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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 1, 2021

**Position/Job Title:** Weekend Sports Anchor/Reporter

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 7

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Employee Referral</b>	4
<b>FoxCareers.com</b>	1
<b>Former Employee</b>	2

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

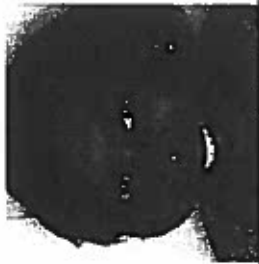
Recruiting Start Date 04/20/2021 - 4 months ago  
Target Hire Date 04/20/2021 - 4 months ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Hiring Manager

Aaron Levine

Hiring Manager



Recruiter

Tracey Rivers

Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50013972 Weekend Sports Anchor/Reporter (Filled)  
Supervisory Organization Evening News (Aaron Levine)  
Position Sports Anchor/Reporter - Alyssa Charlston  
Spotlight Job No  
Referral Payment Plan Domestic Referral Payment Plan  
Inbound Process Hire: Alyssa Charlston



Available For Hire No  
 Hiring Freeze No  
 Requester Aaron Levine  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire Fox Job Application\_External  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For Michelle Ludtka (Terminated)  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Weekend Sports Anchor/Reporter  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Sports Anchor  
 Job Families for Job Profiles TVST News  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 04/20/2021  
 Target Hire Date 04/20/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

Q13 Fox Seattle, the official partner of the Seattle Seahawks (NFL), Sounders FC (MLS) and Storm (WNBA), has a rare opening for a dynamic, engaging, experienced sports journalist! This position will anchor on the weekends and report during the week. Must be able to



write, edit and produce on their own for sportscasts and specially sports shows. The qualified candidate will be proficient at (or will learn) producing on iNews, editing on EDIUS and our video sharing/archiving system, along with posting stories and videos to our website. They will be expected to enterprise unique feature stories and will have opportunities to host specially sports shows on air and in digital format as well. It is imperative that the candidate be comfortable in all professional sports settings, including press conferences, interviews, press boxes, sidelines – and have the ability to conduct engaging interviews with local athletes and coaches. The candidate will be willing to work weekends and holidays and be flexible with schedule with the Sports Director.

A 4-year college degree is required with a minimum of 3+ years' experience working as a sports reporter and/or MMJ in a medium or large market preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** Strong writing skills and thorough knowledge of current sporting events. Excellent people and communication skills; must be a team player.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment			
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Business Process History  
Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
04/20/2021	Requisition Compensation Change: R50013972 Weekend Sports Anchor/Reporter	04/22/2021 12:52:53 PM	04/22/2021 12:52:53 PM	Successfully Completed
04/20/2021	Job Requisition: R50013972 Weekend Sports Anchor/Reporter	04/20/2021 08:43:45 PM	04/22/2021 12:52:53 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ 19523 Evening News (Inactive) 500 NON - Non union

**Job Postings**

Current



Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Weekend Sports Anchor/Reporter
Domeslic	External	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Weekend Sports Anchor/Reporter
FOX TVST - West Region Stations	External	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Weekend Sports Anchor/Reporter

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:32 PM  
**To:** Slauson, Tyler; Perry, Brittany; Ringgenberg, Mandi  
**Cc:** Kennedy, Sean; Levine, Aaron; Pearson, Pam  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Please post the attached to our website and let me know when it is posted.

Thank you.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:33 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:34 PM  
**To:** Asian American Journalist Association - Seattle ([info@ajaseattle.org](mailto:info@ajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nljja.org](mailto:info@nljja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Thank you for sharing our job opportunites.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)







# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

April 23, 2021

## SALES

### **Digital Account Executive (Regular, Full Time)**

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### **Account Executive, (Regular, Full Time):**

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## NEWS

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### **Weekend Sports Anchor/Reporter (Regular, Full Time)**

Q13 Fox Seattle, the official partner of the Seattle Seahawks (NFL), Sounders FC (MLS) and Storm (WNBA), has a rare opening for a dynamic, engaging, experienced sports journalist! This position will anchor on the weekends and report during the week. Must be able to write, edit and produce on their own for sportscasts and specialty sports shows. The qualified candidate will be proficient at (or will learn) producing on iNews, editing on

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



## JOB OPPORTUNITIES

EDIUS and our video sharing/archiving system, along with posting stories and videos to our website. They will be expected to enterprise unique feature stories and will have opportunities to host specialty sports shows on air and in digital format as well. It is imperative that the candidate be comfortable in all professional sports settings, including press conferences, interviews, press boxes, sidelines – and have the ability to conduct engaging interviews with local athletes and coaches. The candidate will be willing to work weekends and holidays and be flexible with schedule with the Sports Director.

A 4-year college degree is required with a minimum of 3+ years' experience working as a sports reporter and/or MMJ in a medium or large market preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Strong writing skills and thorough knowledge of current sporting events. Excellent people and communication skills; must be a team player. [Click Here to Apply](#)

### **Reporter/Anchor (Regular, Full Time)**

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate to primarily report but also anchor as needed. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



# JOB OPPORTUNITIES

night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## Senior Producer (Regular, Full Time)

Q13 KCPQ and JOETv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.



# JOB OPPORTUNITIES

- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## SALES

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 7, 2021

**Position/Job Title:** Reporter/Anchor

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Staffing Agency

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

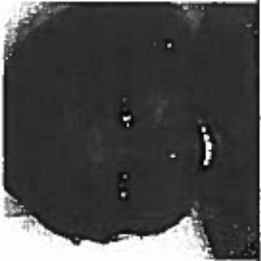
**Total # of Interviewees:** 6

Referral Sources <sup>2</sup>	No. of Interviewees
Employee Referral	2
FoxCareers.com	2
National Association of Hispanic Journalist (NAHJ)	1
Staffing Agency	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b> 03/29/2021 - 5 months ago <b>Target Hire Date</b> 03/29/2021 - 5 months ago <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North	<b>Hiring Manager</b>
<b>Denise Guerrero</b>	<b>Hiring Manager</b>
	
<b>Tracey Rivers</b>	<b>Recruiter</b>

**Details**

**Details**

**Requisition Details**

**Job Requisition** R50013818 Reporter/Anchor (Filled)  
**Supervisory Organization** Evening News (Denise Guerrero)  
**Position** Reporter/Anchor - Chynna Greene  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Chynna Greene  
**Available For Hire** No  
**Hiring Freeze** No  
**Requester** Denise Guerrero  
**Job Application Template** Default Job Application Template effective 06/08/2018 10:18  
**Primary Internal Questionnaire** Fox Internal Application -V1.1  
**Secondary Internal Questionnaire** Fox Job Application\_External  
**Primary External Questionnaire**  
**Secondary External Questionnaire**



Recruiting Self-Schedule Calendars  
Reference Template  
Replacement For  
Recruiting Instruction  
Job Posting Title  
Job Description Summary

Omar Lewis (Terminated)  
Post Internally and Externally  
Reporter/Anchor

Hiring Requirements

Job Details

Job Profile

TVST News Reporter

Job Families for Job Profiles

TVST News

Worker Sub-Type

Regular

Worker Type

Employee

Time Type

Full time

Compensation Grade

TVST

Primary Location

USA - WA - Seattle - 1813 Westlake Avenue North

Primary Job Posting Location

Seattle, Washington, USA

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

40

Work Shift

Recruiting Start Date

03/29/2021

Target Hire Date

03/29/2021

Target End Date

Additional Information

Union Membership from Job Profile

Allowed Unions from Job Profile

Job Description

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate to primarily report but also anchor as needed. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading



material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

Business Process	Effective Date	Business Process	Initiated On	Completed On	Status
Requisition Compensation Change: R50013818 Reporter/Anchor	05/12/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	05/12/2021 01:11:34 PM	05/12/2021 01:11:34 PM	Successfully Completed
Requisition Compensation Change: R50013818 Reporter/Anchor	03/29/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	04/14/2021 01:25:50 PM	04/14/2021 01:25:50 PM	Successfully Completed
Job Requisition Change: R50013818 Reporter/Anchor	03/29/2021	Job Requisition Change: R50013818 Reporter/Anchor	04/14/2021 01:25:50 PM	04/14/2021 01:25:50 PM	Successfully Completed
Requisition Compensation Change: R50013818 Reporter/Anchor	03/29/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	04/13/2021 06:30:56 PM	04/13/2021 06:30:56 PM	Successfully Completed
Job Requisition Change: R50013818 Reporter/Anchor	03/29/2021	Job Requisition Change: R50013818 Reporter/Anchor	04/13/2021 06:30:56 PM	04/13/2021 06:30:56 PM	Successfully Completed
Requisition Compensation Change: R50013818 Reporter	03/29/2021	Requisition Compensation Change: R50013818 Reporter	03/30/2021 11:11:43 AM	03/30/2021 11:11:43 AM	Successfully Completed
Job Requisition: R50013818 Reporter	03/29/2021	Job Requisition: R50013818 Reporter	03/29/2021 09:03:40 PM	03/30/2021 11:11:43 AM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	19523 Evening News (inactive)





Organization Type	Organization
Union	500 NON - Non Union

**Job Postings**

**Current**

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	04/16/2021	05/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Reporter/Anchor
Domestic	External	04/16/2021	05/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External	04/16/2021	05/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal	04/14/2021	04/16/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Reporter/Anchor
Domestic	External	04/14/2021	04/16/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External	04/14/2021	04/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal	04/13/2021	04/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Reporter/Anchor
Domestic	External	04/13/2021	04/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External	04/13/2021	04/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal	03/30/2021	04/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Reporter
Domestic	External	03/30/2021	04/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Reporter



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
FOX TVST - West Region Stations	External	03/30/2021	04/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Reporter

## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:39 PM  
**To:** Slauson, Tyler; Perry, Brittany; Ringgenberg, Mandi; Miller, Heather  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

Hello,  
Please post the attached to our website and let me know when it is completed.

Thank you.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728

New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:40 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

Thank you for sharing our open positions.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728

New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:41 PM  
**To:** Asian American Journalist Association - Seattle ([info@aajaseattle.org](mailto:info@aajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Synopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nlgja.org](mailto:info@nlgja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Assocation of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

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New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**

A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

April 13, 2021

## NEWS

### **Reporter/Anchor (Regular, Full Time)**

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate who will report 3 days during the week and anchor 2 days on the weekend. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our night side team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



# JOB OPPORTUNITIES

## **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOETv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Associate Producer (Regular, Full Time)**

Q13 KCPQ and JOETv KZJO the Fox-owned duopoly in Seattle WA, are hiring an associate producer for our morning newscasts. The candidate must be able to write urgent and engaging news stories from various sources including, but not limited to, Associated Press, press releases and other wire sources. This position will also require simple desktop editing, use templates to produce graphics and must be able and willing to fill-in produce as necessary. Essential to participate and assist in the editorial process. Must have strong knowledge of social media and be able to mine for new content and incorporate into newscast. Have exceptional news judgment, strong writing and copy editing abilities. Crucial this person can write accurately and be able to spot mistakes before they hit air.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Prefer experience working in a small to mid-market newsroom. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **ENGINEERING**

### **Broadcast Maintenance Engineer (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### **Responsibilities**

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.



# JOB OPPORTUNITIES

- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/payout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## SALES

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO- Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high





## JOB OPPORTUNITIES

volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

**A N E Q U A L O P P O R T U N I T Y E M P L O Y E R**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** May 5, 2021

**Position/Job Title:** Associate Producer

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Job Board

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720



**Total # of Interviewees:** 3

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Job Board</b>	1
<b>FoxCareers.com</b>	2

---

<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b>	01/29/2021 - 7 months ago
<b>Target Hire Date</b>	01/29/2021 - 7 months ago
<b>Primary Location</b>	USA - WA - Seattle - 1813 Westlake Avenue North
	
Hiring Manager	
Sheila Oliver	
Hiring Manager	
	
Recruiter	
Tracey Rivers	
Recruiter	

## Details

### Details

#### Requisition Details

**Job Requisition** R50013289 Associate Producer (Filled)  
**Supervisory Organization** Evening News (Sheila Oliver (Inherited))  
**Position** News Associate Producer - Mitchell Barnhart  
**Spotlight Job** No  
**Referral Payment Plan**  
**Inbound Process** Hire: Mitchell Barnhart



Available For Hire No  
 Hiring Freeze No  
 Requester Miranda Dollardhide  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire Fox Job Application\_External  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Associate Producer  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST News Associate Producer  
 Job Families for Job Profiles TVST News  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 01/29/2021  
 Target Hire Date 01/29/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

Q13 KCPQ and JOEIV KZJO the Fox-owned duopoly in Seattle WA, are hiring an associate producer for our evening newscasts. The candidate must be able to write urgent and engaging news stories from various sources including, but not limited to, Associated Press, press

releases and other wire sources. This position will also require simple desktop editing, use templates to produce graphics and must be able and willing to fill-in produce as necessary. Essential to participate and assist in the editorial process. Must have strong knowledge of social media and be able to mine for new content and incorporate into newscast. Have exceptional news judgment, strong writing and copy editing abilities. Crucial this person can write accurately and be able to spot mistakes before they hit air.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Prefer experience working in a small to mid-market newsroom. **Candidate must be able to work flexible hours: early mornings, late nights, weekends and holidays may be required.**

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment			
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Business Process History  
Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
01/29/2021	Requisition Compensation Change: R50013289 Associate Producer	02/01/2021 07:10:14 PM	02/01/2021 07:10:14 PM	Successfully Completed
01/29/2021	Job Requisition: R50013289 Associate Producer	01/29/2021 07:04:58 PM	02/01/2021 07:10:14 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ 19523 Evening News (inactive) 500_NON - Non-union

**Job Postings**

Current



Job Posting Details		Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
<b>Historical</b>										
Internal	Job Posting	Internal	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
				03/31/2021	04/20/2021	04/20/2021		Default Job Application Template effective 06/08/2018 10:18	0	Internal: Associate Producer
Domestic		External		03/31/2021	04/20/2021	04/20/2021		Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Associate Producer
FOX TVST - West Region Stations		External		03/31/2021	04/20/2021	04/20/2021		Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Associate Producer
Internal		Internal		02/02/2021	03/30/2021	03/30/2021		Default Job Application Template effective 06/08/2018 10:18	0	Internal: Associate Producer
Domestic		External		02/02/2021	03/30/2021	03/30/2021		Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Associate Producer
FOX TVST - West Region Stations		External		02/02/2021	03/30/2021	03/30/2021		Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Associate Producer

## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, March 30, 2021 11:44 AM  
**To:** Slauson, Tyler  
**Cc:** Kennedy, Sean; Pearson, Pam  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 3-30-21.pdf  
  
**Importance:** High

Tyler,  
Please post the attached and let me know when it is posted.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, March 30, 2021 11:38 AM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina (FoxTV); Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine (FoxTV); O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise (FoxTV); Scott-Nathan, Sharming; Sierra, Iris (FoxTV); Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 3-30-21.pdf  
**Importance:** High

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, March 30, 2021 11:42 AM  
**To:** Asian American Journalist Association - Seattle ([info@aajaseattle.org](mailto:info@aajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nljja.org](mailto:info@nljja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Assocation of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** FW: KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 3-30-21.pdf  
**Importance:** High

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

KCPQ TV Fox 13 & KZJO TV & Q13Fox.com  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

March 30, 2021

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
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- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

### Qualifications

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## NEWS

### Reporter (Regular, Full Time)

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter to join our news team with the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition,



# JOB OPPORTUNITIES

this reporter must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

## **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of



# JOB OPPORTUNITIES

social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Associate Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, are hiring an associate producer for our morning newscasts. The candidate must be able to write urgent and engaging news stories from various sources including, but not limited to, Associated Press, press releases and other wire sources. This position will also require simple desktop editing, use templates to produce graphics and must be able and willing to fill-in produce as necessary. Essential to participate and assist in the editorial process. Must have strong knowledge of social media and be able to mine for new content and incorporate into newscast. Have exceptional news judgment, strong writing and copy editing abilities. Crucial this person can write accurately and be able to spot mistakes before they hit air.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Prefer experience working in a small to mid-market newsroom. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **SALES**

### **Account Executive, (Regular, Full Time):**

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## **Human Resources**

### **KCPQ/KZJO- Human Resources Director (Regular, Full Time)**

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all



## *JOB OPPORTUNITIES*

levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

***NO PHONE CALLS PLEASE.***

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 1, 2021

**Position/Job Title:** Weekend Sports Anchor/Reporter

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 7

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Employee Referral</b>	4
<b>FoxCareers.com</b>	1
<b>Former Employee</b>	2

---

<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

Recruiting Start Date 04/20/2021 - 4 months ago  
Target Hire Date 04/20/2021 - 4 months ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Hiring Manager

Aaron Levine

Hiring Manager



Recruiter

Tracey Rivers

Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50013972 Weekend Sports Anchor/Reporter (Filled)  
Supervisory Organization Evening News (Aaron Levine)  
Position Sports Anchor/Reporter - Alyssa Charlston  
Spotlight Job No  
Referral Payment Plan Domestic Referral Payment Plan  
Inbound Process Hire: Alyssa Charlston



Available For Hire No  
 Hiring Freeze No  
 Requester Aaron Levine  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire Fox Job Application\_External  
 Primary External Questionnaire Michelle Ludtka (Terminated)  
 Secondary External Questionnaire Post Internally and Externally  
 Recruiting Self-Schedule Calendars Weekend Sports Anchor/Reporter  
 Reference Template  
 Replacement For  
 Recruiting Instruction  
 Job Posting Title  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile Job Profile  
 Job Families for Job Profiles TVST Sports Anchor  
 Worker Sub-Type TVST News  
 Worker Type Regular  
 Time Type Employee  
 Compensation Grade Full time  
 Primary Location TVST  
 Primary Job Posting Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Additional Locations Seattle, Washington, USA  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 04/20/2021  
 Target Hire Date 04/20/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

Q:13 Fox Seattle, the official partner of the Seattle Seahawks (NFL), Sounders FC (MLS) and Storm (WNBA), has a rare opening for a dynamic, engaging, experienced sports journalist! This position will anchor on the weekends and report during the week. Must be able to



write, edit and produce on their own for sportscasts and specialty sports shows. The qualified candidate will be proficient at (or will learn) producing on iNews, editing on EDIUS and our video sharing/archiving system, along with posting stories and videos to our website. They will be expected to enterprise unique feature stories and will have opportunities to host specialty sports shows on air and in digital format as well. It is imperative that the candidate be comfortable in all professional sports settings, including press conferences, interviews, press boxes, sidelines – and have the ability to conduct engaging interviews with local athletes and coaches. The candidate will be willing to work weekends and holidays and be flexible with schedule with the Sports Director.

A 4-year college degree is required with a minimum of 3+ years' experience working as a sports reporter and/or MMJ in a medium or large market preferred. Candidate must be able to work flexible hours: early mornings, late nights, weekends and holidays may be required. Strong writing skills and thorough knowledge of current sporting events. Excellent people and communication skills; must be a team player.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

Business Process History  
Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
04/20/2021	Requisition Compensation Change: R50013972 Weekend Sports Anchor/Reporter	04/22/2021 12:52:53 PM	04/22/2021 12:52:53 PM	Successfully Completed
04/20/2021	Job Requisition: R50013972 Weekend Sports Anchor/Reporter	04/20/2021 08:43:45 PM	04/22/2021 12:52:53 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ 19523 Evening News (inactive) 500 NON - Non Union

**Job Postings**

Current



Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Weekend Sports Anchor/Reporter
Domestic	External	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Weekend Sports Anchor/Reporter
FOX TVST - West Region Stations	External	04/23/2021	05/14/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Weekend Sports Anchor/Reporter

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:32 PM  
**To:** Slauson, Tyler; Perry, Brittany; Ringgenberg, Mandi  
**Cc:** Kennedy, Sean; Levine, Aaron; Pearson, Pam  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Please post the attached to our website and let me know when it is posted.

Thank you.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:33 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Thank you for sharing our job opportunitites.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:34 PM  
**To:** Asian American Journalist Association - Seattle ([info@aajaseattle.org](mailto:info@aajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nljja.org](mailto:info@nljja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Thank you for sharing our job opportunitites.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

April 23, 2021

## SALES

### **Digital Account Executive (Regular, Full Time)**

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### **Account Executive, (Regular, Full Time):**

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## NEWS

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### **Weekend Sports Anchor/Reporter (Regular, Full Time)**

Q13 Fox Seattle, the official partner of the Seattle Seahawks (NFL), Sounders FC (MLS) and Storm (WNBA), has a rare opening for a dynamic, engaging, experienced sports journalist! This position will anchor on the weekends and report during the week. Must be able to write, edit and produce on their own for sportscasts and specialty sports shows. The qualified candidate will be proficient at (or will learn) producing on iNews, editing on



# JOB OPPORTUNITIES

EDIUS and our video sharing/archiving system, along with posting stories and videos to our website. They will be expected to enterprise unique feature stories and will have opportunities to host specialty sports shows on air and in digital format as well. It is imperative that the candidate be comfortable in all professional sports settings, including press conferences, interviews, press boxes, sidelines – and have the ability to conduct engaging interviews with local athletes and coaches. The candidate will be willing to work weekends and holidays and be flexible with schedule with the Sports Director.

A 4-year college degree is required with a minimum of 3+ years' experience working as a sports reporter and/or MMJ in a medium or large market preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Strong writing skills and thorough knowledge of current sporting events. Excellent people and communication skills; must be a team player. [Click Here to Apply](#)

### **Reporter/Anchor (Regular, Full Time)**

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate to primarily report but also anchor as needed. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

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Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every



# JOB OPPORTUNITIES

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## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.





