Virgin Islands Public Broadcasting System

Production Manager
Location: St. Thomas, Virgin Islands
Unclassified/Exempt Employee position

Job Summary:

The Production Manager is responsible for all technical and operational aspects of productions, programs, shows, and special on-air events. The Production Manager also manages all producers for the System.

Duties and Responsibilities:

- Manages all production activities for the television station, which include, but is not limited to; talk shows, music concerts, sporting events, program series, etc. that may occur in studio or on remote production sites.
- Responsible for the quality on-air standard of all the System’s original programming.
- Reviews and approves production requests to determine the most efficient execution including staging and lighting environment for television productions.
- Ensures that productions are moving along according to the timeline set for scheduling.
- Approves the production budget for all productions, shows, and special events.
- Approves graphic designs, music, layout, and creative look of shows.
- Approves production schedules and breakdowns to confirm that sufficient time has been allocated for all aspects of the production process.
- Ensures all crew members’ conditions of work are in compliance with the relevant agreements and regulations.
- Meets with Producers and other senior production staff to examine scripts and program ideas.
- Works with Engineering Department to ensure all productions are of acceptable broadcast quality.
- Oversees and manages the day-to-day operations of the Producers and Production Divisions, and provide constructive criticism, feedback, and technical expertise.
- Conducts on-going evaluations and monitoring of production operation and implement action plans to improve the station’s overall on-air image and quality standards.
- Create quality standards for all local programming.
- Evaluate and update existing shows.
- Evaluate contract hosts performances and advise them.
- Coordinates a talent pool to host or provide commentary for shows.
- Coordinates Focus Groups.
- Schedules creative input sessions with relevant personnel to ensure quality standards are met and programming is appealing to all viewers as per the System’s mission.

Ensure that the System’s policies and procedures are being enforced in supervised areas.

Qualifications:

- Bachelor’s degree in journalism or communications or equivalent preferred, plus 8 years of experience as a producer. In lieu of a degree, 10 years of experience as a producer; or any
equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.

- Six (6) years TV writing experience required.
- Extensive knowledge of all facets of a broadcasting operation including production, technical operations, and scheduling.
- Proven ability as a team builder and leader that provides clear structure and managerial oversight.
- Knowledge and experience in broadcast technology and its integration to support and improve production capability and quality.
- High energy, self-motivated, “can do attitude”, has the ability to multi-task and outstanding attention to details are essential.
- Excellent written, oral, and interpersonal communication skills.
- Ability to manage many projects at once and manage the Producers.
- High degree of integrity, professionalism, and positive work ethics.
- Ability to handle deadline pressure and work under the demands of shows, programs, and events.
- Superior leadership and management skills, including previous direct responsibility for producers, writers, and on-air talent in a television environment.
- Creativity with both strong editorial and writing experience.
- Ability to lead by example and work well with others at all levels.
- Ability to work outdoors and in the sun as needed.
- Budget and financial skills and abilities.
- Strong background in television news broadcasting.
- Knowledge of production and technical standards.
- Initiative, problem solving skills and advanced analytical skills.
- Precise attention to detail and methodical approach to work.

Other Requirements:
- Valid Virgin Islands driver’s license and meet vehicle insurance standards.
- Resourcefulness and the ability to troubleshoot.
- 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) 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