



## **Virgin Islands Public Broadcasting System**

### **Production Supervisor**

Unclassified/Exempt

Location: St. Croix, Virgin Islands

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The Virgin Islands Public Broadcasting System has an opening for a Production Supervisor on the island of St. Croix in the Virgin Islands. The successful will be responsible for the coordination of the studio and out of studio productions. The Production Supervisor ensures that productions meet or exceed the System's quality standards.

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

- Recommends measures to improve production methods, equipment performance and quality of production.
- Ensures optimal equipment utilization by the crew.
- Reviews training needs of staff and make recommendations to Department Head.
- Manages the equipment inventory for the production department.
- Ensures steady flow of production activities.
- Motivates and develops a cohesive production team.
- Performs radio and television production duties.
- Manages staff requests for leave and working arrangements within the production team to ensure all operational areas of production are adequately staffed and maintained in a professional manner.
- Oversees the Production Department scheduling, production control, inventory control of equipment and output.
- Ensures that all production equipment is on a maintenance and repair schedule with Engineering Department and equipment maintenance is executed as assigned.
- Manages all arrangements for hotel accommodations, transportation, meals, uniforms, and travel allowances for production crew for special productions and events.
- Works with the Producers in the planning and staffing of produced programs.
- Prepares reports as required, including reports that cover the activities reflecting equipment and personnel needs of the production division.
- Supervises and directs the work of the production staff, to include organizing, prioritizing, and scheduling daily work assignments.
- Ensures production staff are tasked with assignments that will provide professional development, increase job knowledge, and experience.

- Provides guidance to the crew and provide technical assistance with trouble shooting production issues.
- Provides creative and smart solutions to addressing staff questions and concerns.

**Qualifications:**

- Any combination of education, experience and training that provides the required knowledge, skills and abilities to perform the job.
- Prior supervisory experience.
- Ability to properly manage production crew (performance, development, training).
- Five (5) years of non-linear editing experience.
- Ability to manage multiple projects.
- Excellent leadership and planning skills.
- Excellent organization, written and oral skills.
- Computer literate in Microsoft Office.

**Other Requirements:**

- Valid Virgin Islands driver's license and meet vehicle insurance standards.
- Ability to remain current with emerging broadcasting trends in Public Television Industry.
- Ability to lift 30 pounds.
- Ability to work flexible hours.
- Ability to travel and overnight as needed.

**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](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*