# JOB OPPORTUNITIES

- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/payout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## -SALES

### Human Resources

#### KCPQ/KZJO- Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

**A N E Q U A L O P P O R T U N I T Y E M P L O Y E R**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 7, 2021

**Position/Job Title:** Reporter/Anchor

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Staffing Agency

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720


**Total # of Interviewees:** 6

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Employee Referral</b>	2
<b>FoxCareers.com</b>	2
<b>National Association of Hispanic Journalist (NAHJ)</b>	1
<b>Staffing Agency</b>	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b>	03/29/2021 - 5 months ago
<b>Target Hire Date</b>	03/29/2021 - 5 months ago
<b>Primary Location</b>	USA - WA - Seattle - 1813 Westlake Avenue North
<b>Hiring Manager</b>	
Denise Guerrero	
	
<b>Hiring Manager</b>	
Tracey Rivers	
<b>Recruiter</b>	

## Details

### Details

#### Requisition Details

**Job Requisition** R50013818 Reporter/Anchor (Filled)  
**Supervisory Organization** Evening News (Denise Guerrero)  
**Position** Reporter/Anchor - Chynna Greene  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Chynna Greene  
**Available For Hire** No  
**Hiring Freeze** No  
**Requester** Denise Guerrero  
**Job Application Template** Default Job Application Template effective 06/08/2018 10:18  
**Primary Internal Questionnaire** Fox Internal Application -V1.1  
**Secondary Internal Questionnaire**  
**Primary External Questionnaire** Fox Job Application\_External  
**Secondary External Questionnaire**

Recruiting Self-Schedule Calendars  
Reference Template  
Replacement For  
Recruiting Instruction  
Job Posting Title  
Job Description Summary

Omar Lewis (Terminated)  
Post Internally and Externally  
Reporter/Anchor

Hiring Requirements  
Job Details

Job Profile  
Job Families for Job Profiles  
Worker Sub-Type  
Worker Type  
Time Type  
Compensation Grade  
Primary Location  
Primary Job Posting Location  
Additional Locations  
Additional Job Posting Locations  
Scheduled Weekly Hours  
Work Shift  
Recruiting Start Date  
Target Hire Date  
Target End Date

TVST News Reporter  
TVST News  
Regular  
Employee  
Full time  
TVST  
USA - WA - Seattle - 1813 Westlake Avenue North  
Seattle, Washington, USA

Additional Information  
Union Membership from Job Profile  
Allowed Unions from Job Profile

Job Description

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate to primarily report but also anchor as needed. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting. The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading

material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Must have valid credit card and driver's license.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

**Business Process**

Effective Date	Business Process	Initiated On	Completed On	Status
05/12/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	05/12/2021 01:11:34 PM	05/12/2021 01:11:34 PM	Successfully Completed
03/29/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	04/14/2021 01:25:50 PM	04/14/2021 01:25:50 PM	Successfully Completed
03/29/2021	Job Requisition Change: R50013818 Reporter/Anchor	04/14/2021 01:25:50 PM	04/14/2021 01:25:50 PM	Successfully Completed
03/29/2021	Requisition Compensation Change: R50013818 Reporter/Anchor	04/13/2021 06:30:56 PM	04/13/2021 06:30:56 PM	Successfully Completed
03/29/2021	Job Requisition Change: R50013818 Reporter/Anchor	04/13/2021 06:30:56 PM	04/13/2021 06:30:56 PM	Successfully Completed
03/29/2021	Requisition Compensation Change: R50013818 Reporter	03/30/2021 11:11:43 AM	03/30/2021 11:11:43 AM	Successfully Completed
03/29/2021	Job Requisition: R50013818 Reporter	03/29/2021 09:03:40 PM	03/30/2021 11:11:43 AM	Successfully Completed

**Organizations**

**Organizations**

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	19523 Evening News (inactive)



Organization Type		Organization	
Union		500 NON - Non union	

**Job Postings**

**Current**

Job Posting	Type	Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Primary Posting	Posting Cost	Action
Internal	Internal			04/16/2021	05/25/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Internal: Reporter/Anchor
Domestic	External			04/16/2021	05/25/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External			04/16/2021	05/25/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal			04/14/2021	04/16/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Internal: Reporter/Anchor
Domestic	External			04/14/2021	04/16/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External			04/14/2021	04/14/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal			04/13/2021	04/14/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Internal: Reporter/Anchor
Domestic	External			04/13/2021	04/14/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Domestic: Reporter/Anchor
FOX TVST - West Region Stations	External			04/13/2021	04/14/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	FOX TVST - West Region Stations: Reporter/Anchor
Internal	Internal			03/30/2021	04/13/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Internal: Reporter
Domestic	External			03/30/2021	04/13/2021			Default Job Application Template effective 06/08/2018 10:18	0		0	Domestic: Reporter



Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
06613818 FOX TVST - West Region Stations	External	03/30/2021	04/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Reporter

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:39 PM  
**To:** Slauson, Tyler; Perry, Brittany; Ringgenberg, Mandi; Miller, Heather  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

Hello,  
Please post the attached to our website and let me know when it is completed.

Thank you.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728

New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:40 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

Thank you for sharing our open positions.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728

New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Tuesday, April 13, 2021 6:41 PM  
**To:** Asian American Journalist Association - Seattle ([info@aaajaseattle.org](mailto:info@aaajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nljja.org](mailto:info@nljja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-13-21.pdf

Thank you for sharing our open positions.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728

New Email Address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

April 13, 2021

## NEWS

### **Reporter/Anchor (Regular, Full Time)**

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate who will report 3 days during the week and anchor 2 days on the weekend. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



# JOB OPPORTUNITIES

## **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Associate Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, are hiring an associate producer for our morning newscasts. The candidate must be able to write urgent and engaging news stories from various sources including, but not limited to, Associated Press, press releases and other wire sources. This position will also require simple desktop editing, use templates to produce graphics and must be able and willing to fill-in produce as necessary. Essential to participate and assist in the editorial process. Must have strong knowledge of social media and be able to mine for new content and incorporate into newscast. Have exceptional news judgment, strong writing and copy editing abilities. Crucial this person can write accurately and be able to spot mistakes before they hit air.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Prefer experience working in a small to mid-market newsroom. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **ENGINEERING**

### **Broadcast Maintenance Engineer (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### **Responsibilities**

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.



# JOB OPPORTUNITIES

- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## SALES

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO- Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high



# *JOB OPPORTUNITIES*

volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY CLICK HERE**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

***NO PHONE CALLS PLEASE.***

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** July 12, 2021

**Position/Job Title:** Executive Assistant

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Indeed.com

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
Indeed.com	1

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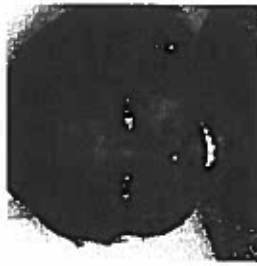
<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

Recruiting Start Date 07/07/2021 - 2 months ago  
Target Hire Date 07/07/2021 - 2 months ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver Hiring Manager



Tracey Rivers Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50014887 Executive Assistant (Filled)  
Supervisory Organization General Manager (Sheila Oliver)  
Position Executive Assistant - Jim Jensen  
Spotlight Job No  
Referral Payment Plan Domestic Referral Payment Plan  
Inbound Process Hire: Jim Jensen





Available For Hire No  
 Hiring Freeze No  
 Requester Sheila Oliver  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire TV\_Stations\_Admin  
 Primary External Questionnaire Fox Job Application\_External  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Catendars  
 Reference Template  
 Replacement For  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Executive Assistant  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Executive Assistant  
 Job Families for Job Profiles TVST Administrative/Clerical  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 07/07/2021  
 Target Hire Date 07/07/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description SUMMARY



The Executive Assistant will directly support the Senior Vice President/ General Manager and other Department Managers as needed. In addition to providing the GM with administrative assistance, this person will also provide creative and analytical support using a number of data streams.

This position requires attention to detail, the ability to meet tight deadlines, efficient organizational skills and data and research knowledge. A high level of integrity and discretion in handling confidential information is also required. The successful candidate will have demonstrated experience in working through complex tasks and projects quickly and efficiently, on their own, possess a keen sense of urgency and situational awareness, and are able to work independently.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position include the ability to act as an extension of the SVP/General Manager's office, to think and plan-ahead, to manage time super-effectively, and assisting with meeting agendas and materials. Candidate must possess superior judgment and problem solving skills and have an aptitude for prioritization. Candidate must have the ability to quickly learn organizational structure, industry specific knowledge, team objectives and have demonstrated experience with interpreting complicated data.

The ideal candidate should also have well developed skills in the following areas:

- Organizational and planning skills
- Team building plans and execution
- Time management
- Highly detail-oriented
- Excellent judgment
- High level of confidentiality
- Professionalism
- Effective verbal/written communication
- Problem-solving

#### **QUALIFICATIONS**

- Strong work tenure: 3-4 years of experience supporting high level executives preferred
- Advanced knowledge of Microsoft products, digital platforms, marketing research and data preferred



- High level of integrity and discretion in handling confidential information required

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment	
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**Business Process History**

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
07/07/2021	Requisition Compensation Change: R50014887 Executive Assistant	07/07/2021 01:05:27 PM	07/07/2021 01:05:27 PM	Successfully Completed
07/07/2021	Job Requisition: R50014887 Executive Assistant	07/07/2021 11:28:51 AM	07/07/2021 01:05:27 PM	Successfully Completed

**Organizations**

**Organizations**

Organization Type	Organization
TVKGPQ KCPQ CC00020 General Manager 500 NON - Non union	

**Job Postings**

**Current**

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	07/07/2021	07/09/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Executive Assistant
Domestic	External	07/07/2021	07/09/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Executive Assistant
FOX TVST - West Region	External	07/07/2021	07/09/2021	Default Job Application	0	FOX TVST - West



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Stations				Template effective 06/08/2018 10:18		Region Stations: Executive Assistant

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** July 26, 2021

**Position/Job Title:** Producer

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720


**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
Employee Referral	1

---

<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b> 06/02/2021 - 3 months ago <b>Target Hire Date</b> 06/02/2021 - 3 months ago <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North	<b>Hiring Manager</b>
<b>Bobbie Nickel</b>	<b>Hiring Manager</b>
	
<b>Tracy Rivers</b>	<b>Recruiter</b>
	<b>Recruiter</b>

### Details

### Details

#### Requisition Details

**Job Requisition** R50014356 Morning Producer (Filled)  
**Supervisory Organization** Evening News (Bobbie Nickel)  
**Position** News Producer - Chris Herbert  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Chris Herbert  
**Available For Hire** No  
**Hiring Freeze** No  
**Requester** Bobbie Nickel  
**Job Application Template** Default Job Application Template effective 06/08/2018 10:18  
**Primary Internal Questionnaire** Fox Internal Application -V1.1  
**Secondary Internal Questionnaire**  
**Primary External Questionnaire** Fox Job Application\_External  
**Secondary External Questionnaire**



Recruiting Self-Schedule Calendars  
Reference Template  
Replacement For  
Recruiting Instruction  
Job Posting Title  
Job Description Summary

Aunya Butler-Joyce (Terminated)  
Post Internally and Externally  
Morning Producer

Hiring Requirements

Job Details

Job Profile TVST News Producer

TVST News

Regular

Employee

Full time

TVST

USA - WA - Seattle - 1813 Westlake Avenue North

Seattle, Washington, USA

Job Families for Job Profiles

Worker Sub-Type

Worker Type

Time Type

Compensation Grade

Primary Location

Primary Job Posting Location

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

40

Work Shift

Recruiting Start Date

06/02/2021

Target Hire Date

06/02/2021

Target End Date

Additional Information

Union Membership from Job Profile

Allowed Unions from Job Profile

Job Description

Q13 KCPQ and JOEIV KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively



on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

Business Process	Effective Date	Business Process	Initiated On	Completed On	Status
	07/12/2021	Requisition Compensation Change: R50014356 Morning Producer	07/13/2021 12:38:12 PM	07/13/2021 12:38:12 PM	Successfully Completed
	06/02/2021	Requisition Compensation Change: R50014356 Morning Producer	06/25/2021 07:49:29 AM	06/25/2021 07:49:29 AM	Successfully Completed
	06/02/2021	Job Requisition Change: R50014356 Morning Producer	06/25/2021 07:49:29 AM	06/25/2021 07:49:29 AM	Successfully Completed
	06/02/2021	Requisition Compensation Change: R50014356 Morning Producer	06/03/2021 09:45:47 AM	06/03/2021 09:45:47 AM	Successfully Completed
	06/02/2021	Job Requisition: R50014356 Morning Producer	06/02/2021 05:22:24 PM	06/03/2021 09:45:47 AM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	CC00175 News Production
Union	500 NON - Non union

**Job Postings**

Current





Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	06/03/2021	07/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Morning Producer
Domestic	External	06/03/2021	07/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Morning Producer
FOX TVST - West Stations	External	06/03/2021	07/13/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Morning Producer

**Rivers, Tracey**

---

**From:** Rivers, Tracey  
**Sent:** Thursday, June 3, 2021 12:26 PM  
**To:** Slauson, Tyler; Ringgenberg, Mandi; Miller, Heather  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 6-3-21.docx

Hello,  
Please post the attached and let me know when it is completed.

Thank you.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Thursday, June 3, 2021 12:34 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 6-3-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Thursday, June 3, 2021 12:35 PM  
**To:** Asian American Journalist Association - Seattle ([info@aajaseattle.org](mailto:info@aajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nljja.org](mailto:info@nljja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 6-3-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

June 3, 2021

## NEWS

### **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOETV KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOETV KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources.

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



# JOB OPPORTUNITIES

Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

#### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

#### **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred.

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



# JOB OPPORTUNITIES

Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

#### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.



# JOB OPPORTUNITIES

- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/payout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** August 23, 2021

**Position/Job Title:** Maintenance Engineer

**Job Classification:** Engineering

**Recruitment Source<sup>1</sup>:** Indeed.com

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720



**Total # of Interviewees:** 4

Referral Sources <sup>2</sup>	No. of Interviewees
Indeed.com	1
FoxCareers.com	2
Industry Contact Referral	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b>	03/29/2021 - 5 months ago
<b>Target Hire Date</b>	03/29/2021 - 5 months ago
<b>Primary Location</b>	USA - WA - Seattle - 1813 Westlake Avenue North
	
Allen Yaden	Hiring Manager
	
Tracey Rivers	Recruiter

## Details

### Details

#### Requisition Details

**Job Requisition** R50013806 Broadcast Maintenance Engineer (Filled)  
**Supervisory Organization** Engineering/Station Oper (Allen Yaden)  
**Position** Maintenance Engineer - Alex Gumpel  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Alex Gumpel



Available For Hire No  
 Hiring Freeze No  
 Requester Allen Yaden  
 Job Application Template effective 06/08/2018 10:18  
 Fox Internal Application -V1.1  
 Fox Job Application\_External

James Belsvig (Terminated)  
 Post Internally and Externally  
 Broadcast Maintenance Engineer

Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Maintenance Engineer  
 Job Families for Job Profiles TVST Engineering  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 03/29/2021  
 Target Hire Date 03/29/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

KCPQ/KZJO the Fox O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. This candidate must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems

utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and payout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

### Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid



Washington driver's license.

**Additional Job Description**

Attachments  
Attachments

**Job Requisition Attachment**

**Business Process History**

Business Process	Effective Date	Business Process	Initiated On	Completed On	Status
Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	08/09/2021	Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	08/09/2021 05:50:24 PM	08/09/2021 05:50:24 PM	Successfully Completed
Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	06/02/2021	Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	06/02/2021 05:33:51 PM	06/02/2021 05:33:51 PM	Successfully Completed
Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	03/29/2021	Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	06/25/2021 07:48:50 AM	06/25/2021 07:48:50 AM	Successfully Completed
Job Requisition Change: R50013806 Broadcast Maintenance Engineer	03/29/2021	Job Requisition Change: R50013806 Broadcast Maintenance Engineer	06/25/2021 07:48:50 AM	06/25/2021 07:48:50 AM	Successfully Completed
Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	03/29/2021	Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	03/30/2021 10:54:35 AM	03/30/2021 10:54:35 AM	Successfully Completed
Job Requisition Change: R50013806 Broadcast Maintenance Engineer	03/29/2021	Job Requisition Change: R50013806 Broadcast Maintenance Engineer	03/30/2021 10:54:35 AM	03/30/2021 10:54:35 AM	Successfully Completed
Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	03/29/2021	Requisition Compensation Change: R50013806 Broadcast Maintenance Engineer	03/29/2021 07:03:39 PM	03/29/2021 07:03:39 PM	Successfully Completed
Job Requisition: R50013806 Broadcast Maintenance Engineer	03/29/2021	Job Requisition: R50013806 Broadcast Maintenance Engineer	03/29/2021 03:30:24 PM	03/29/2021 07:03:39 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	CC00057 Engineering
Union	500.NON - Non Union



### Job Postings

#### Current

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Action
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#### Historical

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Domestic	External	03/30/2021	03/30/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Broadcast Maintenance Engineer
FOX TVST - West Region Stations	External	03/30/2021	03/30/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Broadcast Maintenance Engineer
Internal	Internal	03/30/2021	08/16/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Broadcast Maintenance Engineer
Domestic	External	03/30/2021	08/16/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Broadcast Maintenance Engineer
FOX TVST - West Region Stations	External	03/30/2021	08/16/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Broadcast Maintenance Engineer
Internal	Internal	03/30/2021	03/30/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Broadcast Maintenance Engineer

## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:32 PM  
**To:** Slauson, Tyler; Perry, Brittany; Ringgenberg, Mandi  
**Cc:** Kennedy, Sean; Levine, Aaron; Pearson, Pam  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

Hello,  
Please post the attached to our website and let me know when it is posted.

Thank you.

Sincerely,  
Tracey Rivers | *Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:33 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

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## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Friday, April 23, 2021 1:34 PM  
**To:** Asian American Journalist Association - Seattle (info@aajaseattle.org); California Chicano News Media Assn (ccnmainfo@ccnma.org); Cynthia Turner's Cynopsis (cynopsis@optonline.net); Emma Bowen Foundation (michael.barham@nbcuni.com); Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce (info@hmccoregon.com); Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association (info@nljja.org); Natl Assoc of Hispanic Journalists-UCLA; Seattle Association of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS (jobs@tvjobs.com); Veterans West (robert.mortenson@va.gov); WA State Hispanic Chamber of Commerce (info@gwhcc.org); Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 4-23-21.pdf

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New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**

A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

April 23, 2021

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## NEWS

### Assignment Manager (Regular, Full Time)

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### Weekend Sports Anchor/Reporter (Regular, Full Time)

Q13 Fox Seattle, the official partner of the Seattle Seahawks (NFL), Sounders FC (MLS) and Storm (WNBA), has a rare opening for a dynamic, engaging, experienced sports journalist! This position will anchor on the weekends and report during the week. Must be able to write, edit and produce on their own for sportscasts and specialty sports shows. The qualified candidate will be proficient at (or will learn) producing on iNews; editing on

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R



## JOB OPPORTUNITIES

EDIUS and our video sharing/archiving system, along with posting stories and videos to our website. They will be expected to enterprise unique feature stories and will have opportunities to host specialty sports shows on air and in digital format as well. It is imperative that the candidate be comfortable in all professional sports settings, including press conferences, interviews, press boxes, sidelines – and have the ability to conduct engaging interviews with local athletes and coaches. The candidate will be willing to work weekends and holidays and be flexible with schedule with the Sports Director.

A 4-year college degree is required with a minimum of 3+ years' experience working as a sports reporter and/or MMJ in a medium or large market preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Strong writing skills and thorough knowledge of current sporting events. Excellent people and communication skills; must be a team player. [Click Here to Apply](#)

### **Reporter/Anchor (Regular, Full Time)**

KCPQ-TV, the Fox O&O in Seattle, Washington is seeking a Reporter/Anchor to join our news team. We are searching for a candidate to primarily report but also anchor as needed. The ideal candidate will have the ability to enterprise unique stories as well as cover breaking and hard news. Strong live skills are required. In addition, this reporter/anchor must develop sources, develop lead worthy pitches and produce compelling stories. **Candidate must have proven presence on social media and be as comfortable in the social media world as they are in broadcasting.** The candidate must operate with a high degree of journalistic ethics, emotional intelligence and must demonstrated ability to develop and nurture a natural connection to people and the community.

You must be a self-starter with a great attitude and a desire to win. We require that you are able to work independently in a high pressure, fast-paced environment, gathering information to discern the news worthiness of events. You will research thoroughly, write clearly, and deliver content in a manner appropriate for television broadcasting, online and social media, which requires writing, editing and uploading material. In addition, this individual will be responsible for gathering news materials, interviewing people, both on and off camera, preparing and presenting packages/reports either live or on tape. You must be a voracious news consumer, engaged in our community and participate in station sponsored events. Other duties as assigned and deemed appropriate.

Four-year college degree required, with emphasis in Journalism or Communications preferred. Prefer a minimum of five years' experience at a local television broadcast media outlet as a reporter/anchor producing and delivering local content. Must have excellent editorial judgment and have the ability to produce content on all newsroom platforms, including television, online, and social media. Must have strong interpersonal skills with colleagues and interviewees. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Must have valid credit card and driver's license. [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every



# JOB OPPORTUNITIES

night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## Senior Producer (Regular, Full Time)

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.



# JOB OPPORTUNITIES

- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## SALES

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

**A N E Q U A L O P P O R T U N I T Y E M P L O Y E R**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** August 31, 2021

**Position/Job Title:** Assignment Editor

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
Employee Referral	1

---

<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

Recruiting Start Date 06/28/2021 - 2 months ago  
Target Hire Date 06/28/2021 - 2 months ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver Hiring Manager



Tracey Rivers Recruiter

### Details

### Details

#### Requisition Details

Job Requisition R50014776 Assignment Editor (Filled)  
Supervisory Organization Evening News (Sheila Oliver (Inherited))  
Position Assignment Editor - Durand Dace  
Spotlight Job No  
Referral Payment Plan Domestic Referral Payment Plan  
Inbound Process Hire: Durand Dace



Available For Hire No  
 Hiring Freeze No  
 Requester Brett Cihon (Terminated)  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For  
 Recruiting Instruction Justin Elumn (Terminated)  
 Job Posting Title Post Internally and Externally  
 Job Description Summary Assignment Editor

Hiring Requirements

Job Details

Job Profile TVST Assignment Editor  
 Job Families for Job Profiles TVST News  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 06/28/2021  
 Target Hire Date 06/28/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to





breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required. Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style.

