



**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: Manager of Programming**

**Reports To: Chief Content Officer**

**Location: Providence, Rhode Island**

**Summary:** The Manager of Programming plays a key role in ensuring Rhode Island PBS serves Rhode Island and Southern New England with high quality programming that engages, educates and entertains.

Rhode Island PBS offers a variety of shows. A total of 25% of our content is acquired from PBS, while 75% is either purchased or produced internally. The Manager of Programming makes important decisions on scheduling as well as supervising three staff members involved in programming and traffic.

**What the Manager of Programming Position Does:**

- Researching, planning and executing programming and scheduling activities for Rhode Island PBS and the Rhode Island PBS LEARN channels.
- Overseeing the Traffic department.
- Reviewing program offers from PBS, American Public Television, NETA and others. Measure against available program hours for a station on the Program Differentiation Plan (PDP).
- Curating content for Passport, our online streaming service for members.
- Closely monitoring and sharing Comscore, YouTube and streaming data to gauge program performance and drive data-driven decision making.
- Coordinate and manage the timely delivery of programming commissioned from independent producers.
- Coordinating technical evaluations and closed captioning scheduling with traffic managers.
- Coordinate with Director of Membership and Special Projects on fundraising programming.
- Assist in preparation of reports for the Federal Communications Commission, Public Broadcasting Service, Corporation for Public Broadcasting and other broadcasting and regulatory agencies.
- Managing legal paperwork associated with the releases and rights to all programs scheduled and acquired.
- Act as liaison with National Educational Television Association and American Public Television for presenting stations.
- Responsible for, with assistance from Traffic, program/content storage, tape library and archival on digital servers.

- Delivering and updating both schedules for all listing service.

#### **Education / Experience / Qualifications:**

- Bachelor's degree, or equivalent experience, required.
- 5-8 years in broadcast television experience with an emphasis on programming and traffic.
- Demonstrated expertise with the ProTrack program.
- Excellent written and oral communications skills.

#### **Additional Preferred Qualifications:**

- Demonstrated ability to source, identify and recommend programming for a local audience.
- Record of paying close attention to details and working well under deadline pressure.
- Collaborative, flexible and willing to conduct data-driven experiments to maximize success.
- Knowledge of budgeting and fiscal management.
- Knowledge of media rights and copyright regulations.
- Knowledge of FCC and other federal, state and local broadcasting regulations.
- Management experience of staff.
- Ability to organize, prioritize and follow multiple projects.
- Commitment to the mission of public media.

#### **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](mailto:careers@ripbs.org). Applications will be reviewed on a rolling basis but applications submitted by September 13, 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.