The Production Supervisor is 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.
- Motivate and develop a cohesive production team.
- 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; and
- Provides creative and smart solutions to addressing staff questions and concerns.

**Qualifications:**
- Associates Degree in TV/Film or related field, plus 3 years of experience working in the television industry. In lieu of a degree, 5 years of experience in television production;
or any equivalent combination of 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; and
- 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; and
- Ability to travel and overnight as needed.

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

Catrina Beyer  
Special Assistant to COO  
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_