



## Virgin Islands Public Broadcasting System

### VACANCY NOTICE

#### **Producer**

Location: St. Croix, Virgin Islands  
Unclassified/Exempt Employee position

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The Virgin Islands Public Broadcasting System has an opening for a Producer on the island of St. Croix. The successful candidate must be able to conceptualize and develop programming from beginning to end for the production department.

#### **Duties and Responsibilities:**

- Coordinate the production of shows, events, and programming from beginning to end.
- Produce quality shows with accurate information for the System.
- Coordinate productions from concept to the final product.
- Ensure that every program is in accordance with FCC and PBS rules and protocol.
- Ensure written permission is granted for all necessary venues.
- Plan, organize and manage the content of station programs, shows, guest list and special features.
- Work with programming, production, and the operations team to ensure smooth execution.
- Conceive show ideas, story ideas, and interview questions for shows and programming (very detailed oriented).
- Manage, develop, and delegate tasks to the production crew; and provide constructive criticism and feedback to maintain smooth operation of station's programming; and
- Communicate effectively (written and verbal) with production team, managers, operations staff, and other departments.
- Responsible for QC of assigned shows to include accurate titles, spellings, and content.

## **Qualifications:**

- Bachelor's degree in journalism or communications or related preferred, plus two (2) years of experience as a producer or associate producer; In lieu of a degree, four (4) years or more combined experience working as a producer or associate producer; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Two (2) 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 deadlines, pressure and work under the demands of shows, programs and events;
- Ability to drive and must have a valid USVI Driver's License;
- Creativity with both strong editorial and writing experience; and
- Ability to lead by example and work well with others at all levels.

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

Director of Human Resources  
Virgin Islands Public Broadcasting System  
P.O. Box 7879, St. Thomas, VI 00801

[hr@wtjx.org](mailto:hr@wtjx.org)

Visit our website at: <http://www.wtjx.org/employment>

**Application Deadline: Open until filled**

*Virgin Islands Public Broadcasting System is an Equal Opportunity Employer*