

Attachment No. 2 Continued
Part 1

Requisition Posting Details

Requisition #: 21-1489 - Account Executive

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

Job Responsibilities:

- Meet and exceed monthly, quarterly, and annual budgets including spot, digital, and new direct business. Prospect new businesses on a weekly basis.
- Prepare and complete sales presentations with decision makers.
- Makes presentations to include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Follow up and close all pending business in a timely manner.
- Update Sales Manager weekly on progress of pending business.
- Work closely with other departments in creating effective promotional sales solutions for clients.
- Create and make presentations to agency personnel, including selling and pre-selling the station audience attributes.
- Provide exceptional customer service to direct and agency accounts. Personally contact each active account regularly- defined as an in person meeting, including the presentation of pertinent sales information.
- Obtain credit approval for new accounts.
- Ensure all accounts are paid in a timely manner. Follow up and assist in the collection process for past due accounts.
- Utilization of and proficiency with Sales software.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include but are not limited to: forecast reports, pending business updates, written orders and advertising copy.
- Attend and participate in weekly sales staff meetings, individual meetings with manager and other necessary meetings and training as required by management.
- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of trends in digital and broadcast advertising industry.
- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualification:

- Previous sales, advertising, digital sales, or media experience required.
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge helpful.
- Excellent written and oral English language communication skills.
- Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.
- Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events. (Driving record will be checked.)
- Demonstrate effective negotiation and closing techniques.
- Strong analytical skills, good judgment, and a "positive can do attitude" are required.
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically, analytically, creatively and logically; and to articulate information in clear, concise manner to others.
- Ability to work evenings and weekends.
- Physical Requirements: Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.

EEO Statement: We are an equal opportunity employer.

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21-1489 - Account Executive

Rows per page 50 v 1—45 of 45

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Oct 21, 2021
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Oct 21, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referrral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Oct 21, 2021
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Oct 21, 2021
<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Oct 21, 2021
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Oct 21, 2021
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Oct 21, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Oct 21, 2021
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Oct 21, 2021
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
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<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Oct 21, 2021
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Emailed Oct 21, 2021
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake #16

Jobs viewing all WNYT/WNYA TV Jobs Edit this

5532078

Search

Create Job (/emp/jobs/new)


Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID	Job	Applicants	School	Expires	Status	
<input type="checkbox"/>	5532078 (/emp/jobs/5532078)	Account Executive (/emp/jobs/5532078)	0 (/emp/jobs/5532078/applications?schools[]=770)	The State University of New York at Potsdam (/emp/jobs/5532078)	1/30/2022 (/emp/jobs/5532078)	Expired (/emp/jc	
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Can't find a job you're looking for? Make sure you've added the school (/emp/employer_approvals/more_schools_on_narrusnake) it's posted to.

TV Jobs CGP

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Account Executive
Reference # TVJ#34387755
Type Television
Full / Part Full Time - Regular #16
Experience See Ad
Posted 10/23/2021
Closes 11/23/2021
Time Left 0 Days
DMA #60
Found In Sales - Account Executive



Account Executive

Job Overview

The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

Job Responsibilities

- Meet and exceed monthly, quarterly, and annual budgets including spot, digital, and new direct business. Prospect new businesses on a weekly basis.
- Prepare and complete sales presentations with decision makers.
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- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of trends in digital and broadcast advertising industry.
- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualifications

Supplemental Information

Salary Type
 Salary Range
 Starting Salary / Year
 Starting Salary / Hour
 Job Type Full Time - Regular
 Hours
 Workweek
 Scheduled on Holidays
 Start Date
 Probation Period
 Benefits
 Benefit Premium
 401K Plan
 Vacation
 Paid Sick Leave
 Phone Calls
 Agent Phone Calls
 Résumé
 Cover Letter
 References
 Salary History
 Tape / Reel
 Tape Format
 Tape Return
 Director's Track
 FAX Résumé No
 TVJobs.com E-Résumé
 Degree Required
 Contract Required
 Contract Length
 Special Requirements
 Driver's License
 Insurance
 Good Driving Record
 Heavy Lifting
 Previous Applicants
 Local Apartment Rental
 Moving Expenses
 Union Position
 Union Contract Expires

Previous sales, advertising, digital sales, or media experience required. Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.

Ability to understand the features and benefits of advertising and competitive media.

Familiarity with Microsoft Word for Windows sales software knowledge helpful.

Excellent written and oral English language communication skills.

Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.

Ability to respond to questions appropriately and think on feet.

Establish and maintain customer relationships communicate effectively with a wide range of personalities in a professional and courteous manner.

High level of initiative and ability to work independently required.

Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events. (Driving record will be checked.)

Demonstrate effective negotiation and closing techniques.

Strong analytical skills, good judgment, and a "positive can do attitude" are required.

Ability to read, hear and speak clearly and follow both oral and written direction.

Ability to think critically, analytically, creatively and logically and to articulate information in clear, concise manner to others.

Ability to work evenings and weekends.

Physical Requirements: Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

Requisition Posting Details

Requisition #: 21-1592 - TV Producer

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: Responsible for writing newscasts and production of the broadcast.

Job Responsibilities:

- With the Executive Producer, constructs and plans a daily newscast by organizing, writing, selecting, and making creative decisions for assigned live newscast, using criteria established by management. Makes decisions about stories to be included, how long they should be, the form of the story (i.e. voice over, live remote, reporter package, etc.), and in what order they should run. Writes and rewrites stories as needed. Plans for contingencies.
- Makes sure all aspects of the newscast are complete before the newscast airs. Plans ahead and meets deadlines so newscasts can run smoothly for all involved. Important aspects include completed scripts, graphic information, video lists, all necessary script times, and key information. Enters information for story choices and storied into the newsroom computer system. Notifies proper people of any changes or special situations that may come up in a timely manner (i.e. breaking news, live shots)
- Writes and posts stories to website and other media platforms. Posts to social media. Frequently updates online stories.
- Shoots and edits videotape for broadcast as needed.
- Communicates frequently throughout the shift and works collaboratively with others in the newsroom including reporters, anchors, photographers, assignment desk staff, creative services and other producers about the newscast and any changes being made. Relays story and newscast instructions and information throughout the day via telephones, e-mails, faxes or other ways available. Motivates staff before and during newscast.
- Responds and work well in a crisis and during breaking news. Handles last minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.
- Writes clear, accurate and interesting stories. Ensures that any visuals shown are relevant, appropriate and impact. Breaks down complicated and involved stories so that they are easy to understand.
- Makes decisions about the timing of a live newscast as it is being broadcast. The Producer watches the live newscast from a designated control room. Communicates changes to director, technical director, audio operator, graphics person, studio operators (inc. camera operators, floor director, teleprompter operator), videotape operator, master control operator, and anchors. Decisions about the live newscast are immediate and communications must be relayed clearly and timely.
- Completes post-show paperwork and tasks including the technical trouble report and archiving.
- Attends editorial and strategic meetings. Comes prepared to meetings and interacts professionally with others. Contributes story ideas on a daily basis.
- Is knowledgeable of local, national and world events. Has a handle on what is going on in the community.
- Consults with news director, executive producer and/or assistant news director on difficult editorial issues
- May travel but only on a very limited basis and in special circumstances.
- Works established schedule. Fills in for others and other positions if needed.

Qualification:

- Some experience producing a local television newscast preferred.
- Ability to read, write and speak English well.
- Must be able to add and subtract time. o Able to work with others as part of a team.
- Excellent organization and writing skills including grammar and spelling
- Understands when to take charge of situations when it is warranted.
- Four-year Bachelor of Arts degree in journalism or communications or equivalent experience.
- Ability to work well under pressure and meet tight deadlines.
- Must have a valid driver's license and safe driving history as determined by the Company. Driving record will be checked.

EEO Statement: We are an equal opportunity employer.

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21-1592 - TV Producer

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Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Dec 8, 2021
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Dec 8, 2021
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<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Dec 8, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
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<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
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<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

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	CBO Name	City	State	ZIP/ Postcode	Locations	
					FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
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<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
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<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Dec 8, 2021
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Dec 8, 2021
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Dec 8, 2021
<input type="checkbox"/>	31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Dec 8, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
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<input type="checkbox"/>	33. M-1035-University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Dec 8, 2021
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Dec 8, 2021
<input type="checkbox"/>	35. M-1457-LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
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<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
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<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

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5729925

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Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID :	Job :	Applicants :	School :	Expires ▲	Status :	
<input type="checkbox"/>	5729925 (/emp/jobs/5729925)	TV Producer (/emp/jobs/5729925)	0 (/emp/jobs/5729925/applications?schools[]=2113)	Russell Sage College (/emp/jobs/5729925)	2/28/2022 (/emp/jobs/5729925)	Expired (/emp/jo	
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TV Jobs C.C.H.

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position TV Producer
Reference # TVJ#34390907
Type Television
Full / Part Full Time - Regular
Experience See Ad
Posted 12/17/2021
Closes 1/17/2022
Time Left 0 Days
DMA #60
Found In Production - Producers
 News - Producers

#17



TV Producer

Job Overview
 Responsible for writing newscasts and production of the broadcast.

Job Responsibilities

With the Executive Producer, constructs and plans a daily newscast by organizing, writing, selecting, and making creative decisions for assigned live newscast, using criteria established by management. Makes decisions about stories to be included, how long they should be, the form of the story (i.e. voice over, live remote, reporter package, etc.), and in what order they should run. Writes and rewrites stories as needed. Plans for contingencies.

Makes sure all aspects of the newscast are complete before the newscast airs. Plans ahead and meets deadlines so newscasts can run smoothly for all involved. Important aspects include completed scripts, graphic information, video lists, all necessary script times, and key information. Enters information for story choices and storied into the newsroom computer system. Notifies proper people of any changes or special situations that may come up in a timely manner (i.e. breaking news, live shots)

Writes and posts stories to website and other media platforms. Posts to social media. Frequently updates online stories.

Shoots and edits videotape for broadcast as needed.

