



VIRGIN ISLANDS
PUBLIC BROADCASTING SYSTEM

WTJX-TV | WTJX-FM 93.1
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Virgin Islands Public Broadcasting System

Crew Chief

Location: St. Thomas, Virgin Islands
Classified/Non-Exempt Employee position

The Virgin Islands Public Broadcasting System has an opening for a Crew Chief on the island of St. Thomas in the Virgin Islands. The successful candidate will be responsible for coordinating productions relative to crew functions and serving as the liaison between the Producer, Production Supervisor, and the Production Crew.

Duties and Responsibilities:

- Supervise and assist in the setup and striking of productions.
- Manage production equipment effectively and coordinate productions.
- Manage and/or perform dub sessions.
- Record, tag and complete inventory of tapes, community notes and/or promo reels.
- Resolve problems relative to exposure control, subject and camera movement, changes in subject distance during recording and related variables.
- Analyze video composition and adjust the position of equipment accordingly
- Supervise and operate cameras, microphones, lights, and accessories during and in preparation for remote and studio broadcasts.
- Complete long or short form, editing projects.
- Assist Producers or Production Supervisors in training the crew and managing the production equipment.
- Edit programs, promos, and other video productions on the AVID/Final Cut Editing System; and
- Edit long and short form programs independently with minimal instructions from producers and/or production supervisors.

Qualifications:

- High school diploma or equivalent.
- 5-8 years' experience working in a production environment; *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.
- Ability to operate studio and field audio/visual equipment proficiently (Kayak Switcher, Audio board, Flypack and related equipment, balance tripods, setting cameras on tripods, recording, white balancing, filtering cameras, mic attachments and audio monitoring, route VTRs and use Deko graphics generator).
- Ability to manage production crew and carry out directives from the Producers, Production Supervisors or Production Manager.
- Proficient in computers.
- Ability to organize and manage the storage of equipment.
- Ability to edit using AVID/Final Cut Pro platforms.



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- Proficient in Adobe Photoshop.
- Proficient in the following Microsoft applications (Word, Excel, Power-point).

Other Requirements:

- Ability to operate cameras efficiently.
- Ability to assess equipment and learn new equipment as needed.
- Ability to work well in a team environment and adapt to changing situations.
- Ability to lift 30 pounds.
- Ability to shoot handheld cameras during productions for 30 minutes.
- Ability to climb and descend from ladders and scaffolds.
- Ability to stand for 2-3 hours during productions.
- Ability to work overtime, nights and weekends as needed.
- Ability to work flexible hours and outdoors as needed.
- Ability to sit at a computer and stand for lengthy periods of time.
- Ability to add creative input to programs.
- Ability to troubleshoot minor technical problems with equipment.
- Ability to drive vans, trucks and cars and must have a valid USVI Driver's License.

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

Catrina Beyer
Interim HR Manager

Virgin Islands Public Broadcasting System
P.O. Box 7879
St. Thomas, VI 00801
cbeyer@wtjx.org

Application Deadline: Open until filled.

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer