



## Virgin Islands Public Broadcasting System

### VACANCY NOTICE

#### Interstitial Producer

Unclassified/Exempt

Location: St. Thomas, US Virgin Islands

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The Virgin Islands Public Broadcasting System has an opening for an Interstitial Producer on the island of St. Thomas. The successful candidate will be responsible for producing, writing and editing interstitial materials including, but not limited to, public service announcements, program promotions, station identifications, special announcements, special features, and underwriting credits for the Virgin Islands Public Broadcasting System.

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

- Write, produce and edit on-air promos for local and national programs, special events, community outreach events, and other station activities;
- Write, produce and edit local public service announcements based on topics as directed by the Programming Manager;
- Write, produce and edit interstitial material for station breaks including announcements (i.e., disclaimers, station announcements, station identifications, etc.). Perform voice over for on-air promos and interstitial, as necessary;
- Collaborate with Programming Manager to seek and secure talent, sets, props, production sites, etc., for production of break interstitials and ideas for new material. Participate in the on-air creative and promotional planning for the station's programming and events;
- Retrieve graphics and interstitial elements from PBS services for the creation of interstitials. Shoot and edit video and audio; evaluate and select scenes in terms of dramatic, entertainment and educational value;
- Assist with providing creative and logistical guidance to producers and other production staff;
- Design, layout and illustrate content for the monthly Take 12 magazine;
- Create the fulfillment of interstitial material for on-air and monitor the technical and content quality of the end product; and
- Maintain current master video/audio copies of interstitials for on-air broadcast.

**Qualifications:**

- Bachelor's degree in Radio/TV and Film, or related field and four years experience in writing, producing, and editing promotional material, or high school diploma or equivalent (GED) and six years experience in television production, writing, producing, editing, and technical knowledge associated with operating video cameras; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Four (4) years of formal and hands-on training with the Avid or Final Cut;
- Proficiency in Photoshop, In Design, Acrobat, Illustrator Editing, and Adobe After Effects;
- Excellent written, oral, and interpersonal communication skills;
- Strong non-linear editing skills;
- Ability to work under deadlines with minimal supervision and the ability to handle multiple projects;
- Ability to work flexible hours;
- Ability to learn and acquire working knowledge of the Federal Communications Commission (FCC) and PBS regulations regarding on-air material and underwriting practices;
- Ability to work on editing systems for extended periods of time;
- Ability to lift 30 pounds; and
- Ability to drive and must have a valid USVI Driver's License.

**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  
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*