Communicates frequently throughout the shift and works collaboratively with others in the newsroom including reporters, anchors, photographers, assignment desk staff, creative services and other producers about the newscast and any changes being made. Relays story and newscast instructions and information throughout the day via telephones, e-mails, faxes or other ways available. Motivates staff before and during newscast.

Responds and work well in a crisis and during breaking news. Handles last minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.

Writes clear, accurate and interesting stories. Ensures that any visuals shown are relevant, appropriate and impact. Breaks down complicated and involved stories so that they are easy to understand.

Makes decisions about the timing of a live newscast as it is being broadcast. The Producer watches the live newscast from a designated control room. Communicates changes to director, technical director, audio operator, graphics person, studio operators (inc. camera operators, floor director, teleprompter operator), videotape operator, master control operator, and anchors. Decisions about the live newscast are immediate and communications must be relayed clearly and timely.

Completes post-show paperwork and tasks including the technical trouble report and archiving.

Attends editorial and strategic meetings. Comes prepared to meetings



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period

Full Time -
Regular

Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave

Phone Calls
Agent Phone Calls

Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé
TVJobs.com E-Résumé

No

Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting

Previous Applicants
Local Apartment Rental
Moving Expenses

Union Position
Union Contract Expires

and interacts professionally with others. Contributes story ideas on a daily basis.
Is knowledgeable of local, national and world events. Has a handle on what is going on in the community.
Consults with news director, executive producer and/or assistant news director on difficult editorial issues
May travel but only on a very limited basis and in special circumstances.
Works established schedule. Fills in for others and other positions if needed.

Qualifications

Some experience producing a local television newscast preferred.
Ability to read, write and speak English well.
Must be able to add and subtract time. o Able to work with others as part of a team.
Excellent organization and writing skills including grammar and spelling
Understands when to take charge of situations when it is warranted.
Four-year Bachelor of Arts degree in Journalism or communications or equivalent experience.
Ability to work well under pressure and meet tight deadlines.
Must have a valid driver's license and safe driving history as determined by the Company. Driving record will be checked.

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

Requisition Posting Details

Requisition #: 21-1593 - Chief Photographer

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: To shoot video and edit news stories for newscasts on a daily basis. Assist with general daily guidance of the Photographer and Editing staff including quality control and performance feedback.

Job Responsibilities:

- Shoot steady, sequenced video with good, clean audio for news, weather and sports for daily newscasts, specials and station websites as well as social media under tight deadlines. Edit in camera for sequences. Uses movement off the shoulder to show viewers what is seen in the field and a tripod or steady bag for steady shots. Shoots wide, medium and tight shots with a variety of subjects for the purpose of telling the story through pictures.
- While shooting, get clean audio and sound. Gather great natural sound while in the field. Ensure good lighting, making sure the shot is bright and not dark.
- Edits video and audio satisfactorily for news stories such as vos, vo/sots, setups and reporter pacs using difference techniques and different editing machines (including non-linear editing with Adobe Premier Pro) under tight deadlines and in stressful situations while completing on time. Editing is done in house and in live trucks. Learns and performs competently multi-layering and special effects such as witness protection, highlighting video clips, color correction, Photoshop and picture in picture effects. Aspires to editing excellence to raise the level of storytelling.
- At times, may conduct interviews for broadcast with formulating questions. May also use questions supplied by producers, reporter or news management.
- Works in tandem with a Reporter to "tell" a story.
- Be able to operate LiveU Backpacks.
- Know the streets and highways well enough to drive quickly to a news story. Be able to operate and follow GPS.
- Listen to the scanner while driving in the news car and call in spot news, and see if you are in position to respond quickly to the scene first.
- Learns and operates effectively and satisfactorily new technology and equipment including but not limited to FCP, Panasonic P2 300 camera, servers, editing equipment.
- Communicates frequently throughout the day and works collaboratively with others in the newsroom including reporters, anchors, producers, assignment desk staff, creative services and other photographers about assigned story and other assignments. Checks in face to face with Assignment Desk when returns to station from an assignment. Proactively pitches in to assist others.
- Responds and works well in a crisis and during breaking news. Handles last minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.
- Attends editorial and other meetings. Comes prepared to meetings and interacts professionally with others. Contributes story ideas on a daily basis.
- Is knowledgeable of local, national and world events. Has a handle on what is going on in the community.
- Travels regularly often locally however, may travel nationally and internationally.
- Works assigned shifts. Shifts may change often. Fills in for absent co-workers if needed. Ability to work other hours or alternate schedules including when called to cover breaking news, as assigned by the Chief Photographer or News Director.
- Drives company vehicle to and from stories under various driving conditions. Obeys all traffic laws and safety rules of the road while in a company vehicle. Reports any problems or concerns with the vehicle and traffic incidents promptly to appropriate company representative. If assigned to take a news vehicle home, must follow guidelines which included securing equipment and vehicle. Keeps car clean and in good condition. Ensures equipment is in good working condition.
- Builds working relationships with co-workers, customers, vendors and the general public.
- Acts in a professional, courteous manner when representing the station and the news department. Looks presentable and neat on the job.

Qualification:

- Minimum 2 years TV news photography and editing experience required
- Must be proficient with current broadcast cameras and editing equipment. Has knowledge and expertise in non-linear editing.
- Ability to work alone and with a Reporter.
- Must be reliable and able work additional hours if needed as well as travel as required.
- Must possess valid driver's license and clean driving record as determined by the Company.
- Good news judgment and thorough understanding of daily news content.
- Ability to read, write and speak English well.
- Ability to work well under pressure and meet tight deadlines.
- NPPA workshop experience a plus.
- Ability to learn and run LiveU Backpacks.
- Physical Requirements: Must be able to work in areas and conditions that are often noisy, have many distractions, and in extreme weather (heat and cold) and landscape conditions. Must be able listen to and respond verbally to others in English. Must have manual dexterity to operate camera and editing equipment. Must be able to move quickly inside and outside on uneven, unfamiliar terrain and areas. Work under tight deadlines and in pressure situations. Must be able to lift, carry and move with up to 50lbs in many environments including outdoors and in extreme weather conditions. Must be able to drive news vehicles. Able to stand for long periods of time.

EEO Statement: We are an equal opportunity employer.

#18

21-1593 - Chief Photographer

Rows per page 50 v 1 — 45 of 45

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Dec 10, 2021
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Dec 10, 2021
<input type="checkbox"/>	12. 2226-Employee Referral				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St.	Error No email address

	All	None	Fax	Email						
	CBO Name	City	State	ZIP/ Postcode	Locations					
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB					Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS					Emailed Dec 10, 2021
<input type="checkbox"/>	18. 3111-Army PaYS	Fort Eustis (JBLE)	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB					
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB					Error No email address
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS					
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB					Emailed Dec 10, 2021
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB					Emailed Dec 10, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Dec 10, 2021
<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Dec 10, 2021
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Dec 10, 2021
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	31. 801-Hudson Valley Community College CASP	Troy	New York	12180	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	32. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035-University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Dec 10, 2021
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Dec 10, 2021
<input type="checkbox"/>	35. M-1457-LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	39. M-3086-Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087-Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Dec 10, 2021
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Emailed Dec 10, 2021
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

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Jobs viewing all WNYT/WNYA TV jobs Edit this

5743347

Search

Create Job (/emp/jobs/new)


Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID :	Job :	Applicants :	School :	Expires :	Status :	
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications?schools[]=1041)	Rensselaer Polytechnic Institute (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs)	
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<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications?schools[]=3009)	The Craig Newmark Graduate School of Journalism at CUNY (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs)	
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications?schools[]=289)	St. John's University-New York (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs)	
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications?schools[]=160)	Boston University (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs)	
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications?schools[]=55)	University at Albany (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs)	
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<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications? schools[]=598)	American University (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs/5743347)
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications? schools[]=489)	SUNY Brockport (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs/5743347)
<input type="checkbox"/>	5743347 (/emp/jobs/5743347)	Chief Photographer (/emp/jobs/5743347)	0 (/emp/jobs/5743347/applications? schools[]=45)	Hofstra University (/emp/jobs/5743347)	2/28/2022 (/emp/jobs/5743347)	Expired (/emp/jobs/5743347)

Can't find a job you're looking for? Make sure you've added the school (/emp/employer_approvals/more_schools_on_handshake) it's posted to.

TV Jobs CCP

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Chief Photographer
Reference # TVJ#34390908
Type Television #18
Full / Part Full Time - Regular
Experience 2 Years Minimum
Posted 12/17/2021
Closes 1/17/2022
Time Left 0 Days
DMA #60
Found In News - Chief Photographers



Chief Photographer

Job Overview

To shoot video and edit news stories for newscasts on a daily basis. Assist with general daily guidance of the Photographer and Editing staff including quality control and performance feedback.

Job Responsibilities

Shoot steady, sequenced video with good, clean audio for news, weather and sports for daily newscasts, specials and station websites as well as social media under tight deadlines. Edit in camera for sequences. Uses movement off the shoulder to show viewers what is seen in the field and a tripod or steady bag for steady shots. Shoots wide, medium and tight shots with a variety of subjects for the purpose of telling the story through pictures.

While shooting, get clean audio and sound. Gather great natural sound while in the field. Ensure good lighting, making sure the shot is bright and not dark.

Edits video and audio satisfactorily for news stories such as vos, vo/sots, setups and reporter pacs using difference techniques and different editing machines (including non-linear editing with Adobe Premier Pro) under tight deadlines and in stressful situations while completing on time. Editing is done in house and in live trucks. Learns and performs competently multi-layering and special effects such as witness protection, highlighting video clips, color correction, Photoshop and picture in picture effects. Aspires to editing excellence to raise the level of storytelling.

At times, may conduct interviews for broadcast with formulating questions. May also use questions supplied by producers, reporter or news management.

Works in tandem with a Reporter to "tell" a story.

Be able to operate LiveU Backpacks.

Know the streets and highways well enough to drive quickly to a news story. Be able to operate and follow GPS.

Listen to the scanner while driving in the news car and call in spot news, and see if you are in position to respond quickly to the scene first.

Learns and operates effectively and satisfactorily new technology and equipment including but not limited to FCP, Panasonic P2 300 camera, servers, editing equipment.

Communicates frequently throughout the day and works collaboratively with others in the newsroom including reporters, anchors, producers, assignment desk staff, creative services and other photographers about assigned story and other assignments. Checks in face to face with Assignment Desk when returns to station from an assignment.

Proactively pitches in to assist others.

Responds and works well in a crisis and during breaking news. Handles last minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.

Attends editorial and other meetings. Comes prepared to meetings and interacts professionally with others. Contributes story ideas on a daily

Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls
Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé
Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting
Previous Applicants
Local Apartment Rental
Moving Expenses
Union Position
Union Contract Expires

basis.

Is knowledgeable of local, national and world events. Has a handle on what is going on in the community.

Travels regularly often locally however, may travel nationally and internationally.

Works assigned shifts. Shifts may change often. Fills in for absent co-workers if needed. Ability to work other hours or alternate schedules including when called to cover breaking news, as assigned by the Chief Photographer or News Director.

Drives company vehicle to and from stories under various driving conditions. Obeys all traffic laws and safety rules of the road while in a company vehicle. Reports any problems or concerns with the vehicle and traffic incidents promptly to appropriate company representative. If assigned to take a news vehicle home, must follow guidelines which included securing equipment and vehicle. Keeps car clean and in good condition. Ensures equipment is in good working condition.

Buils working relationships with co-workers, customers, vendors and the general public.

Acts in a professional, courteous manner when representing the station and the news department. Looks presentable and neat on the job.

Qualifications

Minimum 2 years TV news photography and editing experience required
Must be proficient with current broadcast cameras and editing equipment. Has knowledge and expertise in non-linear editing.
Ability to work alone and with a Reporter.

Must be reliable and able work additional hours if needed as well as travel as required.

Must possess valid driver's license and clean driving record as determined by the Company.

Good news judgment and thorough understanding of daily news content.
Ability to read, write and speak English well.

Ability to work well under pressure and meet tight deadlines.
NPPA workshop experience a plus.

Ability to learn and run LiveU Backpacks.

Physical Requirements: Must be able to work in areas and conditions that are often noisy, have many distractions, and in extreme weather (heat and cold) and landscape conditions. Must be able listen to and respond verbally to others in English. Must have manual dexterity to operate camera and editing equipment. Must be able to move quickly inside and outside on uneven, unfamiliar terrain and areas. Work under tight deadlines and in pressure situations. Must be able to lift, carry and move with up to 50lbs in many environments including outdoors and in extreme weather conditions. Must be able to drive news vehicles. Able to stand for long periods of time.

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When responding to this job ad, please mention you saw it listed at TVJobs.com

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

EOE Data Form

Yes

Yes



Requisition Posting Details

Requisition #: 22-1037 - Accounting and Human Resources Specialist

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: The position of Accounting and Human Resources Specialist is responsible for assisting the Business Manager with a wide range of accounting and human resources responsibilities. This person will be responsible for the accurate administration of our Accounts Payable processes, bi-weekly payroll processing, and other administrative duties, in addition to various HR functions including job postings, employee orientation and general day to day employee needs. We seek a self-starter with outstanding organizational skills, attention to detail, and knowledge of applicable laws, standards and guidelines.

Job Responsibilities:

ACCOUNTING RESPONSIBILITIES (50%):

- Process invoices and reimbursements in the accounts payable software insuring that all paperwork has appropriate coding and approvals
- Process accounts payable payments within vendor terms. Set up new vendor files and maintain W-9 vendor information.
- Process employee expense reports.
- Able to serve as backup to Accounts Receivable Accountant.
- Reviews journal entries as needed for completeness and accuracy.
- Monitors expenses to ensure they are in-line with budgeted amounts and bring any variances to the attention of the Business Manager as appropriate.
- General administrative duties, including but not limited to; ordering of office supplies, scheduling, filing, etc.

HUMAN RESOURCES RESPONSIBILITIES (50%):

- Provides clerical and administrative support to the human resources function, including recordkeeping, document generation, data tracking, follow-up, telephoning, mailing, and filing as assigned.
- Assists in recruiting initiatives as requested, including: developing and posting job announcement; collecting applications to be submitted to management; scheduling interviews; and ensuring that candidates undergo required pre-employment testing and checks.
- Conducts new employee orientation; ensures new employees understand Authority policies and procedures and have a positive first impression of PBCHA; assists employees in completing new hire paperwork; and follows up with employee and manager during the probationary period.
- Ensures employees have properly completed paperwork to enroll in station benefits programs, as chosen by employee, and coordinates with corporate HR to ensure information is properly submitted.
- Ensures HR files and filing systems are current, accurate and neat at all times; monitors file retention to ensure that recordkeeping is in compliance with all applicable regulations; and maintains confidentiality.
- Coordinates WNYT-TV's family medical leave activities, together with corporate HR staff
- Coordinates with exiting employees to ensure a smooth transition collects Authority-owned items that may be in employee's possession; ensures all required paperwork is completed; and conducts exit interview with employee.
- Files and maintains reports for Workers Compensation and follows up on employee injuries.
- Assist General Manager with various reports and scheduling details.
- Performs other duties as assigned.

Qualification:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interpret FCC, federal, state, and local laws and regulations, as well as station policies and procedures related to the position.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and auditing theory; local, state, and federal government financial reporting requirements and regulations; internal control policies and best practices; and report preparation techniques.
- General human resources knowledge and working knowledge of labor and employment practices.
- Knowledge of benefits practices and administration.
- Ability to demonstrate strong organizational, planning and coordinating skills.
- Skill in reviewing, examining, and evaluating accounting and financial practices and coordinating accounting and financial operations.
- Skill in operating computer accounting systems, spreadsheet applications, and other applications and software.
- Ability to accurately and rapidly compose effective correspondence and make moderately complex computations.
- Knowledge of Microsoft Office suite of products. Extensive knowledge of Microsoft Excel.
- Ability to present ideas in a clear and concise manner, in English, both orally and in writing.
- Ability to handle multiple priorities and complete tasks efficiently and effectively.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, and corporate staff.
- Ability to maintain composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients/customers, coworkers, supervisors, corporate staff, and the general public.

QUALIFICATIONS:

- Associates Degree in accounting, business administration, or related field and a minimum of 3 years' experience in accounting and human resources.
- An equivalent combination of education and experience may be considered.
- Ability to occasionally climb stairs; kneel, crouch or crawl to retrieve files, mail or other office supplies; occasionally lifting and/or moving up to 25 pounds

EEO Statement: We are an equal opportunity employer.

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22-1037 - Accounting and Human Resources Specialist

Rows per page 50 v 1 — 45 of 45

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	15. 257-Mildred Eiley College	Albany	New York	12206	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Jan 25, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	12211462	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Jan 25, 2022
<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Jan 25, 2022
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035-University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Jan 25, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	35. M-1457-LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086-Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087-Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

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5909560

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Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕	School ↕	Expires ▲	Status	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=770)	The State University of New York at Potsdam (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=858)	State University of New York at Plattsburgh (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=71)	Suffolk University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=3009)	The Craig Newmark Graduate School of Journalism at CUNY (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=489)	SUNY Brockport (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=2113)	Russell Sage College (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=45)	Hofstra University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=740)	Syracuse University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=37)	Cornell University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=742)	University of Massachusetts Boston (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=392)	Howard University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=852)	Union College (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=62)	Stony Brook University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=55)	University at Albany (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=289)	St. John's University-New York (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=1041)	Rensselaer Polytechnic Institute (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expired (/emp)	

<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=2236)	University of the Southwest (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expln (/emp
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=598)	American University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expln (/emp
<input type="checkbox"/>	5909560 (/emp/jobs/5909560)	Accounting & Human Resources Specialist (/emp/jobs/5909560)	0 (/emp/jobs/5909560/applications?schools[]=160)	Boston University (/emp/jobs/5909560)	3/1/2022 (/emp/jobs/5909560)	Expln (/emp

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TV Jobs CGK

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position	Accounting and Human Resources Specialist
Reference #	TVJ#34392445
Type	Television
Full / Part	Full Time - Regular
Experience	See Ad
Posted	1/26/2022
Closes	2/26/2022
Time Left	0 Days
DMA	#60
Found In	Accounting

#19



Accounting and Human Resources Specialist

Job Overview

The position of Accounting and Human Resources Specialist is responsible for assisting the Business Manager with a wide range of accounting and human resources responsibilities. This person will be responsible for the accurate administration of our Accounts Payable processes, bi-weekly payroll processing, and other administrative duties, in addition to various HR functions including job postings, employee orientation and general day to day employee needs. We seek a self-starter with outstanding organizational skills, attention to detail, and knowledge of applicable laws, standards and guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret FCC, federal, state, and local laws and regulations, as well as station policies and procedures related to the position.
 Knowledge of Generally Accepted Accounting Principles (GAAP) and auditing theory local, state, and federal government financial reporting requirements and regulations internal control policies and best practices and report preparation techniques.
 General human resources knowledge and working knowledge of labor and employment practices.
 Knowledge of benefits practices and administration.
 Ability to demonstrate strong organizational, planning and coordinating skills.
 Skill in reviewing, examining, and evaluating accounting and financial practices and coordinating accounting and financial operations.
 Skill in operating computer accounting systems, spreadsheet applications, and other applications and software.
 Ability to accurately and rapidly compose effective correspondence and make moderately complex computations.
 Knowledge of Microsoft Office suite of products. Extensive knowledge of Microsoft Excel.
 Ability to present ideas in a clear and concise manner, in English, both orally and in writing.
 Ability to handle multiple priorities and complete tasks efficiently and effectively.
 Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, and corporate staff.
 Ability to maintain composure and tactfully handle difficult situations and interpret questions correctly ability to behave in a friendly, understanding, helpful, and professional manner with clients/customers, coworkers, supervisors, corporate staff, and the general public.

QUALIFICATIONS:

Supplemental Information

Salary Type	
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	
Workweek	
Scheduled on Holidays	
Start Date	
Probation Period	
Benefits	
Benefit Premium	
401K Plan	
Vacation	
Paid Sick Leave	
Phone Calls	
Agent Phone Calls	
Résumé	
Cover Letter	
References	
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	No
TVJobs.com E-Résumé	
Degree Required	
Contract Required	
Contract Length	
Special Requirements	
Driver's License	
Insurance	
Good Driving Record	
Heavy Lifting	
Previous Applicants	
Local Apartment Rental	
Moving Expenses	
Union Position	
Union Contract Expires	

Associates Degree in accounting, business administration, or related field and a minimum of 3 years' experience in accounting and human resources.
An equivalent combination of education and experience may be considered.
Ability to occasionally climb stairs kneel, crouch or crawl to retrieve files, mail or other office supplies occasionally lifting and/or moving up to 25 pounds

Job Responsibilities

ACCOUNTING RESPONSIBILITIES (50%):

Process invoices and reimbursements in the accounts payable software insuring that all paperwork has appropriate coding and approvals
Process accounts payable payments within vendor terms. Set up new vendor files and maintain W-9 vendor information.
Process employee expense reports.
Able to serve as backup to Accounts Receivable Accountant.
Reviews journal entries as needed for completeness and accuracy.
Monitors expenses to ensure they are in-line with budgeted amounts and bring any variances to the attention of the Business Manager as appropriate.
General administrative duties, including but not limited to ordering of office supplies, scheduling, filing, etc.

HUMAN RESOURCES RESPONSIBILITIES (50%):

Provides clerical and administrative support to the human resources function, including recordkeeping, document generation, data tracking, follow-up, telephoning, mailing, and filing as assigned.
Assists in recruiting initiatives as requested, including: developing and posting job announcement collecting applications to be submitted to management scheduling interviews and ensuring that candidates undergo required pre-employment testing and checks.
Conducts new employee orientation ensures new employees understand Authority policies and procedures and have a positive first impression of PBCHA assists employees in completing new hire paperwork and follows up with employee and manager during the probationary period.
Ensures employees have properly completed paperwork to enroll in station benefits programs, as chosen by employee, and coordinates with corporate HR to ensure information is properly submitted.
Ensures HR files and filing systems are current, accurate and neat at all times monitors file retention to ensure that recordkeeping is in compliance with all applicable regulations and maintains confidentiality.
Coordinates WNYT-TV's family medical leave activities, together with corporate HR staff
Coordinates with exiting employees to ensure a smooth transition collects Authority-owned items that may be in employee's possession ensures all required paperwork is completed and conducts exit interview with employee.
Files and maintains reports for Workers Compensation and follows up on employee injuries.
Assist General Manager with various reports and scheduling details.
Performs other duties as assigned.

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

EOE Data Form

Yes

Yes

Requisition Posting Details

Requisition #: 22-1040 - Photographer/Editor - WNYT-TV

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: Shoot video and edit news stories for newscasts on a daily basis.

Job Responsibilities:

Responsibilities will include, but are not limited to: Photography and editing (both linear and non-linear) TV news stories. Operating field TV news gathering cameras and computer editing systems. The schedule for this job will vary.

"

Qualification:

Candidate must have three years news photography/editing experience. Must be able to edit news stories on a computer based editing system. Must be able to demonstrate the ability to visually represent news stories. Must work closely with reporters and producers. Computer skills required. Must have a valid driver's license and safe driving history as determined by the Company. Driving record will be checked.

Must be able to perform the essential functions of the job. The following physical requirements are typical, but not all inclusive: lifting and carrying of equipment, frequent reaching, stretching, twisting and bending. Long periods of standing. The company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

"

EEO Statement: We are an equal opportunity employer.

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Rows per page 50 v 1— 45 of 45

22-1040 - Photographer/Editor - WNYT-TV

Costs

CBOs

Metrics

History

AP

PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referrral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Jan 25, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

CBO Name	City	State	ZIP/ Postcode	Locations	
				FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/> 20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/> 21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/> 27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Jan 25, 2022
<input type="checkbox"/> 28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/> 29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Jan 25, 2022
<input type="checkbox"/> 30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Community College CASP Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Jan 25, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake # 20

Jobs viewing all WNYT/WNYA TV Jobs Edit this

5911120

Search

Create Job (/emp/jobs/new)


Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job			
<input type="checkbox"/>					ID ↕	Job ↕	Applicants ↕	School ↕	Expires ↕	Status ↕
<input type="checkbox"/>					5911120 (/emp/jobs/5911120)	Photographer/Editor #22-1040 (/emp/jobs/5911120)	1 (/emp/jobs/5911120/applications?schools[]=740)	Syracuse University (/emp/jobs/5911120)	3/31/2022 (/emp/jobs/5911120)	Expired (/emp/jobs/5911120)
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Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Photographer/Editor
Reference # TVJ#34392446
Type Television
Full / Part Full Time - Regular
Experience 3 Years
Posted 1/26/2022 #20
Closes 2/26/2022
Time Left 0 Days
DMA #60
Found In News - Photographers / Videographers



Photographer/Editor

Job Overview

Shoot video and edit news stories for newscasts on a daily basis.

Job Responsibilities

Responsibilities will include, but are not limited to: Photography and editing (both linear and non-linear) TV news stories. Operating field TV news gathering cameras and computer editing systems. The schedule for this job will vary.

Qualifications

Candidate must have three years news photography/editing experience. Must be able to edit news stories on a computer based editing system. Must be able to demonstrate the ability to visually represent news stories. Must work closely with reporters and producers. Computer skills required. Must have a valid driver's license and safe driving history as determined by the Company. Driving record will be checked.

Must be able to perform the essential functions of the job. The following physical requirements are typical, but not all inclusive: lifting and carrying of equipment, frequent reaching, stretching, twisting and bending. Long periods of standing. The company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

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Supplemental Information

Salary Type

Salary Range

Starting Salary / Year

Starting Salary / Hour

Job Type

Full Time -
Regular

Hours

Workweek

Scheduled on Holidays

Start Date

Probation Period

Benefits

Benefit Premium

401K Plan

Vacation

Paid Sick Leave

Phone Calls

Agent Phone Calls

Résumé

Cover Letter

References

Salary History

Tape / Reel

Tape Format

Tape Return

Director's Track

FAX Résumé

No

TVJobs.com E-Résumé

Degree Required

Contract Required

Contract Length

Special Requirements

Driver's License

Insurance

Good Driving Record

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Union Position

Union Contract Expires

Requisition Posting Details

Requisition #: 22-1041 - News Reporter

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: This position is responsible for covering and reporting the news for the station.

Job Responsibilities:

- Present live on television scripted and unscripted news reports; may present live stories from the scene of the news, the newsroom and/or studio or may tape stories for later broadcast.
- Enterprise and develop stories for broadcast daily. Research and gather content for story. Write clear, accurate and interesting stories. Break down complicated and involved stories so that they are easy to understand. Ensure that any visuals shown are relevant, appropriate and impactful. Maintain standards of accuracy and fairness in news coverage.
- Write for and maintain strong presence on website and other social media platforms.
- Travel to the scene of a news story to gather and compile the information into the proper form for broadcast.
- Complete assignments according to established deadlines.
- Maintain extensive community contacts and awareness of local and national current events.
- Make promotional and community appearances as required.
- Maintain appropriate and strict standards with regard to wardrobe, hair, cosmetics, and other areas of grooming.
- Write and post stories to website and other digital media platforms. Frequently update online stories.
- Work closely and respectfully with assigned photographers.
- Communicate frequently throughout the day and work collaboratively with others in the newsroom.
- Contribute to the overall team effort to provide the market with the best possible local television journalism. Work in a team environment cooperatively and collaboratively with a variety of people. Build working relationships with co-workers, community members, and the general public.
- Act in a professional manner when representing the station.
- Attend editorial and strategic meetings. Contribute story ideas on a daily basis.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the News Director.
- Complete other duties as requested and needed.

Qualification:

- College degree in journalism, television or communications or equivalent experience; solid journalism background with multi-year experience in a reporting role.
- Great storyteller.
- Must be knowledgeable of issues, newsmakers, and current events and be able to present stories in a way that is accurate, clear, complete, and relevant to viewers.
- Ability to handle a variety of news reporting assignments, including but not limited to, live appearances on the news set, breaking news and remote locations.
- Solid writing skills required. Knowledge of production values required.
- Ability to get along and communicate with a variety of people in often extreme circumstances.
- Must be able to think quickly and respond to breaking news in high pressure situations and have strong organization and live reporting skills.
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically and quickly and to articulate information in clear, concise manner to others.
- Welcome feedback and constructive criticism.
- Ability to read Teleprompter, to view videotape, and to listen to live and recorded audio.
- Must be flexible to work any assigned shift including nights, weekends, holidays; and extended hours.
- Must have a valid driver's license, a good driving record and be insurable. Applicant's driving record will be checked.
- Please submit a demo tape in DVD format or a demo reel link of your on-air experience along with your resume and cover letter.
- Physical Requirements: Ability to communicate in English, both verbally and in writing. Work with time sensitive and sometimes confidential information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate computer keys and camera equipment as well as general office equipment (telephone, copier, etc.). Must be able to move quickly at times from newsroom to edit booths to studio. Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. Travels locally daily. May travel regionally or nationally from time to time. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

EEO Statement: We are an equal opportunity employer.

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Rows per page 50 v 1 — 45 of 45

22-1041 - News Reporter

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Jan 25, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Jan 25, 2022
<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Jan 25, 2022
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Community College CASP Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Jan 25, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake #21

Jobs viewing all WNYT/WNYA TV Jobs Edit this

5908989 Search Create Job (/emp/jobs/new)


Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕	School ↕	Expires ▲	Status	
<input type="checkbox"/>	5908989 (/emp/jobs/5908989)	News Reporter (/emp/jobs/5908989)	0 (/emp/jobs/5908989/applications?schools[]=2113)	Russell Sage College (/emp/jobs/5908989)	4/1/2022 (/emp/jobs/5908989)	Expired (/emp/	
<input type="checkbox"/>	5908989 (/emp/jobs/5908989)	News Reporter (/emp/jobs/5908989)	0 (/emp/jobs/5908989/applications?schools[]=37)	Cornell University (/emp/jobs/5908989)	4/1/2022 (/emp/jobs/5908989)	Expired (/emp/	
<input type="checkbox"/>	5908989 (/emp/jobs/5908989)	News Reporter (/emp/jobs/5908989)	0 (/emp/jobs/5908989/applications?schools[]=489)	SUNY Brockport (/emp/jobs/5908989)	4/1/2022 (/emp/jobs/5908989)	Expired (/emp/	
<input type="checkbox"/>	5908989 (/emp/jobs/5908989)	News Reporter (/emp/jobs/5908989)	0 (/emp/jobs/5908989/applications?schools[]=52)	Stony Brook University (/emp/jobs/5908989)	4/1/2022 (/emp/jobs/5908989)	Expired (/emp/	
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TV Jobs .COM

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position News Reporter
Reference # TVJ#34392444
Type Television
Full / Part Full Time - Regular #21
Experience See Ad
Posted 1/26/2022
Closes 2/26/2022
Time Left 0 Days
DMA #60
Found In News / Talent - General Assignment Reporter



News Reporter

Job Overview

This position is responsible for covering and reporting the news for the station.

Job Responsibilities

Present live on television scripted and unscripted news reports may present live stories from the scene of the news, the newsroom and/or studio or may tape stories for later broadcast.
 Enterprise and develop stories for broadcast daily. Research and gather content for story. Write clear, accurate and interesting stories. Break down complicated and involved stories so that they are easy to understand. Ensure that any visuals shown are relevant, appropriate and impactful. Maintain standards of accuracy and fairness in news coverage.
 Write for and maintain strong presence on website and other social media platforms.
 Travel to the scene of a news story to gather and compile the information into the proper form for broadcast.
 Complete assignments according to established deadlines.
 Maintain extensive community contacts and awareness of local and national current events.
 Make promotional and community appearances as required.
 Maintain appropriate and strict standards with regard to wardrobe, hair, cosmetics, and other areas of grooming.
 Write and post stories to website and other digital media platforms.
 Frequently update online stories.
 Work closely and respectfully with assigned photographers.
 Communicate frequently throughout the day and work collaboratively with others in the newsroom.
 Contribute to the overall team effort to provide the market with the best possible local television journalism. Work in a team environment cooperatively and collaboratively with a variety of people. Build working relationships with co-workers, community members, and the general public.
 Act in a professional manner when representing the station.
 Attend editorial and strategic meetings. Contribute story ideas on a daily basis.
 Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the News Director.
 Complete other duties as requested and needed.

Qualifications

College degree in journalism, television or communications or equivalent experience solid journalism background with multi-year experience in a

Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls
Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé
Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting
Previous Applicants
Local Apartment Rental
Moving Expenses
Union Position
Union Contract Expires

reporting role.

Great storyteller.

Must be knowledgeable of issues, newsmakers, and current events and be able to present stories in a way that is accurate, clear, complete, and relevant to viewers.

Ability to handle a variety of news reporting assignments, including but not limited to, live appearances on the news set, breaking news and remote locations.

Solid writing skills required. Knowledge of production values required. Ability to get along and communicate with a variety of people in often extreme circumstances.

Must be able to think quickly and respond to breaking news in high pressure situations and have strong organization and live reporting skills. Ability to read, hear and speak clearly and follow both oral and written direction.

Ability to think critically and quickly and to articulate information in clear, concise manner to others.

Welcome feedback and constructive criticism.

Ability to read Teleprompter, to view videotape, and to listen to live and recorded audio.

Must be flexible to work any assigned shift including nights, weekends, holidays and extended hours.

Must have a valid driver's license, a good driving record and be insurable. Applicant's driving record will be checked.

Please submit a demo tape in DVD format or a demo reel link of your on-air experience along with your resume and cover letter.

Physical Requirements: Ability to communicate in English, both verbally and in writing. Work with time sensitive and sometimes confidential information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate computer keys and camera equipment as well as general office equipment (telephone, copier, etc.). Must be able to move quickly at times from newsroom to edit booths to studio. Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. Travels locally daily. May travel regionally or nationally from time to time. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

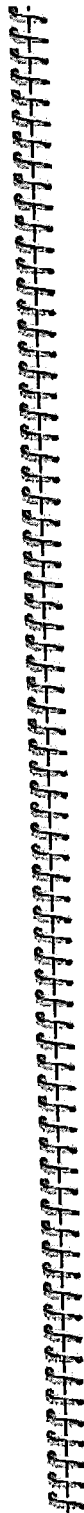
Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

EOE Data Form

Yes

Yes



Requisition Posting Details

Requisition #: 22-1042 - Assignment Editor

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: The Assignment Editor is essential in coordinating and distributing news coverage assignments to reporters and photographers to cover breaking news and meet deadlines.

Job Responsibilities:

- Monitor public safety scanners, fixed cameras, social media and e-mail while answering phones and keeping the newsroom informed of significant events and breaking news.
- Assist news team in coming up with story ideas and gathering information.
- Assign and coordinate logistics between news crews and live trucks; coordinate live and tape feeds from trucks and other transportation so stories can be broadcast live.
- Develop and maintain contacts with law enforcement and fire departments, local government and community organizations to stay updated on current events.
- Coordinate daily logistics and dispatches crews and multimedia journalists to breaking news.
- Assist producers, reporters, web producer with story calls, setups and follow ups.
- Complete other duties as assigned.

Qualification:

- Bachelors in Journalism, Communications or related field; or equivalent work experience
- At least one year of assignment desk experience
- Exceptional communication skills.
- Advanced critical thinking skills.
- Ability to work in a high pressure environment and with various personalities.
- Highly organized, detail oriented, knowledge of news and news-makers.
- Computer literacy required.
- Must be able to make good decisions quickly; able to articulate choices and communicate those choices to other news department and station employees.
- Must have good writing skills including grammar and spelling.

EEO Statement: We are an equal opportunity employer.

#22

Rows per page 50 ▾ 1 — 45 of 45

22-1042 - Assignment Editor

Costs

CBOs

Metrics

History

AP

PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWBPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Jan 25, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

CBO Name	City	State	ZIP/ Postcode	Locations	
				FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/> 20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/> 21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/> 27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Jan 25, 2022
<input type="checkbox"/> 28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/> 29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Jan 25, 2022
<input type="checkbox"/> 30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022
<input type="checkbox"/> 31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Jan 25, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Community College CASP Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Jan 25, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Jan 25, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
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<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 25, 2022

All None Fax Email

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<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
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<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake #22

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5909449

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Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕	School ↕	Expires ▲	Status	
<input type="checkbox"/>	5909449 (/emp/jobs/5909449)	Assignment Editor #22-1042 (/emp/jobs/5909449)	0 (/emp/jobs/5909449/applications? schools[]=1041)	Rensselaer Polytechnic Institute (/emp/jobs/5909449)	4/1/2022 (/emp/jobs/5909449)	Expired (/emp/	
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TV Jobs CGM

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Assignment Editor
Reference # TVJ#34392447
Type Television
Full / Part Full Time - Regular
Experience 1 Year
Posted 1/26/2022
Closes 2/26/2022
Time Left 0 Days
DMA #60
Found In News - Assignment Editor

#22



Assignment Editor

Job Overview

The Assignment Editor is essential in coordinating and distributing news coverage assignments to reporters and photographers to cover breaking news and meet deadlines.

Job Responsibilities

Monitor public safety scanners, fixed cameras, social media and e-mail while answering phones and keeping the newsroom informed of significant events and breaking news.

Assist news team in coming up with story ideas and gathering information.

Assign and coordinate logistics between news crews and live trucks coordinate live and tape feeds from trucks and other transportation so stories can be broadcast live.

Develop and maintain contacts with law enforcement and fire departments, local government and community organizations to stay updated on current events.

Coordinate daily logistics and dispatches crews and multimedia journalists to breaking news.

Assist producers, reporters, web producer with story calls, setups and follow ups.

Complete other duties as assigned.

Diversity Statement

Qualifications

Bachelors in Journalism, Communications or related field or equivalent work experience

At least one year of assignment desk experience

Exceptional communication skills.

Advanced critical thinking skills.

Ability to work in a high pressure environment and with various personalities.

Highly organized, detail oriented, knowledge of news and news-makers.

Computer literacy required.

Must be able to make good decisions quickly able to articulate choices and communicate those choices to other news department and station employees.

Must have good writing skills including grammar and spelling.

Let us know you found this job at TVJobs.com

• [Apply Here](#)

Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls
Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé
Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting
Previous Applicants
Local Apartment Rental
Moving Expenses
Union Position
Union Contract Expires

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[Proof of Eligibility to work in U.S. Required](#)

[Equal Opportunity Employment](#) Yes

[EOE Data Form](#) Yes

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Requisition Posting Details

Requisition #: 22-1049 - Chief Engineer

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: The Chief Engineer manages WNYT's Technical and Building departments.

Job Responsibilities:

BROADCAST OPERATIONS & INFORMATION TECHNOLOGY

The Chief Engineer is responsible for WNYT's and WNYA's broadcast operations at its Master Control center, its audio production center, and its six VHF & UHF transmission sites.

The Chief Engineer also oversees proper function of non-broadcast technology infrastructure including servers, end-user workstations, IP networks and Datacom (telephony & Internet services) in consultation with HBI IT Administrators.

He or she supervises and evaluates technical operators, maintenance & repair specialists, and an IT systems administrator

CAPITAL PROJECTS

The Chief Engineer plans and executes capital projects in all areas at WNYT in consultation with WNYT's Senior Management and Department Heads.

PROPERTY MANAGEMENT

The Chief Engineer oversees building and grounds maintenance at WNYT's owned and leased properties (including structural, electrical, facilities, HVAC, safety & security, and other areas). He or she supervises and evaluates the Facilities Assistant, and negotiates & manages leases with tenants.

Essential Functions of the Chief Engineer in the above areas of specialty include:

- Preparation & management of departmental and capital project budgets;
- Planning & execution of technical and infrastructure improvement projects,
 - Including:
 1. Project scope, equipment specification and system requirements,
 2. Preparation of project documents for consideration by corporate managers & owners, and
 3. Purchasing, and negotiation & management of contracts through closeout;
- Maintaining quality facilities;
- Ensuring technical & occupational regulatory compliance (FCC, FAA, OSHA, etc.);
- Oversight of license agreements, maintenance & support contracts;
- Maintaining good relations with vendors & contractors;
- Recruiting, interviewing, and selection of new employees and managers;
- Establishing departmental policies & communicating station and HBI policies;
- Identifying training opportunities and resources for employees; and
- Other duties as assigned.

Strategic Expectations

The Chief Engineer stays current on industry technology and trends through participation in trade expositions, technical conferences, professional societies, and other resources. He or she uses this knowledge to plan future engineering and infrastructure needs and workflow benefits. The Chief Engineer collaborates and consults with the General Manager and department heads on long-term and short-term engineering objectives, goals, and action plans. The Chief Engineer also works cooperatively and collaborates with other departments and other HBI stations.

The Chief Engineer trains and teaches staff through formal instruction and "on the job" opportunities. He or she works "hands on" for special projects, for troubleshooting requiring specialized knowledge or experience, and to provide direction to his or her departmental employees and others.

Qualification:

- Formal training in technology for broadcast or IT. College degree preferred.
- Industry certification preferred (such as SBE Senior- or Professional-level).
- 10 years or more employment experience in Broadcast Operations, IT Technology, & Facilities Management demonstrating skills and experience and supervisory responsibility in the above functions.
- Working knowledge of studio audio & video systems, IP networking, RF transmission, studio production for news, and HVAC & building infrastructure.
- Knowledge of broadcast & occupational regulations (FCC, FAA, OSHA, etc.)
- Experience with purchase agreement negotiations and contract management including insurance requirements.
- Proven ability to function effectively under deadlines and in high-pressure situations.
- Proven ability to think critically, strategically and tactically and to articulate information in a clear, concise manner to others verbally and in writing.
- Ability to troubleshoot problems quickly and effectively and find solutions for staff.
- Available on-call as needed, including evenings, overnights and weekends.
- Must have valid driver's license, clean driving record and able to drive a vehicle as determined by the Company

PHYSICAL REQUIREMENTS

- Must be able to lift 75 lbs.

- Be able to work under stressful conditions and in all types of weather.
- Ability to crawl, stoop, bend, lift overhead, walk.
- Must have manual dexterity for keyboarding and manipulating controls and tools.
- Ability to work in tight spaces and under tight deadlines.
- Must have good vision and hearing. Requires the ability to communicate effectively in English both verbally and in writing.

EEO Statement: We are an equal opportunity employer.

#23

Rows per page 50 ▾ 1 — 45 of 45

22-1049 - Chief Engineer

Costs

CBOs

Metrics

History

AP

PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 28, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Jan 28, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				<p>• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP</p> <p>2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB</p>	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				<p>2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB</p>	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Jan 28, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	<p>2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB</p>	Emailed Jan 28, 2022
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All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
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<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Jan 28, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent College CASP Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Jan 28, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Jan 28, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Jan 28, 2022
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake # 23

Jobs viewing all WNYT/WNYA TV jobs Edit this

5934004

Search

Create Job (/emp/jobs/new)


Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID :	Job :	Applicants :	School :	Expires :	Status	
<input type="checkbox"/>	5934004 (/emp/jobs/5934004)	Chief Engineer (/emp/jobs/5934004)	0 (/emp/jobs/5934004/applications?schools[]=1041)	Rensselaer Polytechnic Institute (/emp/jobs/5934004)	3/31/2022 (/emp/jobs/5934004)	Expir (/emp	
<input type="checkbox"/>	5934004 (/emp/jobs/5934004)	Chief Engineer (/emp/jobs/5934004)	0 (/emp/jobs/5934004/applications?schools[]=3009)	The Craig Newmark Graduate School of Journalism at CUNY (/emp/jobs/5934004)	3/31/2022 (/emp/jobs/5934004)	Expir (/emp	
<input type="checkbox"/>	5934004 (/emp/jobs/5934004)	Chief Engineer (/emp/jobs/5934004)	0 (/emp/jobs/5934004/applications?schools[]=71)	Suffolk University (/emp/jobs/5934004)	3/31/2022 (/emp/jobs/5934004)	Expir (/emp	
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Can't find a job you're looking for? make sure you've added the school (/emp/employer_approvals/more_schools_on_handshake) it's posted to.

TV Jobs CCP

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Chief Engineer
Station Ownership Hubbard Broadcasting
Reference # TVJ#34392478
Type Television
Full / Part Full Time - Regular
Experience 10 Year
Posted 2/28/2022
Closes 4/27/2022
Time Left 0 Days
DMA #60
Found In Engineering - Technical Management

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Chief Engineer

Job Overview

The Chief Engineer manages WNYT's Technical and Building departments.

Job Responsibilities

BROADCAST OPERATIONS & INFORMATION TECHNOLOGY

The Chief Engineer is responsible for WNYT's and WNYA's broadcast operations at its Master Control center, its audio production center, and its six VHF & UHF transmission sites.

The Chief Engineer also oversees proper function of non-broadcast technology infrastructure including servers, end-user workstations, IP networks and Datacom (telephony & Internet services) in consultation with HBI IT Administrators.

He or she supervises and evaluates technical operators, maintenance & repair specialists, and an IT systems administrator

CAPITAL PROJECTS

The Chief Engineer plans and executes capital projects in all areas at WNYT in consultation with WNYT's Senior Management and Department Heads.

PROPERTY MANAGEMENT

The Chief Engineer oversees building and grounds maintenance at WNYT's owned and leased properties (including structural, electrical, facilities, HVAC, safety & security, and other areas). He or she supervises and evaluates the Facilities Assistant, and negotiates & manages leases with tenants.

Essential Functions of the Chief Engineer in the above areas of specialty include:

Preparation & management of departmental and capital project budgets
 Planning & execution of technical and infrastructure improvement projects,
 Including:

Project scope, equipment specification and system requirements,
 Preparation of project documents for consideration by corporate managers & owners, and
 Purchasing, and negotiation & management of contracts through

closeout
 Maintaining quality facilities
 Ensuring technical & occupational regulatory compliance (FCC, FAA,



Supplemental Information

Salary Type Salaried
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits Yes
Benefit Premium Partially Paid By Company
401K Plan Available
Vacation
Paid Sick Leave Yes
Phone Calls No
Agent Phone Calls No
Résumé Required
Cover Letter Required
References Required
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé No
Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record Required
Heavy Lifting
Previous Applicants
Local Apartment Rental
Moving Expenses
Union Position
Union Contract Expires

OSHA, etc.)
 Oversight of license agreements, maintenance & support contracts
 Maintaining good relations with vendors & contractors
 Recruiting, interviewing, and selection of new employees and managers
 Establishing departmental policies & communicating station and HBI policies
 Identifying training opportunities and resources for employees and
 Other duties as assigned.

Strategic Expectations

The Chief Engineer stays current on industry technology and trends through participation in trade expositions, technical conferences, professional societies, and other resources. He or she uses this knowledge to plan future engineering and infrastructure needs and workflow benefits. The Chief Engineer collaborates and consults with the General Manager and department heads on long-term and short-term engineering objectives, goals, and action plans. The Chief Engineer also works cooperatively and collaborates with other departments and other HBI stations.

The Chief Engineer trains and teaches staff through formal instruction and "on the job" opportunities. He or she works "hands on" for special projects, for troubleshooting requiring specialized knowledge or experience, and to provide direction to his or her departmental employees and others.

Qualifications

Formal training in technology for broadcast or IT. College degree preferred.

Industry certification preferred (such as SBE Senior- or Professional-level).

10 years or more employment experience in Broadcast Operations, IT Technology, & Facilities Management demonstrating skills and experience and supervisory responsibility in the above functions. Working knowledge of studio audio & video systems, IP networking, RF transmission, studio production for news, and HVAC & building infrastructure.

Knowledge of broadcast & occupational regulations (FCC, FAA, OSHA, etc.)

Experience with purchase agreement negotiations and contract management including insurance requirements.

Proven ability to function effectively under deadlines and in high-pressure situations.

Proven ability to think critically, strategically and tactically and to articulate information in a clear, concise manner to others verbally and in writing.

Ability to troubleshoot problems quickly and effectively and find solutions for staff.

Available on-call as needed, including evenings, overnights and weekends.

Must have valid driver's license, clean driving record and able to drive a vehicle as determined by the Company

PHYSICAL REQUIREMENTS

Must be able to lift 75 lbs.

Be able to work under stressful conditions and in all types of weather.

Ability to crawl, stoop, bend, lift overhead, walk.

Must have manual dexterity for keyboarding and manipulating controls and tools.

Ability to work in tight spaces and under tight deadlines.

Must have good vision and hearing. Requires the ability to communicate effectively in English both verbally and in writing.

Diversity Statement

Hubbard Broadcasting has been committed to representing the communities we serve since our founding nearly 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

EEO Statement

We are an equal opportunity employer.

Apply at www.Hubbardbroadcasting.com

When responding to this job ad, please mention you saw it listed at TVJobs.com

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

Requisition Posting Details

Requisition #: 22-1114 - Anchor/Reporter

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: This position is responsible for selecting stories for broadcast, researching, writing and gathering newscast content. This position is also responsible for presenting live on TV and radio unscripted and scripted news reports.

Job Responsibilities:

- Maintain extensive community contacts and awareness of local, state and national current events.
- Collaborate with the news director to choose stories to broadcast considering audience preferences.
- Meet with the news director, reporters and other news anchors to be briefed on the day's news.
- Revise scripts and prepare to deliver them on-air.
- Organize the news to present the most interesting pieces first, ensure late-breaking news is added to newscasts.
- Introduce news correspondents reporting on scene and ask relevant questions.
- Interview guests and other members involved in particular stories engaging in commentary.
- Keep abreast of news developments by studying papers, attending events, and staying in contact with industry professionals.
- Write for station's website and maintain an active social media presence.
- Make daily promotional community appearance.
- Provide newsroom leadership and contribute to overall team effort.
- Comply with the moral code of the journalistic profession.
- Complete other duties as assigned.

