



# Senior Producer

External

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The Virgin Islands Public Broadcasting System has an opening for a Senior Producer. The successful candidate will be responsible for overseeing the production of the station's programs, shows and special events.

## **Duties and Responsibilities:**

- Plan, develop and implement the production of local live and or pre-recorded television programs (talk shows, music concerts and various sporting events) of acceptable broadcast quality, this would include from conception through outline, script, rough cut, fine cut, and delivery;
- Conceptualize programs with producer(s) and production staff to conceive show ideas, story ideas, and interview questions;
- Determine content for shows, guest speakers and special features, as well as work effectively with the programming and operations teams to assure clean execution;
- Manage and develop producer(s), as well as provide constructive criticism, feedback and supervision on day-to-day activities;
- Responsible for quality control, which includes writing, story selection, production value and editorial quality of shows, programs and events;
- Develop ideas, budgets, design sets and formulates marketing and distribution strategies;
- Develop scripts, coordinates interviews, as well as recruits and manages talent;
- Participate in the design of video graphics, titles, music and creative look of shows;
- Make editorial decisions regarding assembly of information, illustration, and content; and
- Provide requisite reports and program evaluations.

## **Qualifications:**

- Bachelor's degree in journalism or communications or related field preferred, plus 6 years of experience as a producer. In lieu of a degree, 8 years of experience as a producer; *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Four (4) years TV writing experience required;
- Excellent written, oral, and interpersonal communication skills;
- Ability to work flexible hours;
- Ability to manage many projects at once and direct the production crew;
- High degree of integrity, professionalism and positive work ethics;
- Ability to handle deadline pressure and work under the demands of shows, programs and events;
- Ability to lift 30 pounds;
- Ability to drive and must have a valid USVI Driver's License;

- Superior leadership and management skills, including previous direct responsibility for producers, writers and on- air talent in a television environment;
- Creativity with both strong editorial and writing experience;
- Ability to lead by example and work well with others at all levels; and
- Ability to work outdoors and in the sun as needed.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

**Scope of Supervision:**

No supervision required

**Supervisory Responsibilities:**

Supervise Features Producer and Production Crew as needed.

**Equipment to Be Used:**

Various production equipment including camera, avid and computers.

Interested applicants should submit a cover letter, resume, and three (3) professional letters of recommendation by February 22, 2019 to:

Wendy Bailey  
Director of Human Resources  
[wbailey@wtjx.org](mailto:wbailey@wtjx.org)

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer