



**Virgin Islands Public Broadcasting System
Job Posting
Chief Operating Officer
St. Thomas**

The Virgin Islands Public Broadcasting System is in search of a candidate to fill our Chief Operating Officer position. The successful candidate will lead, plan and manage all aspects of the Operations, Production, Programming, Producers, Facilities, New Media and Information Technology at the Virgin Islands Public Broadcasting System (VIPBS). The COO will establish plans and set objectives and goals that support the overall strategic plan of the System; Identify problems, evaluate alternatives and implement effective solutions; Communicate effectively and plan assign and/or supervise the work of others. The COO is also responsible for the day-to-day operations of the System in the absence of the CEO. In addition, the COO will assist the CEO with his/her duties and responsibilities and assist with managing the senior staff.

DUTIES AND RESPONSIBILITIES

- Develops and implements policies and procedures in support of operations, property and office management, programming, producing and technical assistance;
- Sets division goals and develops short, medium and long-range plans for the implementation of new programming, equipment, staff team building and the improvement of existing programming;
- Prepares and administers the division's budget;
- Determines programming content, hours of operations, special events coverage, etc.;
- Implements and oversee the station's marketing plan, developing ways to increase viewership, both internally and externally;
- Conducts research and analysis and prepares reports and agenda items;
- Ensures that all television equipment is in working order and recommend when new ones are necessary. Technology involving camera equipment and audio and video control boards change over time or need updating. Stay informed on the latest changes and know when it's in the station's best interest to upgrade;
- Designs and implements the division's strategic communications plan;
- Plans and approves schedules, budgets and logistics for all oversight divisions;

- Collaborates with affiliate organizations to oversee research and development, which entails identifying projects, managing funds, approving agreements, and ensuring contracts are properly executed;
- Assists in the development of a marketing plan to include public relations, advertising and special events to increase community support and awareness of programming;
- Supervises the management of the network infrastructure and workstations for the entire agency. Assist in the development, design and implementation of maintenance schedules for the infrastructure of each location;
- Develops program strategies to build viewing audience, and develop a mission to ensure future growth in a dynamic and competitive marketplace;
- Ensures all FCC, CPB and industry related guidelines are adhered to as specified for non-commercial broadcasters; and
- Collaborates with other divisions within WTJX such as Engineering, Business Office, Human Resources, Radio, and Development; provides information relative to production and its content in an effort to collectively achieve the System's mission and meet strategic objectives.

QUALIFICATIONS

- Bachelor's degree in Management or a Communications related field. In lieu of a degree, 10 years of television management experience;
- Minimum of two (2) years hands-on leadership experience in the television industry, specifically in the areas of managing production, programming, producers, facilities, and technicians *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Strong leadership skills with previous experience in managing and supervising a staff of 10 or more;
- Excellent writing skills;
- Experience working with financial reports and/or budgets reports;
- Ability to be creative and self-driven;
- Good knowledge and understanding of significant developments and trends in the industry;
- Ability to work flexible hours including weekends and evenings;
- Ability to be on-call (as needed) to address emergencies for the System;
- Ability to lift 30 pounds; and
- Ability to drive and must have a valid USVI Driver's License.

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation to:

Wendy Bailey, Director of Human Resources
wbailey@wtjx.org

This position will remain open until filled.