Qualification:

- Bachelors in Communication, Speech or related field with 2-5 years of experience as a television news anchor; or a combination of education and experience to meet the requirements of the position.
- Quick and effective decision making, live ad-libbing and maintaining performance under extreme pressure.
- Highly developed public speaking and interpersonal skills along with exceptional communication skills, both oral and written.
- Professional, consistent on-air appearance and ability to read Teleprompter.
- Advanced abilities in critical thinking.
- Broad knowledge of local, national and international affairs (e.g. political, economic, legislative and cultural).
- Comfortable yet professional presence on camera with the ability to improvise in a live on-camera setting.
- Effective communication and interpersonal skills.
- Available to work on a flexible schedule.
- Ability to work under stressful conditions and strict deadlines.
- Maintain appropriate and strict standards regarding wardrobe, hair, cosmetics and grooming.

EEO Statement: We are an equal opportunity employer.

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22-1114 - Reporter/Anchor

Rows per page 50 v 1 — 45 of 45

Costs

CBOs

Metrics

History

AP

PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Feb 28, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY •	Emailed Feb 28, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Feb 28, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Feb 28, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG •	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/>	21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Feb 28, 2022
<input type="checkbox"/>	28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Feb 28, 2022
<input type="checkbox"/>	29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Feb 28, 2022
<input type="checkbox"/>	30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	31. 801-Hudson Valley Community College CASP	Troy	New York	12180	Albany-NYALB	Emailed Feb 28, 2022
<input type="checkbox"/>	32. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN •	Error No email address

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
					Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Feb 28, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Feb 28, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMY-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Feb 28, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	Error
<input type="checkbox"/>	44. M-528- University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York- NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN- MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake #24

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6103128

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Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status		
<input type="checkbox"/>	6103128 (/emp/jobs/6103128)	Anchor/Reporter #22-1114 (/emp/jobs/6103128)	0 (/emp/jobs/6103128/applications?schools[]=652)	Union College (/emp/jobs/6103128)	5/18/2022 (/emp/jobs/6103128)	Expired (/emp/jobs/6103128)	
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TV Jobs C.G.I.K.

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Anchor/Reporter
Reference # TVJ#34394227
Type Television #24
Full / Part Full Time - Regular
Experience 2 to 5 Years
Posted 3/1/2022
Closes 4/1/2022
Time Left 0 Days
DMA #60
Found In News / Talent - Anchor - Reporter



Anchor/Reporter

Job Overview

This position is responsible for selecting stories for broadcast, researching, writing and gathering newscast content. This position is also responsible for presenting live on TV and radio unscripted and scripted news reports.

Job Responsibilities

Maintain extensive community contacts and awareness of local, state and national current events.
Collaborate with the news director to choose stories to broadcast considering audience preferences.
Meet with the news director, reporters and other news anchors to be briefed on the day's news.
Revise scripts and prepare to deliver them on-air.
Organize the news to present the most interesting pieces first, ensure late-breaking news is added to newscasts.
Introduce news correspondents reporting on scene and ask relevant questions.
Interview guests and other members involved in particular stories engaging in commentary.
Keep abreast of news developments by studying papers, attending events, and staying in contact with industry professionals.
Write for station's website and maintain an active social media presence.
Make daily promotional community appearance.
Provide newsroom leadership and contribute to overall team effort.
Comply with the moral code of the journalistic profession.
Complete other duties as assigned.

Qualifications

Bachelors in Communication, Speech or related field with 2-5 years of experience as a television news anchor or a combination of education and experience to meet the requirements of the position.
Quick and effective decision making, live ad-libbing and maintaining performance under extreme pressure.
Highly developed public speaking and interpersonal skills along with exceptional communication skills, both oral and written.
Professional, consistent on-air appearance and ability to read Teleprompter.
Advanced abilities in critical thinking.
Broad knowledge of local, national and international affairs (e.g. political, economic, legislative and cultural).
Comfortable yet professional presence on camera with the ability to improvise in a live on-camera setting.
Effective communication and interpersonal skills.
Available to work on a flexible schedule.



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave
Phone Calls
Agent Phone Calls
Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé
Degree Required
Contract Required
Contract Length
Special Requirements
Driver's License
Insurance
Good Driving Record
Heavy Lifting
Previous Applicants
Local Apartment Rental
Moving Expenses
Union Position
Union Contract Expires

Ability to work under stressful conditions and strict deadlines.
Maintain appropriate and strict standards regarding wardrobe, hair,
cosmetics and grooming.

Let us know you found this job at TVJobs.com

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mention you saw it listed at TVJobs.com

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Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work in U.S.
Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

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Requisition Posting Details

Requisition #: 22-1188 - Investigative Producer

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: WNYT-TV is looking for a passionate, responsible and aggressive Investigative Producer to help lead its investigative team. Our team is poised to dominate a competitive and highly visible market with its commitment to investigative content. If you are a coach who is interested in making a difference in the community, this is a perfect opportunity for you. The Investigative Producer is responsible for developing and coordinating distinctive stories that center on accountability, force transparency and bring results using a wide array of sources. We want a leader who will coach, mentor and be a driving force for a team of reporters. Our "13 Investigates" team generates stories and extensive news specials that resonate with our consumers on all platforms.

Job Responsibilities:

- Oversees and develops a variety of news reporting assignments, emphasizing stories that hold people in power accountable and provide a voice for the voiceless.
- Meets frequently with investigative reporters and news managers in planning investigative news content.
- Researches and schedules news stories, gathers information, writes stories, helps coordinate investigative coverage.
- Develops enterprise stories in line with our "13 Investigates" brand on a daily basis.
- Creates and develops excellent audience-directed content for web and social media.
- Responds and works well in a crisis and during breaking news. Handles last-minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.
- Writes and edits clear, accurate and interesting stories. Ensures that any visuals shown are relevant, appropriate and impactful. Breaks down complicated stories so that they are easy to understand.
- Attends editorial and strategic meetings. Comes prepared to meetings and interacts professionally with others.
- Is knowledgeable of local, national and world events. Knows what is going on in the community.
- Consults with news director, executive producer and/or assistant news director on difficult editorial issues.
- Works established schedule. Fills in for others and other positions if needed.

Qualification:

- 5 years producing, assignment editor and/or reporting experience including hard-hitting, relevant investigative work.
- Reputation as an ethical, fair and trusted journalist whose commitment to the highest standards of journalism is unquestioned.
- Ability to juggle multiple assignments and stories at once, while working closely with management and other members of station to put Investigative stories on the air.
- Ability to follow a paper trail, use the Internet to dig deep and file paperwork and records requests in a timely manner to get what's needed to serve the story.
- Understanding of and ability to interpret key government, court and business documents provided by well-placed, high-level sources whom you've cultivated.
- Some experience producing a local television newscast preferred.
- Ability to read, write and speak English well.
- Excellent organization and writing skills including grammar and spelling.
- Understands when to take charge of situations when warranted.
- Four-year Bachelor of Arts degree in journalism or communications or equivalent experience.
- Ability to work well under pressure and meet tight deadlines.

EEO Statement: We are an equal opportunity employer.

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Rows per page 50 1 — 45 of 45

22-1188 - Investigative Producer

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Apr 13, 2022
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Apr 13, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District Of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Apr 13, 2022
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Apr 13, 2022
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

CBO Name	City	State	ZIP/ Postcode	Locations	
				FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/> 20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/> 21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/> 27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Apr 13, 2022
<input type="checkbox"/> 28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Apr 13, 2022
<input type="checkbox"/> 29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Apr 13, 2022
<input type="checkbox"/> 30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/> 31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Apr 13, 2022

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Apr 13, 2022
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Apr 13, 2022
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Apr 13, 2022
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address

Handshake # 25

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Active	Expired	All	Declined	Not Posted	VIEW BY	School	Job
<input type="checkbox"/>	ID ↓	Job ↓	Applicants ↓	School ↓	Expires ▲	Status ↓	
<input type="checkbox"/>	6331611 (/emp/jobs/6331611)	Investigative Producer (/emp/jobs/6331611)	0 (/emp/jobs/6331611/applications? schools[]=489)	SUNY Brockport (/emp/jobs/6331611)	6/13/2022 (/emp/jobs/6331611)	Expired (/emp/jobs/6331611)	
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TV Jobs COM

Broadcast Employment Services

 **WNYT (NBC) Albany, New York**

Position Investigative Producer
Reference # TVJ#34396568
Type Television
Full / Part Full Time - Regular
Experience 5 Years
Posted 4/15/2022
Closes 5/15/2022
Time Left 0 Days
DMA #60
Found In News - Investigative Producer

#25



Investigative Producer

Job Overview

WNYT-TV is looking for a passionate, responsible and aggressive Investigative Producer to help lead its investigative team.

Our team is poised to dominate a competitive and highly visible market with its commitment to investigative content. If you are a coach who is interested in making a difference in the community, this is a perfect opportunity for you.

The Investigative Producer is responsible for developing and coordinating distinctive stories that center on accountability, force transparency and bring results using a wide array of sources.

We want a leader who will coach, mentor and be a driving force for a team of reporters. Our "13 Investigates" team generates stories and extensive news specials that resonate with our consumers on all platforms.

Qualifications

- 5 years producing, assignment editor and/or reporting experience including hard-hitting, relevant Investigative work.
- Reputation as an ethical, fair and trusted journalist whose commitment to the highest standards of journalism is unquestioned.
- Ability to juggle multiple assignments and stories at once, while working closely with management and other members of station to put investigative stories on the air.
- Ability to follow a paper trail, use the Internet to dig deep and file paperwork and records requests in a timely manner to get what's needed to serve the story.
- Understanding of and ability to interpret key government, court and business documents provided by well-placed, high-level sources whom you've cultivated.
- Some experience producing a local television newscast preferred.
- Ability to read, write and speak English well.
- Excellent organization and writing skills including grammar and spelling.
- Understands when to take charge of situations when warranted.
- Four-year Bachelor of Arts degree in journalism or communications or equivalent experience.
- Ability to work well under pressure and meet tight deadlines.

