

Virgin Islands Public Broadcasting System Traffic Coordinator I

Reports to Programming Manager
Classified/ Non-Exempt

Job Summary:

The Traffic Coordinator I is responsible for scheduling on-air television and radio programs. He/ She also prepares daily program logs for scheduled programs and assigns promotional material to appropriate time slots using Protrack and the System's radio traffic software.

Duties and Responsibilities:

- Schedules television channels and coordinates the scheduling of daily television/radio on-air activity including program recordings, promotions, continuity, and underwriting;
- Updates the monthly programming grid in the Take Twelve magazine using Adobe Indesign;
- Prepares daily program logs by obtaining information such as source, time, and length of program;
- Transfers promo reels to production and confirms documentation is complete and accurate;
- Calculates exact length of programs and time slots available for interstitial material; assigns interstitial material to be inserted between programs and utilizing the necessary tools in Protrack suited for best practice;
- Compile a list of programs to be promoted with accurate airdate and time for Interstitial Producer and/or production to edit on a biweekly basis;
- Coordinates the dubbing of local and biked programs;
- Creates and issues bi-weekly computerized program schedules as determined and approved by the Programming Manager; verifies accuracy of program schedule changes and/or additions as needed; and
- Addresses viewer complaints as instructed by Programming Manager.

Qualifications:

- High school diploma or its equivalent;
- Experience working with ProTrack or the ability to learn; *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Ability to work with minimal supervision;
- Strong communication skills and the ability to articulate details and errors;
- Ability to perform administrative functions;
- Ability to be organized and efficient;
- Ability to conform to the time demands of the programming and television environment;
- Ability to sit for long periods of time at the computer; and
- Ability to work beyond 8 hours a day.

Other Requirements:

- Ability to lift 30 pounds;
- Ability to drive a vehicle and must have a valid USVI Driver's License; and
- Ability to use general office equipment.

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 changes, 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: Works under general supervision.

Supervisory Responsibilities: None

Primary Equipment/ Software Used:

- Use of ProTrack and In Design software
- Use of Microsoft office applications

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

Wendy Bailey
Director of Human Resources
Virgin Islands Public Broadcasting System
wbailey@wtjx.org

This position will remain open until filled.

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer