

← Back to jobs

### Promo Producer

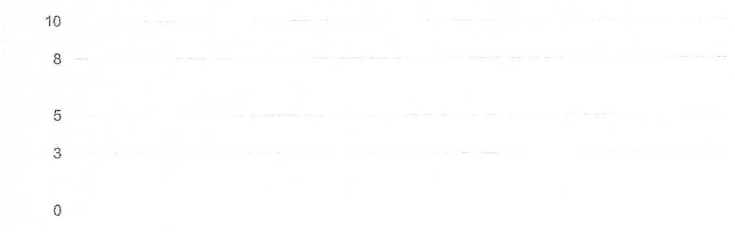
South Florida PBS – Boynton Beach, FL

#### Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week ⓘ



0	250.00 (USD)	0.00 (USD)
Views	Budget	Cost

Increase budget for more clicks

#### Candidates

Awaiting review <b>0</b>	Total (excluding rejected) <b>21</b>
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23 Rejected

#### Job description

South Florida PBS is looking for a creative and innovative thinker to become our new Promo Producer. Under the general supervision of the VP, Marketing and Communications, the Promo Producer will be responsible for the development, writing, shooting, directing, and editing of promos for South Florida PBS' Channels (WPBT, WXEL and Health Channel) for on-air events and programing promotions, social media marketing campaigns and digital marketing campaigns.

This position will assume creative decision-making authority for decisions relating to promo productions. Will research and prepare materials and scripts, interview guests, coordinate and supervise in-house and remote productions and schedules and develop concepts and ideas, while collaborating with the Marketing and Communications Team.

Successful candidate will possess initiative in developing concepts for promotional campaigns. Project management skills and proven abilities in writing, producing, and editing are a must. Familiarity with television production equipment. Knowledge working with Adobe Suite products, Final Cut or Adobe Premiere and Microsoft Office programs. Experience with online video platforms, and social media applications. Excellent oral and written communication skills. Must be reliable, organized, and self-motivated and have great attention to detail. Experience working in fast-paced, collaborative teams. Sound judgement as to journalistic standards. Works well under pressure.

High school graduate or equivalent. Coursework in Mass Communications preferred. Formal training in television production.

Job Type: Full-time

Salary: \$55,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off

Schedule:

• Monday to Friday  
Work Location: In person

• Closed 

[View public job page](#)

### Application Settings

#### Application method

Email

#### Require resume

Yes

#### Application updates

mwestby@southfloridapbs.org

Also send an individual email update each time someone applies.

#### Candidates contact you (email)

Yes, at email address provided

### Details

**Posted:** March 14, 2022

**Views:** 0

**Applications received:** 44 total

### Budget

**Job budget:** 250.00 (USD) monthly

**Cost:** 0.00 (USD)

 [View performance report](#)

Promote this job for more candidates:





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# Invoice

Indeed, Inc  
Mail code 5160  
P.O. Box 660367  
Dallas, TX  
75266-0367

Invoice #: 59409427  
Date: 03/31/2022  
Due Date: 03/31/2022

**Bill to:** South Florida PBS  
PO BOX 610002  
Miami, FL 33261-0002

Total Amount: 169.82 USD

**Total Due: 0.00 USD**

Description / Memo	Amount
March 2022 Sponsored Jobs on Indeed.com	169.82 USD
Sales tax	0.00 USD
<b>Total Amount</b>	<b>169.82 USD</b>

**PAID INVOICE**  
**THIS INVOICE IS FOR YOUR RECORDS**

**Date: 03/31/2022**

**Terms: Due upon receipt**

**Due Date: 03/31/2022**


Information in "Bill To" section may be updated



# Invoice

Indeed, Inc  
Mail code 5160  
P.O. Box 660367  
Dallas, TX  
75266-0367

Invoice #: 61169017  
Date: 04/30/2022  
Due Date: 04/30/2022

**Bill to:** South Florida PBS  
PO BOX 610002  
Miami, FL 33261-0002  


Total Amount: 300.00 USD

**Total Due: 0.00 USD**

Description / Memo	Amount
April 2022 Sponsored Jobs on Indeed.com	300.00 USD
Sales tax	0.00 USD
<b>Total Amount</b>	<b>300.00 USD</b>

**PAID INVOICE**  
**THIS INVOICE IS FOR YOUR RECORDS**

**Date: 04/30/2022**

**Terms: Due upon receipt**

**Due Date: 04/30/2022**

Information in "Bill To" section may be updated



# Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • [SouthFloridaPBS.org](http://SouthFloridaPBS.org)

Date: 03/29/2022

Schedule Interview  
Schedule Interview

Interview Date: 3/30/2022

Interview Time: 4p

Supervisor Name:

Interview Location:

Note:

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

mwestby  
4/20/2022, 9:29 AM

Background Check

No Issues

Note: No Issues. Sending report via email for review.