Additional Job Description

Attachments

Job Requisition Attachment

Business Process History

Effective Date	Business Process	Initiated On	Completed On	Status
08/05/2021	Requisition Compensation Change: R50014776 Assignment Editor	08/05/2021 01:29:18 PM	08/05/2021 01:29:18 PM	Successfully Completed
06/28/2021	Requisition Compensation Change: R50014776 Assignment Editor	07/01/2021 12:37:02 PM	07/01/2021 12:37:02 PM	Successfully Completed
06/28/2021	Job Requisition: R50014776 Assignment Editor	06/28/2021 02:17:12 PM	07/01/2021 12:37:02 PM	Successfully Completed

Organizations

Organizations

Company	Cost Center	Organization Type	Organization
Unkon			TV/KCPQ KCPQ CC00175 News Production 500 NON - Non union



### Job Postings

#### Current

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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#### Historical

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	07/01/2021	08/19/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal Assignment Editor
Domestic	External	07/01/2021	08/19/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Assignment Editor
FOX TVST - West Region Stations	External	07/01/2021	08/19/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Assignment Editor

## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Thursday, July 1, 2021 4:20 PM  
**To:** Slauson, Tyler  
**Cc:** Ringgenberg, Mandi; Miller, Heather  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-1-21.docx

Hello,  
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**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-1-21.docx

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New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



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**To:** Asian American Journalist Association - Seattle (info@aajaseattle.org); California Chicano News Media Assn (ccnmainfo@ccnma.org); Cynthia Turner's Cynopsis (cynopsis@optonline.net); Emma Bowen Foundation (michael.barham@nbcuni.com); Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce (info@hmccoregon.com); Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association (info@nljja.org); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS (jobs@tvjobs.com); Veterans West (robert.mortenson@va.gov); WA State Hispanic Chamber of Commerce (info@gwhcc.org); Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-1-21.docx

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Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

July 1, 2021

## NEWS

### **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOETV KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Evening Producer (Regular, Full Time)**

Q13 KCPQ and JOETV KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and



## *JOB OPPORTUNITIES*

plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day.



# JOB OPPORTUNITIES

Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Weather Anchor/Meteorologist (Regular, Full Time)**

KCPQ/KZJO is seeking a weather anchor/meteorologist to join our team. Candidate must use weather data from several sources to interpret and then verbally and visually present current weather conditions and forecasts in a clear, concise, credible and interesting manner in newscasts and during live and taped reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use station's weather equipment, radar and graphics effectively and creatively to produce and present weather information.
- Deliver information in a clear, understandable and pleasant voice, using proper phrasing, grammar, vocabulary, pronunciation and emotional range.
- Work effectively live in studio, on location or in taped settings.
- Be active on social media; engage viewers; promote stories in newscasts and on websites.
- Effectively communicate emergency weather information to the public in a clear, calm and concise manner.
- Remain familiar with current weather technology, equipment and industry changes.
- Work on multiple tasks under deadline pressure.
- Work effectively with news management and newsroom personnel to develop content and production of newscasts.
- Work effectively with a team of studio personnel, including production techs, floor directors, and engineers.
- This job anchors weather Monday-Friday 430-6am and reports live in the field after 7am often on weather-related matters, features or even breaking news.
- This position also produces pkgs and other content for other newscasts, digital and social media.
- Act as ambassador for the station to foster public goodwill.
- Adhere to all professional broadcast journalism standards in regard to legal and ethical issues.
- Display and maintain professional appearance and demeanor, based on newsroom standards.
- Other duties as assigned.
- Work varied hours, overnight, mornings, evenings, holidays, weekends and during severe weather situations as needed and/or scheduled.

A minimum of five years' experience working as a weather anchor in a medium or large market preferred. Bachelor's degree in meteorology, atmospheric science or related field preferred. Current or in process AMS Seal or NWS certification. Severe weather forecasting experience a plus. Working knowledge of weather and newsroom computers. Ability to ad-lib effectively with news anchors. Good news judgment and knowledge of fair and accurate journalism practices. Excellent people, writing and communication skills; must be a team player. [Click Here to Apply](#)

## **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOETv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate





## JOB OPPORTUNITIES

and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Producer (Regular Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work**



# JOB OPPORTUNITIES

flexible hours; overnights, early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **SALES**

### **Digital Account Executive (Regular, Full Time)**

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful



# JOB OPPORTUNITIES

experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

## **Account Executive, (Regular, Full Time):**

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## **ENGINEERING**

### **Broadcast Maintenance Engineer (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### **Responsibilities**

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

### **Qualifications**

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and



# JOB OPPORTUNITIES

reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO- Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>

**NO PHONE CALLS PLEASE.**

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** August 31, 2021

**Position/Job Title:** Human Resources Director

**Job Classification:** Human Resources

**Recruitment Source<sup>1</sup>:** Indeed.com

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
Indeed.com	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

Recruiting Start Date 03/31/2020 - 1 year ago  
Target Hire Date 03/31/2020 - 1 year ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver	Hiring Manager
Ian Moore	Recruiter
Tracey Rivers	Recruiter

## Details

## Details

### Requisition Details

Job Requisition R50011829 Director Human Resources (Filled)  
Supervisory Organization General Manager (Sheila Oliver)



Position	Director Human Resources (Unfilled)
Spotlight Job	No
Referral Payment Plan	
Inbound Process	Hire: Linda Juwvipart
Available For Hire	Yes
Hiring Freeze	No
Requester	Pamela Pearson (Terminated)
Job Application Template	Default Job Application Template effective 06/08/2018 10:18
Primary Internal Questionnaire	Internal Questionnaire - TV Stations
Secondary Internal Questionnaire	
Primary External Questionnaire	
Secondary External Questionnaire	
Recruiting Self-Schedule Calendars	
Reference Template	
Replacement For	Fox Job Application_External
Recruiting Instruction	
Job Posting Title	Post Internally and Externally
Job Description Summary	Director Human Resources
Hiring Requirements	
Job Details	
Job Profile	TVST Director Human Resources
Job Families for Job Profiles	TVST Human Resources
Worker Sub-Type	Regular
Worker Type	Employee
Time Type	Full time
Compensation Grade	TVST
Primary Location	USA - WA - Seattle - 1813 Westlake Avenue North
Primary Job Posting Location	Seattle, Washington, USA
Additional Locations	
Additional Job Posting Locations	
Scheduled Weekly Hours	40
Work Shift	
Recruiting Start Date	03/31/2020
Target Hire Date	03/31/2020
Target End Date	
Additional Information	
Union Membership from Job Profile	



Allowed Unions from Job Profile

Job Description

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Additional Job Description

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required.

Attachments  
Attachments

Job Requisition Attachment

Business Process History  
Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
07/28/2021	Requisition Compensation Change: R50011829 Director Human Resources	07/28/2021 03:52:34 PM	07/28/2021 03:52:34 PM	Successfully Completed
03/31/2020	Requisition Compensation Change: R50011829 Director Human Resources	06/25/2021 07:48:36 AM	06/25/2021 07:48:36 AM	Successfully Completed
03/31/2020	Job Requisition Change: R50011829 Director Human Resources	06/25/2021 07:48:36 AM	06/25/2021 07:48:36 AM	Successfully Completed
03/31/2020	Requisition Compensation Change: R50011829 Director Human Resources	06/21/2021 03:04:08 PM	06/21/2021 03:04:08 PM	Successfully Completed
03/31/2020	Job Requisition Change: R50011829 Director Human Resources	06/21/2021 02:38:03 PM	06/21/2021 03:04:08 PM	Successfully Completed
03/31/2020	Requisition Compensation Change: R50011829 Director Human Resources	04/01/2020 10:46:48 AM	04/01/2020 10:46:48 AM	Successfully Completed





Effective Date	Business Process	Initiated On	Completed On	Status
03/31/2020	R50011829 Director Human Resources Job Requisition Change: R50011829 Director Human Resources	04/01/2020 10:46:48 AM	04/01/2020 10:46:48 AM	Successfully Completed
03/31/2020	Requisition Compensation Change: R50011829 Director Human Resources	03/31/2020 05:20:28 PM	03/31/2020 05:20:28 PM	Successfully Completed
03/31/2020	Job Requisition: R50011829 Director Human Resources	03/31/2020 05:19:44 PM	03/31/2020 05:20:28 PM	Successfully Completed

**Organizations**

**Organizations**

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	CC00023 Human Resources
Union	500 NON - Non union

**Job Postings**

**Current**

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
FOX TVST - West Region Stations	External	06/21/2021	08/26/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Director Human Resources
Internal	Internal	06/21/2021	08/26/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Director Human Resources
Domestic	External	06/21/2021	08/28/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Director Human Resources
Domestic	External	04/03/2020	06/21/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Director Human Resources
FOX TVST - West Region	External	04/01/2020	06/21/2021	Default Job Application	0	FOX TVST - West



Stations	Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal		Internal	04/01/2020	06/21/2021	Template effective 06/08/2018 10:18		Region Stations: Director Human Resources
Internal		Internal	03/31/2020	04/01/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Director Human Resources
FOX TVST - West Region Stations		External	03/31/2020	04/01/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Director Human Resources  0 FOX TVST - West Region Stations: Director Human Resources

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:25 PM  
**To:** Slauson, Tyler  
**Cc:** Wiederrich, Jacob; Oliver, Sheila  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Tyler,  
Please post the attached.

Thank you.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:26 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:26 PM  
**To:** Asian American Journalist Association - Seattle ([info@aajaseattle.org](mailto:info@aajaseattle.org)); California Chicano News Media Assn ([ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org)); Cynthia Turner's Cynopsis ([cynopsis@optonline.net](mailto:cynopsis@optonline.net)); Emma Bowen Foundation ([michael.barham@nbcuni.com](mailto:michael.barham@nbcuni.com)); Ethnic Heritage Council ([info@ethnicheritagecouncil.org](mailto:info@ethnicheritagecouncil.org)); Hispanic Metropolitan Chamber of Commerce ([info@hmccoregon.com](mailto:info@hmccoregon.com)); Medialine ([rich@medialine.com](mailto:rich@medialine.com)); Michael Bille ([info@michaelsmedia.com](mailto:info@michaelsmedia.com)); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association ([info@nlgja.org](mailto:info@nlgja.org)); Natl Assoc of Hispanic Journalists-UCLA; Seattle Association of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS ([jobs@tvjobs.com](mailto:jobs@tvjobs.com)); Veterans West ([robert.mortenson@va.gov](mailto:robert.mortenson@va.gov)); WA State Hispanic Chamber of Commerce ([info@gwhcc.org](mailto:info@gwhcc.org)); Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**

A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

July 20, 2021

## NEWS

### **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

### **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers



## JOB OPPORTUNITIES

and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Evening Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager



# JOB OPPORTUNITIES

preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## **Weather Anchor/Meteorologist (Regular, Full Time)**

KCPQ/KZJO is seeking a weather anchor/meteorologist to join our team. Candidate must use weather data from several sources to interpret and then verbally and visually present current weather conditions and forecasts in a clear, concise, credible and interesting manner in newscasts and during live and taped reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use station's weather equipment, radar and graphics effectively and creatively to produce and present weather information.
- Deliver information in a clear, understandable and pleasant voice, using proper phrasing, grammar, vocabulary, pronunciation and emotional range.
- Work effectively live in studio, on location or in taped settings.
- Be active on social media; engage viewers; promote stories in newscasts and on websites.
- Effectively communicate emergency weather information to the public in a clear, calm and concise manner.
- Remain familiar with current weather technology, equipment and industry changes.
- Work on multiple tasks under deadline pressure.
- Work effectively with news management and newsroom personnel to develop content and production of newscasts.
- Work effectively with a team of studio personnel, including production techs, floor directors, and engineers.
- This job anchors weather Monday-Friday 430-6am and reports live in the field after 7am often on weather-related matters, features or even breaking news.
- This position also produces pkgs and other content for other newscasts, digital and social media.
- Act as ambassador for the station to foster public goodwill.
- Adhere to all professional broadcast journalism standards in regard to legal and ethical issues.
- Display and maintain professional appearance and demeanor, based on newsroom standards.





## JOB OPPORTUNITIES

- Other duties as assigned.
- Work varied hours, overnight, mornings, evenings, holidays, weekends and during severe weather situations as needed and/or scheduled.

A minimum of five years' experience working as a weather anchor in a medium or large market preferred. Bachelor's degree in meteorology, atmospheric science or related field preferred. Current or in process AMS Seal or NWS certification. Severe weather forecasting experience a plus. Working knowledge of weather and newsroom computers. Ability to ad-lib effectively with news anchors. Good news judgment and knowledge of fair and accurate journalism practices. Excellent people, writing and communication skills; must be a team player. [Click Here to Apply](#)

### **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Producer (Regular Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)



## *JOB OPPORTUNITIES*

### **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of



# JOB OPPORTUNITIES

social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playback, fundamental computer, server and network knowledge as it applies to broadcast engineering.

#### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.



## JOB OPPORTUNITIES

- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

### Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

### Human Resources

#### KCPQ/KZJO– Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>



# *JOB OPPORTUNITIES*

*NO PHONE CALLS PLEASE.*

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

**A N E Q U A L O P P O R T U N I T Y E M P L O Y E R**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** September 13, 2021

**Position/Job Title:** Digital Content Creator

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720



**Total # of Interviewees:** 6

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Career Fair</b>	1
<b>FoxCareers.com</b>	3
<b>Employee Referral</b>	1
<b>Indeed.com</b>	1

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**<sup>1</sup>Recruitment Source:** Identify by name the source that referred the successful job candidate.

**<sup>2</sup> Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b> 07/29/2021 - 1 month ago <b>Target Hire Date</b> 07/29/2021 - 1 month ago <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North	
Tyler Slauson	Hiring Manager
	
Tracey Rivers	Recruiter

**Details**

**Details**

**Requisition Details**

**Job Requisition** R50015198 Digital Content Creator (Fill Date: 09/13/2021)  
**Supervisory Organization** Evening News (Tyler Slauson)  
**Position** Digital Content Creator (Position Fill:09/13/2021, Connor Sarles)  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Connor Sarles



Available for Overlap No  
 Available For Hire No  
 Hiring Freeze No  
 Requester Tyler Stauson  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire Fox Job Application\_External  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For  
 Recruiting Instruction Heather Miller (Terminated)  
 Job Posting Title Post Internally and Externally  
 Job Description Summary Digital Content Creator

Hiring Requirements

Job Details

Job Profile TVST Content Creator  
 Job Families for Job Profiles TVST News  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 07/29/2021  
 Target Hire Date 07/29/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the





Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

**RESPONSIBILITIES:** Create compelling, UX-focused content related to news, events and topics relevant to local users and beyond, including text stories, photos/graphics, live streaming content, breaking news, and social media elements. Engage and build loyalty among communities. Serve as liaison to newsroom, ensuring digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with the FOX TV Stations' Group Content Team and other FTS markets to distribute high-interest stories at scale. Follow group standards. Monitor real-time analytics. Other duties as deemed necessary and assigned.

**REQUIREMENTS:** 3+ years' experience developing and publishing content, including news, on digital and social platforms preferred. BA/BS degree, preferably in Journalism, Broadcasting, Communications or related field with emphasis on digital publishing. Excellent writer and storyteller. Superior news judgement. Impeccable writing and copy editing skills. Overwhelming attention to detail. Thrive under deadline pressure. Stellar communication skills. Social media expert. Proficient in content management systems, video publishing, live streaming, and digital analytics tools. Video and photo editing experience. **The news is a 24/7 world, and we'll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays, as needed.**

Additional Job Description

Attachments  
Attachments

Job Requisition Attachment

Business Process History

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
07/29/2021	Requisition Compensation Change: R50015198 Digital Content Creator	07/29/2021 10:37:19 PM	07/29/2021 10:37:19 PM	Successfully Completed
07/29/2021	Job Requisition: R50015198 Digital Content Creator	07/29/2021 04:40:25 PM	07/29/2021 10:37:19 PM	Successfully Completed

Organizations



**Organizations**

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ CC00182 News Digital 500 NON - Non Union

**Job Postings**

**Current**

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	07/30/2021	08/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Digital Content Creator
Domestic	External	07/30/2021	08/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Digital Content Creator
FOX TVST - West Region Stations	External	07/30/2021	08/25/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Digital Content Creator

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, July 30, 2021 4:43 PM  
**To:** Slauson, Tyler  
**Cc:** Wiederrich, Jake  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-30-21.docx

**Importance:** High

Tyler,  
Please post the attached job opportunities.

Thank you.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



**Rivers, Tracey**

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**From:** Rivers, Tracey  
**Sent:** Friday, July 30, 2021 4:44 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-30-21.docx  
**Importance:** High

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

July 30, 2021

## NEWS

### **Digital Content Creator (Regular, Full Time)**

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

**RESPONSIBILITIES:** Create compelling, UX-focused content related to news, events and topics relevant to local users and beyond, including text stories, photos/graphics, live streaming content, breaking news, and social media elements. Engage and build loyalty among communities. Serve as liaison to newsroom, ensuring digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with the FOX TV Stations' Group Content Team and other FTS markets to distribute high-interest stories at scale. Follow group standards. Monitor real-time analytics. Other duties as deemed necessary and assigned.

**REQUIREMENTS:** 3+ years' experience developing and publishing content, including news, on digital and social platforms preferred. BA/BS degree, preferably in Journalism, Broadcasting, Communications or related field with emphasis on digital publishing. Excellent writer and storyteller. Superior news judgement. Impeccable writing and copy editing skills. Overwhelming attention to detail. Thrive under deadline pressure. Stellar communication skills. Social media expert. Proficient in content management systems, video publishing, live streaming, and digital analytics tools. Video and photo editing experience. **The news is a 24/7 world, and we'll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays, as needed. [Click Here to Apply](#)**

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and**



# JOB OPPORTUNITIES

holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

## Digital Content Creator (Regular, Full Time)

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

**RESPONSIBILITIES:** Create compelling, UX-focused content related to news, events and topics relevant to local users and beyond, including text stories, photos/graphics, live streaming content, breaking news, and social media elements. Engage and build loyalty among communities. Serve as liaison to newsroom, ensuring digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with the FOX TV Stations' Group Content Team and other FTS markets to distribute high-interest stories at scale. Follow group standards. Monitor real-time analytics. Other duties as deemed necessary and assigned.

**REQUIREMENTS:** 3+ years' experience developing and publishing content, including news, on digital and social platforms preferred. BA/BS degree, preferably in Journalism, Broadcasting, Communications or related field with emphasis on digital publishing. Excellent writer and storyteller. Superior news judgement. Impeccable writing and copy editing skills. Overwhelming attention to detail. Thrive under deadline pressure. Stellar communication skills. Social media expert. Proficient in content management systems, video publishing, live streaming, and digital analytics tools. Video and photo editing experience. **The news is a 24/7 world, and we'll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays, as needed.** [Click Here to Apply](#)

## Producer (Regular, Full Time)

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager



# JOB OPPORTUNITIES

preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## Assignment Editor (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## Producer (Regular, Full Time)

Q13 KCPQ and JOETV KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## Evening Producer (Regular, Full Time)

Q13 KCPQ and JOETV KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple



# JOB OPPORTUNITIES

desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## **Weather Anchor/Meteorologist (Regular, Full Time)**

KCPQ/KZJO is seeking a weather anchor/meteorologist to join our team. Candidate must use weather data from several sources to interpret and then verbally and visually present current weather conditions and forecasts in a clear, concise, credible and interesting manner in newscasts and during live and taped reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use station's weather equipment, radar and graphics effectively and creatively to produce and present weather information.
- Deliver information in a clear, understandable and pleasant voice, using proper phrasing, grammar, vocabulary, pronunciation and emotional range.
- Work effectively live in studio, on location or in taped settings.
- Be active on social media; engage viewers; promote stories in newscasts and on websites.
- Effectively communicate emergency weather information to the public in a clear, calm and concise manner.
- Remain familiar with current weather technology, equipment and industry changes.
- Work on multiple tasks under deadline pressure.





# JOB OPPORTUNITIES

- Work effectively with news management and newsroom personnel to develop content and production of newscasts.
- Work effectively with a team of studio personnel, including production techs, floor directors, and engineers.
- This job anchors weather Monday-Friday 430-6am and reports live in the field after 7am often on weather-related matters, features or even breaking news.
- This position also produces pkgs and other content for other newscasts, digital and social media.
- Act as ambassador for the station to foster public goodwill.
- Adhere to all professional broadcast journalism standards in regard to legal and ethical issues.
- Display and maintain professional appearance and demeanor, based on newsroom standards.
- Other duties as assigned.
- Work varied hours, overnight, mornings, evenings, holidays, weekends and during severe weather situations as needed and/or scheduled.

A minimum of five years' experience working as a weather anchor in a medium or large market preferred. Bachelor's degree in meteorology, atmospheric science or related field preferred. Current or in process AMS Seal or NWS certification. Severe weather forecasting experience a plus. Working knowledge of weather and newsroom computers. Ability to ad-lib effectively with news anchors. Good news judgment and knowledge of fair and accurate journalism practices. Excellent people, writing and communication skills; must be a team player. [Click Here to Apply](#)

#### **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

#### **Producer (Regular Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.



## JOB OPPORTUNITIES

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Senior Producer (Regular, Full Time)**



# JOB OPPORTUNITIES

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

Responsibilities



## JOB OPPORTUNITIES

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

### Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

### Human Resources

#### KCPQ/KZJO— Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** September 13, 2021

**Position/Job Title:** Assignment Manager

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720

**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
Employee Referral	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

**Recruiting Start Date** 04/20/2021 - 4 months ago  
**Target Hire Date** 04/20/2021 - 4 months ago  
**Primary Location** USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver  
Hiring Manager

Hiring Manager



Tracey Rivers  
Recruiter

Tracey Rivers  
Recruiter

## Details

### Details

#### Requisition Details

**Job Requisition** R50013971 Assignment Manager (Filled)  
**Supervisory Organization** Evening News (Sheila Oliver)  
**Position** Assignment Manager (Position Fill:09/13/2021,Hollie Silverman)  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Promotion: Brett Cihon (Terminated)



Available For Hire No  
 Hiring Freeze No  
 Requester Erik Breon (Terminated)  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire  
 Primary External Questionnaire Fox Job Application\_External  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For  
 Recruiting Instruction Kenny Via (Terminated)  
 Job Posting Title Post Internally and Externally  
 Job Description Summary Assignment Manager

Hiring Requirements

Job Details

Job Profile TVST Assignment Manager  
 Job Families for Job Profiles TVST News  
 Worker Sub-Type Regular  
 Worker Type Employee  
 Time Type Full time  
 Compensation Grade TVST  
 Primary Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Primary Job Posting Location Seattle, Washington, USA  
 Additional Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 04/20/2021  
 Target Hire Date 04/20/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and

participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred.

