



Virgin Islands Public Broadcasting System

Vacancy Notice

Director of Radio Operations

Location: St. Croix, Virgin Islands

Unclassified/ Exempt Position

The Virgin Islands Public Broadcasting System has an opening for a Director of Radio Operations. The successful candidate is responsible for the day-to-day network operations of the radio station and coordinates the daily schedule of the on-air activity including program recordings, promotions, continuity, underwriting, and spots.

Duties and Responsibilities:

- Works with the engineering team to ensure effective technical planning. Must ensure strategies are in place to deliver maximum value to listeners in the target audience; proper formats are followed for radio programming; and announcements, news, and scheduled programs are aired as scheduled;
- Coordinates the production of all programs for on-air broadcast by the Radio Station ensuring that FCC rules and regulations and station requirements and other federal and local broadcasting regulations are adhered to.
- Maintains program logs, schedules, and accurate records.
- Report, document and address broadcast and engineering discrepancies with follow-through communication.
- Monitors and evaluates program effectiveness and recommends changes required for improvement;
- Participates in generating the long-term program strategy;
- Ensures that underwriting announcements and spots are worded properly to conform to our non-commercial license;
- Ensures technical quality and time constraints are met on all pre-recorded promotional, underwriting, legal identifications, and other material;
- Schedules replacements for missing programs, spots, and fillers; approves alteration of broadcast schedule for national emergency, press conference, or late breaking news;
- Monitors and establishes national network production feeds; informs requisite staff and management of programming notes of changes;
- Serves as communication liaison for national programming services and affiliates;
- Promotes the programming on the station on various media;
- Writes Quarterly Issues Reports for the station;
- Seeks sponsorship, funding, and underwriting for the station.
- Operates digital broadcast equipment.
- Performs all related duties as assigned.

Qualifications:

- Bachelor's degree in journalism, communications, business management or the equivalent preferred, plus 3 years of Radio Broadcasting experience.
- In lieu of a college degree, 5-7 years of prior work experience in Radio Broadcasting; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job;
- Two (2) years of experience in program management in the broadcasting field with experience working with networking and/or radio automation; and
- One year in a radio supervisory role.

Other Requirements:

- Knowledge of public radio principles, procedures, operations, and standards;
- Knowledge and understanding of radio communications facilities, distribution systems, and traffic log systems;
- Knowledge of public radio organizational structures, workflows, systems, fundraising, and operating procedures;
- Knowledge of on-air and remote broadcasting processes and procedures;
- Excellent written and oral communication skills as well as interpersonal skills;
- Ability to drive and must have a valid USVI Driver's License;
- Ability to work flexible hours, including nights and weekends and be on-call as needed;
- Ability to travel and overnight as needed;
- Ability to lift 30 pounds;

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

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

Via email: hr@wtjx.org

Application Deadline: Open until filled

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer