDGEMENTS

Incumbent	_____	Date _____
Immediate Supervisor	_____	Date _____
Second Supervisor	_____	Date _____
Director of HR	_____	Date _____
Executive Director	_____	Date _____