



## **Virgin Islands Public Broadcasting System**

### **Director of Radio Operations**

St. Croix Job Posting

Reports to Chief Executive Officer

Unclassified/ Exempt

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#### **Job Summary:**

The Radio Operations Director is responsible for coordinating the scheduling of daily on-air activity including program recordings, promotions, continuity, underwriting, and spots. In addition, the Radio Operations Director is responsible for coordinating the daily network operations of the radio station. He/She is also responsible for the day to day operations of the radio station.

#### **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 broadcast by the Radio Station;
- Maintains program logs, schedules, accurate records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations;
- 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;
- Ensures that FCC and station requirements are adhered to; and
- Seeks sponsorship, funding, and underwriting for the station.

**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 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;
- 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; ability to address broadcast and engineering discrepancies;
- Knowledge of FCC and other federal and local broadcasting regulations;
- Knowledge of on-air and remote broadcasting processes and procedures;
- Ability to stay current with developing trends in radio;
- Ability to operate digital broadcast equipment;
- Excellent written and oral communication skills as well as interpersonal skills;
- Excellent organizational skills;
- 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;
- Ability to drive and must have a valid USVI Driver's License;
- High degree of integrity, professionalism and positive work ethics;
- Ability to handle deadline pressure and work under the demands of shows, programs and events;
- Ability to lead by example and work well with others at all levels; and
- All other job related duties as assigned.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively and demonstrates group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

**Scope of Supervision:** No supervision required

**Supervisory Responsibilities:** None

**Equipment To Be Used:** Radio station equipment, production equipment, and scheduling software.

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

Jamilya Christopher  
Human Resources Manager  
[jchristopher@wtjx.org](mailto:jchristopher@wtjx.org)  
Virgin Islands Public Broadcasting System  
P.O. Box 7879  
St. Thomas, VI 00801

**Application Deadline: May 13, 2021**

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer