



Who We Are: With the support of our members and sponsors, Rhode Island PBS serves the needs of all generations within Rhode Island and southeastern Massachusetts. We spark imagination, explore our history and reflect the values of our diverse community. Guided by civic engagement, we provide unique, high-quality local, national and international programming, and digital content that educates, inspires and engages.

Position Title: Traffic Manager

Reports To: Manager of Programming

Location: Providence, Rhode Island

Summary: The Traffic Manager is primarily responsible for the scheduling of interstitial elements and the completion of daily broadcast logs. Coordinate promotion request documents for production. Schedule underwriting spots as required. Provide back-up for other Traffic Manager as needed.

What the Traffic Manager Position Does:

- Prepare daily broadcast logs and reports including the scheduling of programs and interstitial elements according to the underwriting schedules, promotion plans and PBS standards. Reconcile broadcast logs.
- Coordinate production of weekly promos with editor.
- Request non-standard promos for targeted programming.
- Responsible for maintaining interstitial content library.
- Work closely with Master Control to ensure all broadcasts/promos/etc. air per schedule.
- Generate end-of-month broadcast reports including sponsor invoices.
- Schedule feeds – PBS, APT and NETA.

Education / Experience / Qualifications:

- Minimum of three (3) years TV Broadcast Traffic experience.
- Experience with Meyer's ProTrack a plus.
- Intermediate skills in Microsoft Excel and Word required.
- Strong ability to balance a variety of tasks while working under daily deadline pressure.
- Experience with PC database systems a plus.
- Detail oriented self-starter.
- Must be a team player.
- Must be available for occasional weekend and evening work, especially during major station events.

What We Offer:

At Rhode Island PBS, we foster a creative, dynamic workplace where employees can thrive, grow and connect with our mission. We offer a comprehensive benefits package that includes:

- *Health and Wellness Benefits* including health, dental and vision insurance;
- *403(b) Retirement Plan Benefit* that includes a 100% matching contribution up to 6% of the employee's contribution, plus a pre-tax employer discretionary match up to 2% of the employee's compensation;
- *Paid Time Off* package of 25 days, as well as a minimum of 12 holidays each year;
- *Other Benefits Options* including a flexible spending account, life insurance, long-term disability insurance, pet insurance, and other voluntary insurance options.

How to Apply: Interested applicants should email their resume and cover letter to careers@ripbs.org. Applications will be reviewed on a rolling basis but applications submitted by October 27, 2023 will receive priority consideration. Please indicate the position to which you are applying. No phone calls, please.

Rhode Island PBS is an equal opportunity employer committed to maintaining a diverse and inclusive workplace. People of color, people with disabilities, and LGBTQ candidates are encouraged to apply. We consider all applicants without regard to race, color, religion, gender identity, gender expression, sex, sexual orientation, national origin, age, disability, military service, or genetic information.