



Position Description

Vacancy Title: **Promo Producer**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Promo Producer plans, edits and compiles on-air promotional videos called “promos”.

Outcomes

Organisational Stakeholders

1. Production

- To create distinctive, innovative, and effective promo's for multiple platforms.
- Develop concepts and scripts for promotional trailers
- Exclusive use of voiceover assigned for FBC channels.
- Assist in creative scripting for production of commercials in In-House Production
 - Produce and meet weekly assigned quota of promotional trailers for programmes that air on any of FBC's channels.
 - Maintain the production of quality, creative, high impact and effective promotional trailers
 - Maintain and monitor the use of the production music and music library
 - Assist in productions of TV commercial and other projects by Sales and Marketing Department
 - All voiceovers will be solely and exclusive to assigned channel FBC
 - Assist in planning and creative scripting of a diverse range productions and online content

Product's Stakeholders

1. Statutory and operationally compliant organisation (department)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

2. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Art and Design	A diploma in Video Production/ Motion Graphics/ Graphic Design
Desirable		

Qualification	Discipline	Notes
Degree	Art and Design	A Degree in Graphic Designing or Video Production/ Motion Graphics

Work Knowledge and Experience

Experience in video production company or advertising agency, or TV production and broadcasting
 Basic understanding of TV programme classification of viewership
 Creative and able to contribute to program production
 Good interpersonal and communication skills
 At least 2 years of graphic design or video editing experience

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Valid Drivers License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Marketing Team	
	Radio Managers	
	Graphics Team	
	HR	
	TV Team	
External		
	Customers	

Attributes

Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
 Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
 Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
 Enthusiastic Shows high levels of excitement and interest, and expresses positive feelings.

Interpersonal Styles

Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
 Imaginative Generates ideas and images, showing creativity.
 Initiative Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 02 Nov 2025