SFPBS requires a sophisticated and detailed background and pre-employment investigation process. Should this process determine any inaccurate or incomplete information, it will result in you either being disqualified from employment with SFPBS as an applicant, or it will result in termination of your employment if the inaccuracies are discovered subsequent to your employment with SFPBS. Accordingly, SFPBS strongly suggests that you NOT complete this application until you have the time and accurate information to do so.

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## Employment Data

Type of work desired PROMO PRODUCER Salary desired 62,720.00

Date available \_\_\_\_\_

Check appropriate box for type of employment:  Regular/Full-Time  Part-Time  Freelance  Intern

## Personal Data

Last Name	First	Middle	Social Security #
[REDACTED]	[REDACTED]	[REDACTED]	DHerron 4/21/2022, 8:04 AM
Present Address: (street, city, state, zip)			Review Background No Issue Note:
[REDACTED]			[REDACTED]
Telephone: <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell	Department: 530-COMMUNICATIONS		Email: [REDACTED]
Referred by: <u>indeed.com</u>			mwestby 4/20/2022, 9:28 AM
If related to anyone in our employ name and department: <u>No</u>			Interview Accept
If hired, can you furnish proof you are eligible to work in the United States?*			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: moving forward with applicant
*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.			
Are you color blind? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			jazcuy 3/30/2022, 11:28 AM
Have you ever been employed by South Florida PBS - WPBT2 or WXEL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Department Head Review Accept Note:
From:	To:		





# Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • [SouthFloridaPBS.org](http://SouthFloridaPBS.org)

Date: 03/30/2022

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## Employment Data

Type of work desired PROMO PRODUCER Salary desired 60,000.00

Date available 05/16/2022

Check appropriate box for type of employment:  Regular/Full-Time  Part-Time  Freelance  Intern

## Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) mwestby  
4/4/2022, 9:38 AM

HR Application Review  
Accept  
Note: for your review

Telephone:  Home  Cell [Redacted]  
Department: 530-COMMUNICATIONS  
Email: [Redacted]  
Assignee to: jazcuy

Referred by: Indeed jazcuy  
5/6/2022, 12:02 PM

If related to anyone in our employ name and department: No Department Head Review  
Deny

If hired, can you furnish proof you are eligible to work in the United States?  Yes  No  
Reason: Already decided on hiring someone else

\*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind?  Yes  No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL?  Yes  No

From: \_\_\_\_\_ To: \_\_\_\_\_





# Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 04/08/2022

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

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## Employment Data

Type of work desired PROMO PRODUCER Salary desired 55,000.00

Date available 04/18/2022

Check appropriate box for type of employment:  Regular/Full-Time  Part-Time  Freelance  Intern

## Personal Data

Last Name	First	Middle	Social Security #
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Present Address: (street, city, state, zip)

[REDACTED]	mwestby 4/11/2022, 9:02 AM HR Application Review	[REDACTED]
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Telephone:  Home  Cell Email: [REDACTED]

Referred by: Indeed.com Department: 530-COMMUNICATIONS Assignee to: jazcuy

jazcuy  
 5/6/2022, 12:02 PM  
 Department Head Review  
 Deny  
 Reason: Already decided on hiring someone else

If related to anyone in our employ name and department:

If hired, can you furnish proof you are eligible to work in the United States?  Yes  No

\*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind?  Yes  No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL?  Yes  No

From: To:





# Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 03/17/2022

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## Employment Data

Type of work desired PROMO PRODUCER Salary desired 40,000.00

Date available 04/18/2022

Check appropriate box for type of employment:  Regular/Full-Time  Part-Time  Freelance  Intern

## Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] [Redacted] [Redacted]

Present Address: (street, city, state, zip) [Redacted]

Telephone:  Home  Cell [Redacted]

Department: 530-COMMUNICATIONS Email: [Redacted]

Referred by: Indeed

If related to anyone in our employ name and department: No

If hired, can you furnish proof you are eligible to work in the United States?  Yes  No

\*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind?  Yes  No

Have you ever been employed by South Florida PBS - WPBT2 or WXEL?  Yes  No

From: To:

mwestby  
3/17/2022, 9:27 AM  
Schedule Interview  
Deny  
Reason: not moving forward

mwestby  
3/17/2022, 10:08 AM  
HR Application Review  
Accept  
Note: For your review.  
Department: 530-COMMUNICATIONS  
Assignee to: jazcuy

jazcuy  
3/18/2022, 9:10 AM  
Department Head Review  
Accept  
Note:

## Monica Ramos Westby

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**From:** Monica Ramos Westby,  
**Sent:** Monday, March 7, 2022 10:33 AM  
**To:** [REDACTED]  
**Subject:** Career Ops Page  
**Attachments:** Promo Producer.docx

Hi [REDACTED],

Hope you had a nice weekend. When you have a moment, please add the attached job posting to our websites under Marketing & Communications. Also, please add the "apply here" link.

Thanks,  
Monica

Monica Ramos Westby, SHRM-CP  
Human Resources Manager  
Office: [REDACTED]  
Email: [REDACTED]



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## Promo Producer

South Florida PBS is looking for a creative and innovative thinker to become our new Promo Producer. Under the general supervision of the VP, Marketing and Communications, the Promo Producer will be responsible for the development, writing, shooting, directing, and editing of promos for South Florida PBS' Channels (WPBT, WXEL and Health Channel) for on-air events and programing promotions, social media marketing campaigns and digital marketing campaigns.

This position will assume creative decision-making authority for decisions relating to promo productions. Will research and prepare materials and scripts, interview guests, coordinate and supervise in-house and remote productions and schedules and develop concepts and ideas, while collaborating with the Marketing and Communications Team.

Successful candidate will possess initiative in developing concepts for promotional campaigns. Project management skills and proven abilities in writing, producing, and editing are a must. Familiarity with television production equipment. Knowledge working with Adobe Suite products, Final Cut or Adobe Premiere and Microsoft Office programs. Experience with online video platforms, and social media applications. Excellent oral and written communication skills. Must be reliable, organized, and self-motivated and have great attention to detail. Experience working in fast-paced, collaborative teams. Sound judgement as to journalistic standards. Works well under pressure.

High school graduate or equivalent. Coursework in Mass Communications preferred. Formal training in television production.

Please submit links to your recent work and resume w/ salary requirements to:  
HR, South Florida PBS, PO Box 610002, Miami, FL 33261-0002 or  
E-mail [humanresources@wpbt.org](mailto:humanresources@wpbt.org). EOE, M/F/D/V.

**South Florida PBS** is a community-licensed public television station serving South Florida from the Treasure Coast to the Florida Keys. South Florida PBS produces and provides programs and services to the community through varied media platforms. The region served is dynamic, diverse, and rich in arts and culture.

## Monica Ramos Westby

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**From:** [REDACTED]  
**Sent:** Monday, March 7, 2022 11:02 AM  
**To:** Monica Ramos Westby,  
**Subject:** Re: Career Ops Page

This is up on the website.

**SOUTH FLORIDA PBS**  
WPBT • WXEL

[REDACTED] Interactive Media Manager  
**Office:** [REDACTED]  
**Email:** [REDACTED]

---

**From:** Monica Ramos Westby, [REDACTED]  
**Sent:** Monday, March 7, 2022 10:32 AM  
**To:** [REDACTED]  
**Subject:** Career Ops Page

Hi [REDACTED]

Hope you had a nice weekend. When you have a moment, please add the attached job posting to our websites under Marketing & Communications. Also, please add the "apply here" link.

Thanks,  
Monica

**Monica Ramos Westby, SHRM-CP**  
Human Resources Manager  
**Office:** [REDACTED]  
**Email:** [REDACTED]

**SOUTH FLORIDA PBS**  
WPBT • WXEL  
f @ t v



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## Monica Ramos Westby

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**From:** [REDACTED]  
**Sent:** Thursday, May 5, 2022 10:42 AM  
**To:** Monica Ramos Westby,  
**Subject:** Re: Career Ops page

Hi Monica,

The page has been updated.

**SOUTH FLORIDA**

[REDACTED] | Director, Interactive Media.

Office: [REDACTED]

Email: [REDACTED]

---

**From:** Monica Ramos Westby, [REDACTED]  
**Sent:** Thursday, May 5, 2022 10:19 AM  
**To:** [REDACTED]  
**Subject:** Career Ops page

Hi [REDACTED]

When you have a moment, please remove the following position from our page as they have been filled.

Promo Producer  
Assistant to the Managing Director  
Director, Major Gifts

Thanks,  
Monica

**Monica Ramos Westby, SHRM-CP**  
Human Resources Manager  
Office: [REDACTED]  
Email: [REDACTED]

**SOUTH FLORIDA**



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# Application for Employment

P.O. Box 610002 • Miami, FL 33261-0002 • 305.949.8321 • SouthFloridaPBS.org

Date: 03/29/2022

Schedule Interview  
Schedule Interview

South Florida PBS, Inc. ("SFPBS") is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been treated or discriminated against for any reason, please notify the Chief Operating Officer or President & CEO in writing, so that we may promptly address your concerns.

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## Employment Data

Type of work desired PROMO PRODUCER Salary desired 60,000.00

Date available 04/25/2022

Check appropriate box for type of employment:  Regular/Full-Time  Part-Time  Freelance  Intern

## Personal Data

Last Name First Middle Social Security #

[Redacted] [Redacted] mwestby [Redacted]  
3/30/2022, 8:52 AM

Present Address: (street, city, state, zip) [Redacted]  
HR Application Review  
Accept  
Note: For your review.  
Department: 530-COMMUNICATIO [Redacted]  
Assignee to: jazcuy

Telephone:  Home  Cell [Redacted] Email: [Redacted]

Referred by: station website mwestby 5/16/2022, 9:30 AM

If related to anyone in our employ name and department: Deny  
Interview

If hired, can you furnish proof you are eligible to work in the United States?  Yes  No  
Reason: Moved forward with another candidate after interview.

\*Proof of age, eligibility for employment in the U.S. and your permanent address will be required after employment.

Are you color blind?  Yes  No jazcuy 3/30/2022, 11:28 AM

Have you ever been employed by South Florida PBS - WPBT2 or WXEL?  Yes  No Department Head Review Accept

From: To: Note:

**Monica Ramos Westby**

---

**From:** Monica Ramos Westby,  
**Sent:** Thursday, March 31, 2022 4:23 PM  
**To:** Monica Ramos Westby,  
**Cc:** Monica Ramos Westby,  
**Subject:** Employment Opportunities at South Florida PBS  
**Attachments:** Assistant to the Managing Director.docx; Development & Administrative Specialist.docx; Promo Producer.docx; Director of Business Development & Underwriting.docx

Good afternoon, attached please find the most recent job posting for currently open positions. Please share with any interested parties.

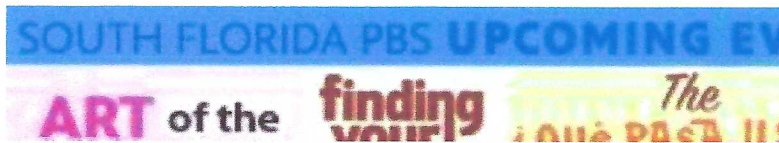
Have a great week!