Job Responsibilities

Oversees and develops a variety of news reporting assignments, emphasizing stories that hold people in power accountable and provide a voice for the voiceless.

Supplemental Information

- Salary Type
- Salary Range
- Starting Salary / Year
- Starting Salary / Hour
- Job Type Full Time - Regular
- Hours
- Workweek
- Scheduled on Holidays
- Start Date
- Probation Period
- Benefits
- Benefit Premium
- 401K Plan
- Vacation
- Paid Sick Leave
- Phone Calls
- Agent Phone Calls
- Résumé
- Cover Letter
- References
- Salary History
- Tape / Reel
- Tape Format
- Tape Return
- Director's Track
- FAX Résumé No
- TVJobs.com E-Résumé
- Degree Required
- Contract Required
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting
- Previous Applicants
- Local Apartment Rental
- Moving Expenses
- Union Position
- Union Contract Expires

Meets frequently with investigative reporters and news managers in planning investigative news content.
Researches and schedules news stories, gathers information, writes stories, helps coordinate investigative coverage.
Develops enterprise stories in line with our "13 Investigates" brand on a daily basis.
Creates and develops excellent audience-directed content for web and social media.
Responds and works well in a crisis and during breaking news. Handles last-minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.
Writes and edits clear, accurate and interesting stories. Ensures that any visuals shown are relevant, appropriate and impactful. Breaks down complicated stories so that they are easy to understand.
Attends editorial and strategic meetings. Comes prepared to meetings and interacts professionally with others.
Is knowledgeable of local, national and world events. Knows what is going on in the community.
Consults with news director, executive producer and/or assistant news director on difficult editorial issues.
Works established schedule. Fills in for others and other positions if needed.

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Feedback

Drug Screen

Proof of Eligibility to work in U.S.
Required

Equal Opportunity Employment

Yes

EOE Data Form

Yes

Requisition Posting Details

Requisition #: 22-1398 - Creative Services Producer-Editor

About Us: WNYT-TV News Channel 13 is the award-winning NBC affiliate for New York State's Capital Region. WNYT-TV is a longtime market leader, and is committed to excellence in all that it does. Whether it's news broadcasts with hyper-local coverage, important public service that deals powerfully with today's issues, or, now more than ever, top notch digital content, we reach our viewers and followers with important information in the way they want to receive it. When you work for Hubbard Broadcasting and WNYT, you will join a team of dedicated and passionate professionals, working hard every day to improve our product and our community.

Job Overview: The Creative Services Producer-Editor works closely with Sales, News, Graphics and Creative Services to develop client commercials and station image campaigns that are effective, impactful and of exceptional production value. This individual must have exceptional writing and communication skills, the ability to meet tight deadlines on a regular basis and a solid understanding of creative concept development.

Job Responsibilities:

- Collaborate with station clients, Account Executives, Graphics, our News Team, our Videographer and fellow Creative Services Producers to develop broadcast quality commercials and station promotions.
- Execute creative ideas from concept to completion. This includes, but is not limited to, brainstorming, scripting, sight surveying, shooting, directing and editing. Projects range from station promotions and writing the daily news teases to client commercials, public service announcements and event promotions.
- Travel to a variety of locations to meet with clients, positively reflect the station and scout potential shoot locations.
- Work cooperatively and collaboratively with Traffic and Sales to ensure client projects are completed by deadline.
- Write engaging, topical news teases in ENPS that garner viewership for newscasts.
- Identify challenges, troubleshoot problems and keep projects moving ahead to completion while meeting all assigned deadlines. Communicate any issues or problems that may require immediate resolution and attention to the Director of Creative services.
- Demonstrate proactivity, accountability and responsibility.
- Demonstrate a positive, team-player attitude and maintain respectful, effective working relationships with team members, clients, vendors and the general public.

Qualification:

- Videography experience a plus. Fluency in Adobe Premiere preferred.
- Excellent creative writing skills.
- Experience in field and in-studio camera operation and non-linear editing.
- Ability to work well under pressure and meet tight deadlines.
- Excellent customer service and communication skills.
- Must possess valid driver's license and have a clean driving record.

EEO Statement: We are an equal opportunity employer.

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22-1398 - Creative Services Producer-Editor

Rows per page 50 ▾ 1 — 45 of 45

Costs CBOs Metrics History AP PS

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	1. 1156-College of Communication Pennsylvania State University	University Park	New York	16802	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Aug 15, 2021
<input type="checkbox"/>	2. 1157-Rensselaer Cty One Stop Employment Center	Troy	New York	12180	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	3. 1176-Saratoga County Chamber Of Commerce	Saratoga	New York	12866	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	4. 1199-America Works of Albany, Inc.	Albany	New York	12210	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	5. 1212-Rensselaer County Department of Employment and Training	Troy	New York	12180	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	6. 1216-LEARN FOR LIFE Twin Rivers Council, Inc	Albany	New York	12205	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	7. 1450-Indeed.com	Austin	Texas		2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 151-City of Albany Department of Administrative Services	Albany	New York	12207	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	9. 166-County of Albany Division of Affirmative Action*	Albany	New York	12207	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	10. 168-Schenectady County Civil Service Commission Affirmative Action Office	Schenectady	New York	12305	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	11. 2107-MediaTalent	Katy	Texas	77494	Albany-NYALB • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM	Emailed Aug 15, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	12. 2226-Employee Referral				• KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	13. 2250-MA Broadcasters Association	Medford	Massachusetts	02155	Albany-NYALB	Emailed Aug 15, 202.
<input type="checkbox"/>	14. 248-Department of Labor Albany, NY	Albany	New York	12240	Albany-NYALB	Emailed Aug 15, 202.
<input type="checkbox"/>	15. 257-Mildred Elley College	Albany	New York	12206	Albany-NYALB	Emailed Aug 15, 202.
<input type="checkbox"/>	16. 3000-HBI Career Site				2060 Digital Minnesota-MNDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	17. 304-Howard University John H Johnson School of Comm.*	Washington	District of Columbia	20058	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Aug 15, 202.
<input type="checkbox"/>	18. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Aug 15, 202.
<input type="checkbox"/>	19. 379-Job Fair				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-	Error No email address

All None Fax Email

CBO Name	City	State	ZIP/ Postcode	Locations	
				FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/> 20. 401-Recruiter				Albany-NYALB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-TV, LLC-TCKTV • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	
<input type="checkbox"/> 21. 445-The Sage Colleges	Troy	New York	12180	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 22. 450-Sage College of Albany	Albany	New York	12208	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 23. 469-Siena College Career Center*	Loudonville	New York	122111462	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 24. 470-SI Newhouse School of Public Communications	Syracuse	New York	13244	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 25. 491-College of St Rose	Albany	New York	12203	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 26. 5000-Internal				2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Aug 15, 2021
<input type="checkbox"/> 27. 642-NABET CWA*	Washington	District Of Columbia	20001	Albany-NYALB • Rochester-NYROC	Emailed Aug 15, 2021
<input type="checkbox"/> 28. 683-New School of Radio Television	Albany	New York	12205	Albany-NYALB • Washington-DCWAS • Washington-MDWAS	Emailed Aug 15, 2021
<input type="checkbox"/> 29. 725-Leech Lake Tribal College	Cass Lake	Minnesota	55633	Albany-NYALB • Duluth-MNDUL	Emailed Aug 15, 2021
<input type="checkbox"/> 30. 800-Hudson Valley Community College, Center For Careers & Placement	Troy	New York	12180	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/> 31. 801-Hudson Valley	Troy	New York	12180	Albany-NYALB	Emailed Aug 15, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	32. 9000-Exigent College CASP Circumstance	St. Paul	Minnesota	55114	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • NorthStar Audio, LLC-TXNSA • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	33. M-1035- University of the Southwest*	Hobbs	New Mexico	88240	Albany-NYALB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • St Paul - HQ-MNSTP	Emailed Aug 15, 2021
<input type="checkbox"/>	34. M-1230-CUNY Graduate School of Journalism	New York	New York	10018	Albany-NYALB • Rochester-NYROC • Washington-DCWAS • Washington-MDWAS	Emailed Aug 15, 2021
<input type="checkbox"/>	35. M-1457- LinkedIn	Mountain View	California	94043	2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMF-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-DCWAS • Washington-MDWAS • West Palm Beach-FLWPB	
<input type="checkbox"/>	36. M-3083-SUNY Potsdam	Potsdam	New York	13676	Albany-NYALB	Error No email address
<input type="checkbox"/>	37. M-3084-Suffolk University	Boston	Massachusetts	02108	Albany-NYALB	Error No email address
<input type="checkbox"/>	38. M-3085-Hofstra University	Hempstead	New York	11549	Albany-NYALB	Error No email address
<input type="checkbox"/>	39. M-3086- Rensselaer Polytechnic Institute	Troy	New York	12180	Albany-NYALB	Error No email address
<input type="checkbox"/>	40. M-3087- Stonybrook University	Stony Brook	New York	11794	Albany-NYALB	Error No email address
<input type="checkbox"/>	41. M-453-SUNY Schenectady County Community College	Schenectady	New York	12305	Albany-NYALB	Emailed Aug 15, 2021

All None Fax Email

	CBO Name	City	State	ZIP/ Postcode	Locations	
<input type="checkbox"/>	42. M-493-Syracuse University	Syracuse	New York	13244	Albany-NYALB • Farmington-NMFAR • KOB NM-NMALB • Rochester-NYROC • Roswell-NMROS • Washington-DCWAS • Washington-MDWAS	Error No email address
<input type="checkbox"/>	43. M-525-Union College Career Center	Schenectady	New York	12308	Albany-NYALB	Emailed Aug 15, 2021
<input type="checkbox"/>	44. M-528-University at Albany, Office of Career and Professional Development*	Albany	New York	12222	Albany-NYALB • Rochester-NYROC	Error No email address
<input type="checkbox"/>	45. M-923-TV Jobs	Oceanside	California	920524116	Albany-NYALB • Clearwater FL-FLCLE • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS	Error No email address