



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: Producer (part-time, temporary)

Reports To: Executive Producer

Location: Providence, Rhode Island

This is a part-time, temporary position through June 30, 2024.

Summary: This is a highly creative role that requires solid organizational skills, good communication, and strong collaboration. The Producer will create digital content as well as content for broadcast, coordinate assigned productions, research, arrange interviews, conduct interviews, communicate with production crew for assigned productions, log video, write scripts, track or find talent to track script, and collaborate with assigned team for electronic field production (EFP), studio or remote programs as assigned.

What the Producer Position Does:

- Produces arts and culture and community affairs programming, overseeing all aspects of the pre- and post-production process.
- Create digital content for on-demand as well as social media.
- Conducts necessary research to obtain information required to develop the story or concept.
- Coordinates the activities of staff assigned to the production.
- Successfully completes projects that meet Rhode Island PBS quality standards, on time and within budget.
- Prepares necessary reports or maintains log of production activities.
- Works collaboratively with production crew including photographers and editors in the development of production.

Education / Experience / Qualifications:

- Bachelor's degree in Journalism, Broadcasting, Communications, or related field or equivalent experience.
- Three years' experience in writing/producing programs in studio and on location.
- Must be a strong writer and storyteller.
- Ability to shoot video and edit on Final Cut Pro X preferred.
- Ability to produce a story from start to finish.

- Ability to tell impactful stories and maintain visual cohesiveness by assessing narrative and visual content.
- Knowledge of broadcast production techniques.
- Knowledge of equipment utilized in production and editing.
- Ability to communicate effectively.
- Ability to travel to shoots throughout New England, focusing on Rhode Island and southeastern Massachusetts.
- Must be available for occasional evenings and weekends.

How to Apply: Interested applicants should email their resume, cover letter, and reel to careers@ripbs.org. Applications will be reviewed on a rolling basis but applications submitted by November 9, 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.