Best regards,

Monica

**Monica Ramos Westby, SHRM-CP**  
Human Resources Manager  
Office: [REDACTED]  
Email: [REDACTED]

SOUTH FLORIDA



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'Amy Raphael' <careerservices@mail.barry.edu>; 'Anthony C. Krayner III' <tkrayner@comcast.net>;  
'Bert Delgado' <delgadob@fiu.edu>; 'Betty Gradera' <bettyg@camacol.org>; 'Cristina L. Mendoza'  
<crmendoza99@aol.com>; 'Dan Lynch' <toppel@miami.edu>; 'David Rich'  
<davidrich38@bellsouth.net>; 'drogerspb@yahoo.com'; 'Edward W. Easton'  
<eweaston@theeastongroup.com>; 'Edwin A. Huston' <hustonfll@aol.com>; 'Florida Atlantic  
University' <jwatson@fau.edu>; 'Fred Berens' <fred.berens@wfadvisors.com>; 'George T. Elmore'  
<gteharvey@aol.com>; 'Harvey A. Goldman' <hrg5756@aol.com>; 'Harvey Chaplin'  
<harveychaplin@southernwine.com>; 'Herbert A. Tobin' <htobin@tobinprop.com>; 'Herbert G.  
Yardley' <herbg@masseyyardley.com>; 'Irving Bolotin' <irvbo@bellsouth.net>; 'jlowell@pgre.com';  
'James D. Camp Jr.' <jdcamplaw@aol.com>; 'Joel T. Strawn' <jstrawn@smclawfirm.com>;  
'jarguelles903@gmail.com'; 'Mark Cook' <mwc@cookint.com>; 'Laurie Silvers'  
<laurie@exec.hollywood.com>; 'Rebecca Farmer' <now@now.org>; 'Richard W. Morgner Jr.'  
<rmorgner@jefferies.com>; 'sbatchelor@tbfinc.org'; 'Susan Hantman' <srhantman@aol.com>;  
'William F. Cooper' <bcooper@adventuretrav.com>; 'William L. Ford' <docford@aol.com>;  
'William L. Morrison' <wlm1@ntrs.com>; 'Helen Ferre' <haferre@aol.com>; 'Wendy Sartory Link'  
<wsartory@alslaw.com>; 'Young Song' <ysong@songandassociates.com>; 'Robert G. Baal'  
<bobb@baptisthealth.net>; 'peter.bermont@raymondjames.com'; 'alj@crsjetspares.com';  
'margaret.callihan@suntrust.com'; 'paul.dimare@dimarefresh.com';  
'DPrather@clarkfountain.com'; 'dwight@dstephenison.com'; 'nicholas\_j\_zaffiris@uhc.com';  
'norourke@aia.edu'; 'spalacios@aia.edu'; 'jacques.joseph@careersourcesfl.com';  
'carolynchin@yahoo.com'; 'dclark@beonair.com'; 'KATHERINE SOFFIA' <ksoffia74@yahoo.com>;  
'rblattner@clwrg.com'; 'kolahr@aol.com'; 'lsanchez@aia.edu'; 'cpersichilli@citycollege.edu';  
'dclark@beonair.com'; 'info@nhmc.org'; 'now@now.org'; 'dsomerville@newenglandtech.com';  
'mbainternships@huizenga.nova.edu'; 'mfleming@pbcalliance.com'; 'mediajobbank@limail.us';  
'dyeakel@wpb.org'; 'djaffe@lynn.edu'; 'pmichelekessler@gmail.com'; 'lkor@icloud.com';  
'mansolillos@gmail.com'; 'jschlosser@perriconemd.com'; 'hrobinson@miami.edu';  
'cmt@trippscott.com'; 'palmbeachworks@vecelligroup.com'; 'gweaver5300@aol.com';  
'michaelzi@baptisthealth.net'; 'margareteidson@mac.com'; 'ucstec@hotmail.com'



## Promo Producer

South Florida PBS is looking for a creative and innovative thinker to become our new Promo Producer. Under the general supervision of the VP, Marketing and Communications, the Promo Producer will be responsible for the development, writing, shooting, directing, and editing of promos for South Florida PBS' Channels (WPBT, WXEL and Health Channel) for on-air events and programming promotions, social media marketing campaigns and digital marketing campaigns.

This position will assume creative decision-making authority for decisions relating to promo productions. Will research and prepare materials and scripts, interview guests, coordinate and supervise in-house and remote productions and schedules and develop concepts and ideas, while collaborating with the Marketing and Communications Team.

Successful candidate will possess initiative in developing concepts for promotional campaigns. Project management skills and proven abilities in writing, producing, and editing are a must. Familiarity with television production equipment. Knowledge working with Adobe Suite products, Final Cut or Adobe Premiere and Microsoft Office programs. Experience with online video platforms, and social media applications. Excellent oral and written communication skills. Must be reliable, organized, and self-motivated and have great attention to detail. Experience working in fast-paced, collaborative teams. Sound judgement as to journalistic standards. Works well under pressure.

Hi school graduate or equivalent. Coursework in Mass Communications preferred. Formal training in television production.

Please submit links to your recent work and resume w/ salary requirements to:  
HR, South Florida PBS, PO Box 610002, Miami, FL 33261-0002 or  
E-mail [humanresources@wpbt.org](mailto:humanresources@wpbt.org). EOE, M/F/D/V.

**South Florida PBS** is a community-licensed public television station serving South Florida from the Treasure Coast to the Florida Keys. South Florida PBS produces and provides programs and services to the community through varied media platforms. The region served is dynamic, diverse, and rich in arts and culture.