**Additional Job Description**

Attachments  
Attachments

**Job Requisition Attachment**

Business Process History  
Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
06/03/2021	Requisition Compensation Change: R50013971 Assignment Manager	06/03/2021 04:39:31 PM	06/03/2021 04:39:31 PM	Successfully Completed
04/20/2021	Requisition Compensation Change: R50013971 Assignment Manager	04/21/2021 12:10:06 PM	04/21/2021 12:10:06 PM	Successfully Completed
04/20/2021	Job Requisition: R50013971 Assignment Manager	04/20/2021 08:26:01 PM	04/21/2021 12:10:06 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ 19523 Evening News (inactive) 500 NON - Non union





### Job Postings

#### Current

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Posting End Date	Primary Posting	Posting Cost	Action
<b>Historical</b>								
Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details		
FOX TVST - West Region Stations	External	04/23/2021	06/04/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Assignment Manager		
Internal	Internal	04/23/2021	06/04/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Assignment Manager		
Domestic	External	04/23/2021	06/04/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Assignment Manager		

## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:25 PM  
**To:** Slauson, Tyler  
**Cc:** Wiederrich, Jacob; Oliver, Sheila  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Tyler,  
Please post the attached.

Thank you.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:26 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, July 20, 2021 12:26 PM  
**To:** Asian American Journalist Association - Seattle (info@aajaseattle.org); California Chicano News Media Assn (ccnmainfo@ccnma.org); Cynthia Turner's Cynopsis (cynopsis@optonline.net); Emma Bowen Foundation (michael.barham@nbcuni.com); Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce (info@hmccoregon.com); Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association (info@nlgja.org); Natl Assoc of Hispanic Journalists-UCLA; Seattle Associaton of Black Journalist; Seattle King County NAACP; Society of Professional Journalists - Western Washington Pro Chapter; State of Washington Commission on Asian; Tacoma Urban League; TV JOBS (jobs@tvjobs.com); Veterans West (robert.mortenson@va.gov); WA State Hispanic Chamber of Commerce (info@gwhcc.org); Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-20-21.docx

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

July 20, 2021

## NEWS

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers



## JOB OPPORTUNITIES

and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

### **Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Evening Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager



# JOB OPPORTUNITIES

preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## **Weather Anchor/Meteorologist (Regular, Full Time)**

KCPQ/KZJO is seeking a weather anchor/meteorologist to join our team. Candidate must use weather data from several sources to interpret and then verbally and visually present current weather conditions and forecasts in a clear, concise, credible and interesting manner in newscasts and during live and taped reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use station's weather equipment, radar and graphics effectively and creatively to produce and present weather information.
- Deliver information in a clear, understandable and pleasant voice, using proper phrasing, grammar, vocabulary, pronunciation and emotional range.
- Work effectively live in studio, on location or in taped settings.
- Be active on social media; engage viewers; promote stories in newscasts and on websites.
- Effectively communicate emergency weather information to the public in a clear, calm and concise manner.
- Remain familiar with current weather technology, equipment and industry changes.
- Work on multiple tasks under deadline pressure.
- Work effectively with news management and newsroom personnel to develop content and production of newscasts.
- Work effectively with a team of studio personnel, including production techs, floor directors, and engineers.
- This job anchors weather Monday-Friday 430-6am and reports live in the field after 7am often on weather-related matters, features or even breaking news.
- This position also produces pkgs and other content for other newscasts, digital and social media.
- Act as ambassador for the station to foster public goodwill.
- Adhere to all professional broadcast journalism standards in regard to legal and ethical issues.
- Display and maintain professional appearance and demeanor, based on newsroom standards.



# JOB OPPORTUNITIES

- Other duties as assigned.
- Work varied hours, overnight, mornings, evenings, holidays, weekends and during severe weather situations as needed and/or scheduled.

A minimum of five years' experience working as a weather anchor in a medium or large market preferred. Bachelor's degree in meteorology, atmospheric science or related field preferred. Current or in process AMS Seal or NWS certification. Severe weather forecasting experience a plus. Working knowledge of weather and newsroom computers. Ability to ad-lib effectively with news anchors. Good news judgment and knowledge of fair and accurate journalism practices. Excellent people, writing and communication skills; must be a team player. [Click Here to Apply](#)

### **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

### **Producer (Regular Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)





# JOB OPPORTUNITIES

## **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Senior Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of



# JOB OPPORTUNITIES

social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

### Responsibilities

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.



# JOB OPPORTUNITIES

- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. **TO APPLY [CLICK HERE](#)**

To apply for a specific open position, click the link following each posting or go to <https://www.q13fox.com/jobs-at-q13-fox-and-joetv-seattle>



# *JOB OPPORTUNITIES*

*NO PHONE CALLS PLEASE.*

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

**A N E Q U A L O P P O R T U N I T Y E M P L O Y E R**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** September 20, 2021

**Position/Job Title:** Digital Content Creator

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Employee Referral

**Contact Person:** Human Resources

**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109

**Phone#:** 713-479-2720



**Total # of Interviewees:** 6

Referral Sources <sup>2</sup>	No. of Interviewees
Career Fair	1
FoxCareers.com	3
Employee Referral	1
Indeed.com	1

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<sup>1</sup>**Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup>**Referral Sources:** Identify the organization, agency, person(s), etc. that referred the interviewees.

<b>Recruiting Start Date</b> 07/29/2021 - 1 month ago <b>Target Hire Date</b> 07/29/2021 - 1 month ago <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North	
Tyler Slauson	Hiring Manager
	
Tracey Rivers	Recruiter

## Details

### Details

#### Requisition Details

**Job Requisition** R50015197 Digital Content Creator (Fill Date: 09/20/2021)  
**Supervisory Organization** Evening News (Tyler Slauson)  
**Position** Digital Content Creator (Position Fill:09/20/2021,Charmin Flojo)  
**Spotlight Job** No  
**Referral Payment Plan** Domestic Referral Payment Plan  
**Inbound Process** Hire: Charmin Flojo



Available for Overlap No  
 Available For Hire No  
 Hiring Freeze No  
 Requester Tyler Stauson  
 Job Application Template Default Job Application Template effective 06/08/2018 10:18  
 Primary Internal Questionnaire Fox Internal Application -V1.1  
 Secondary Internal Questionnaire Fox Job Application\_External  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars  
 Reference Template  
 Replacement For Mandi Ringgenberg (Terminated)  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Digital Content Creator  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile Job Profile  
 Job Families for Job Profiles TVST Producer Digital  
 Worker Sub-Type TVST News  
 Worker Type Regular  
 Time Type Employee  
 Compensation Grade Full time  
 Primary Location TVST  
 Primary Job Posting Location USA - WA - Seattle - 1813 Westlake Avenue North  
 Additional Locations Seattle, Washington, USA  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 07/29/2021  
 Target Hire Date 07/29/2021  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the



Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

**RESPONSIBILITIES:** Create compelling, UX-focused content related to news, events and topics relevant to local users and beyond, including text stories, photos/graphics, live streaming content, breaking news, and social media elements. Engage and build loyalty among communities. Serve as liaison to newsroom, ensuring digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with the FOX TV Stations' Group Content Team and other FTS markets to distribute high-interest stories at scale. Follow group standards. Monitor real-time analytics. Other duties as deemed necessary and assigned.

**REQUIREMENTS:** 3+ years' experience developing and publishing content, including news, on digital and social platforms preferred. BA/BS degree, preferably in Journalism, Broadcasting, Communications or related field with emphasis on digital publishing. Excellent writer and storyteller. Superior news judgement. Impeccable writing and copy editing skills. Overwhelming attention to detail. Thrive under deadline pressure. Stellar communication skills. Social media expert. Proficient in content management systems, video publishing, live streaming, and digital analytics tools. Video and photo editing experience. **The news is a 24/7 world, and we'll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays, as needed.**

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
07/29/2021	Requisition Compensation Change: R50015197 Digital Content Creator	07/30/2021 04:29:27 PM	07/30/2021 04:29:27 PM	Successfully Completed
07/29/2021	Job Requisition: R50015197 Digital Content Creator	07/29/2021 04:37:25 PM	07/30/2021 04:29:27 PM	Successfully Completed

**Organizations**





**Organizations**

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ CC00182 News Digital 500 NON - Non union

**Job Postings**

**Current**

Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	07/30/2021	09/01/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Digital Content Creator
Domestic	External	07/30/2021	09/01/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Digital Content Creator
FOX TVST - West Region Stations	External	07/30/2021	09/01/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Digital Content Creator

## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, July 30, 2021 4:43 PM  
**To:** Slauson, Tyler  
**Cc:** Wiederrich, Jake  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-30-21.docx

**Importance:** High

Tyler,  
Please post the attached job opportunities.

Thank you.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)



## Rivers, Tracey

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**From:** Rivers, Tracey  
**Sent:** Friday, July 30, 2021 4:44 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Davis, Regina; Frascella, Heather; Hanson, Heather; Morillo, Iraida; Nohr, Christine; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Scott-Nathan, Sharming; Sierra, Iris; Smith, Cynthia; Yuen, Bonnie  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 7-30-21.docx  
**Importance:** High

Hello,  
Thank you for sharing our job opportunities.

Sincerely,  
Tracey Rivers, MBA, SHRM-SCP | *Regional Director, Human Resources*  
Office: 713-479-2720 | Fax: 713-479-2728  
New email address: [tracey.rivers@fox.com](mailto:tracey.rivers@fox.com)





# JOB OPPORTUNITIES

**KCPQ TV Fox 13 & KZJO TV & Q13Fox.com**  
A VEVRAA Federal Subcontractor; Tracey Rivers, HR Director Hiring Contact

July 30, 2021

## NEWS

### **Digital Content Creator (Regular, Full Time)**

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

**RESPONSIBILITIES:** Create compelling, UX-focused content related to news, events and topics relevant to local users and beyond, including text stories, photos/graphics, live streaming content, breaking news, and social media elements. Engage and build loyalty among communities. Serve as liaison to newsroom, ensuring digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with the FOX TV Stations' Group Content Team and other FTS markets to distribute high-interest stories at scale. Follow group standards. Monitor real-time analytics. Other duties as deemed necessary and assigned.

**REQUIREMENTS:** 3+ years' experience developing and publishing content, including news, on digital and social platforms preferred. BA/BS degree, preferably in Journalism, Broadcasting, Communications or related field with emphasis on digital publishing. Excellent writer and storyteller. Superior news judgement. Impeccable writing and copy editing skills. Overwhelming attention to detail. Thrive under deadline pressure. Stellar communication skills. Social media expert. Proficient in content management systems, video publishing, live streaming, and digital analytics tools. Video and photo editing experience. **The news is a 24/7 world, and we'll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays, as needed.** [Click Here to Apply](#)

### **Assignment Manager (Regular, Full Time)**

KCPQ/KZJO, the Fox O&O in Seattle, WA, is seeking an Assignment Manager to join our news team. The candidate will supervise Assignment Editors as well as plan daily and future news coverage. Oversee scheduling, compile and edit daily story rundown and participate in daily editorial meetings. Assign, coordinate, and dispatch crews to planned and breaking news events. Work closely with all other News Managers to plan and coordinate daily and future news coverage. Work closely with Reporters to develop stories and story ideas into pitches and unique content for broadcast and digital platforms. Candidate must have well developed social media skills, and the ability to teach others those same skills. Must coach and train Assignment Editors to perform their duties at a high level. Must be a calculated risk taker and decision maker, and be able to handle high-pressure situations. Must develop a network of sources to gather and confirm information for newscasts and breaking news situations. Must have strong knowledge of legal and ethical parameters for mass media. Perform other duties as assigned.

Four (4) year college degree preferred, with emphasis in Communications or Journalism preferred. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and**



# JOB OPPORTUNITIES

holidays may be required. Minimum four (4) years' experience in a medium to large television market. Five (5) years in a top 15 market preferred. Must complete administrative tasks in a timely and accurate manner. Must be a strong leader and communicator, and possess excellent time management skills. Knowledge of the Seattle area preferred. [Click Here to Apply](#)

## Digital Content Creator (Regular, Full Time)

We're hiring a Digital Content Creator to be part of our next-level team at Q13 FOX (KCPQ-TV) in Seattle, Washington. Reporting to the Executive Producer of Digital, the Digital Content Creator will be laser-focused on telling stories that matter most to digital and social media users — and doing it better than anyone else. Does this sound like you? You're smart, fast on your feet, team-oriented and full of energy. You're an expert in digital and social media platforms. You know a big story when you see or hear it. You're obsessed with details. Nothing gets past you. You have a zero-tolerance policy for grammatical errors. You could copy edit in your sleep (but you won't — we promise). You love a fast-paced, challenging environment and crave the chance to learn new things. You've got goals, which you strive to meet and exceed (all of them). You thrive in a competitive, fearless culture of creativity and expertise. What you do matters, and you're out to make a difference. Most of all, you want to win. Every. Single. Day. The person we're looking for lives and breathes digital news and information, and is driven by an intense passion for storytelling. If that's you, your dream team awaits at Q13 News!

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## Producer (Regular, Full Time)

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager



# JOB OPPORTUNITIES

preferred. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. [Click Here to Apply](#)

## **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## **Producer (Regular, Full Time)**

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## **Evening Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO, the stations that make up the Fox-owned duopoly in Seattle WA, are looking for a producer to join our team. This candidate will play a key role in production of evening or dayside newscasts and plan content for their success. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple



# JOB OPPORTUNITIES

desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

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## **Assignment Editor (Regular, Full Time)**

KCPQ/KZJO, the FOX O&O in Seattle, WA is seeking a News Assignment Editor to join our team. Responsibilities include researching and developing fresh story ideas into pitches, and newsgathering for all our news platforms. The candidate must have the ability to respond to breaking news and verify information for television newscasts and digital platforms. Monitor news wires, police and fire scanners, and social media for breaking news. Must be comfortable working in a fast-paced environment; be able to multi-task, be a problem solver as well as a strategic thinker. The candidate will be responsible for assigning photographers and reporters to news stories and managing logistics as well. The ideal candidate is an energetic and effective communicator. Must have the ability to develop strong contacts with officials and sources in order to advance stories beyond a press release. The candidate will build relationships with Assignment Desks at Fox affiliates and coordinate breaking news coverage when necessary. The assignment editor also collaborates and shares content with FOX Television Station units including but not limited to FOX Weather, FOX Soul and FOX Crime. Must be a strong competitor and track what the competition is doing. Must stay on top of the news locally, nationally and around the world. Must have strong social media skills. Must be technically savvy and computer literate. Other duties as deemed appropriate and assigned.

Four (4) year college degree with emphasis in Communications or Journalism preferred. Candidate must possess at least two (2) years of prior Assignment Desk Editor experience or bachelor's degree in lieu of experience. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** Must also possess excellent news judgement, strong sense of urgency in coverage decision-making and display an aggressive and competitive newsgathering style. [Click Here to Apply](#)

## **Weather Anchor/Meteorologist (Regular, Full Time)**

KCPQ/KZJO is seeking a weather anchor/meteorologist to join our team. Candidate must use weather data from several sources to interpret and then verbally and visually present current weather conditions and forecasts in a clear, concise, credible and interesting manner in newscasts and during live and taped reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use station's weather equipment, radar and graphics effectively and creatively to produce and present weather information.
- Deliver information in a clear, understandable and pleasant voice, using proper phrasing, grammar, vocabulary, pronunciation and emotional range.
- Work effectively live in studio, on location or in taped settings.
- Be active on social media; engage viewers; promote stories in newscasts and on websites.
- Effectively communicate emergency weather information to the public in a clear, calm and concise manner.
- Remain familiar with current weather technology, equipment and industry changes.
- Work on multiple tasks under deadline pressure.



# JOB OPPORTUNITIES

- Work effectively with news management and newsroom personnel to develop content and production of newscasts.
- Work effectively with a team of studio personnel, including production techs, floor directors, and engineers.
- This job anchors weather Monday-Friday 430-6am and reports live in the field after 7am often on weather-related matters, features or even breaking news.
- This position also produces pkgs and other content for other newscasts, digital and social media.
- Act as ambassador for the station to foster public goodwill.
- Adhere to all professional broadcast journalism standards in regard to legal and ethical issues.
- Display and maintain professional appearance and demeanor, based on newsroom standards.
- Other duties as assigned.
- Work varied hours, overnight, mornings, evenings, holidays, weekends and during severe weather situations as needed and/or scheduled.

A minimum of five years' experience working as a weather anchor in a medium or large market preferred. Bachelor's degree in meteorology, atmospheric science or related field preferred. Current or in process AMS Seal or NWS certification. Severe weather forecasting experience a plus. Working knowledge of weather and newsroom computers. Ability to ad-lib effectively with news anchors. Good news judgment and knowledge of fair and accurate journalism practices. Excellent people, writing and communication skills; must be a team player. [Click Here to Apply](#)

#### **Morning Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

#### **Producer (Regular Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.





# JOB OPPORTUNITIES

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Morning Show Producer (Regular, Full Time)**

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle, WA are looking for a producer to join our morning show team. The candidate must produce a timely and compelling newscast that is editorially and visually dynamic. Participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Dig for fresh, interesting and relevant content from multiple sources. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desktop editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of digital social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts.

Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager preferred. **Candidate must be able to work flexible hours; overnights, early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Nightside Executive Producer (Regular, Full Time)**

KCPQ-TV, The FOX O&O in Seattle, Washington, is looking for an executive producer to lead our nightside team. Our executive producers are advocates for our viewers working to ensure content on brand. Oversee and manage news personnel; assignment editors, writers, producers, editors, anchors, reporters, digital. Must be able to produce a timely and compelling newscast that is editorially and visually dynamic. Participate and lead in the editorial process. Occasionally, produce content/newscasts in the newsroom, in the field and for news specials. Other duties as deemed appropriate and assigned by the news director and/or assistant news director. Strong communication skills and the ability to develop and assemble content on multiple platforms. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

Bachelor's degree in Journalism or Communications and three years recent experience in a newsroom as a senior news producer or executive producer. Have exceptional news judgment, strong writing and copy editing abilities. We are looking for a competitor who can challenge the staff to perform at their highest levels every night. Must be able to work in fast paced environment under specific time constraints; exceptionally creative. Must be able to think out of the box and find new ways to present information. Must be self-motivated and effectively work independently and on a team. Supervise the work of others. Will work closely with news management to continually evolve our newscasts. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## **Senior Producer (Regular, Full Time)**



# JOB OPPORTUNITIES

Q13 KCPQ and JOEtv KZJO the Fox-owned duopoly in Seattle WA, is looking for a senior producer to join our dynamic evening team. This candidate will play a key role in supervising evening or dayside newscasts and plan content for their success, including our highly visible Sunday night news. The candidate must also be able to produce a timely and compelling newscast that is editorially and visually dynamic during the week. Will be expected to participate and help lead in the editorial process. May be required to produce content/newscasts for news specials, and possibly field produce. Assign stories for associate producers and ENG staff with video production. Must be able to complete simple desk top editing and use templates to produce graphics. Utilizes a variety of storytelling techniques and tools to showcase stories in unique ways. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast. Have exceptional news judgment, strong writing and copy editing abilities.

We are looking for a competitor who can collaborate with the staff to perform at the highest levels every day. Must be able to work in fast-paced environment under specific time constraints while demonstrating exceptional creativity. Must be self-motivated and work productively on a team. Will work closely with news management to continually evolve newscasts. Bachelor's degree in Journalism or Communications preferred. Minimum 2 years working in a medium to major market newsroom as a producer or smaller market news manager. **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.** [Click Here to Apply](#)

## SALES

### Digital Account Executive (Regular, Full Time)

We are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution. Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter. 2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### Account Executive, (Regular, Full Time):

Q13FOX and JOEtv, Seattle-Tacoma's Official TV Partners of the Seattle Seahawks, Seattle Sounders FC, and the Seattle Storm, have an opening for a media sales professional. This position requires prior media sales experience. Candidate must possess strong presentation and prospecting skills. The position requires the creation of new digital and broadcast revenues from business development activities. Requirements also include the servicing and development of existing accounts. A college degree is preferred. [Click Here to Apply](#)

## ENGINEERING

### Broadcast Maintenance Engineer (Regular, Full Time)

KCPQ/KZJO, the FOX O&O in Seattle, WA, is searching for a Broadcast Maintenance Engineer to join our team. The Maintenance Engineer must be versatile and have basic network troubleshooting abilities. Must be able to adapt to the diverse and changing hardware/software systems utilized for the stations' Air, Production, and News gathering operations. This includes but is not limited to: Production systems, Ross switchers and Overdrive, SSL audio boards, Sony 320 and 400 ENG cameras, Vinten robotics, Clearcom intercom, Master Control automation systems, Evertz, News gathering and production systems, solid state transmitters, microwave, satellite, and IP signal acquisition systems, NLE editing, Newsroom video ingest and playout, fundamental computer, server and network knowledge as it applies to broadcast engineering.

Responsibilities



# JOB OPPORTUNITIES

- Maintain, operate and repair equipment. Read and understand drawings and technical manuals as reference documents to insure optimum operation and performance of equipment.
- Perform preventive maintenance on equipment and facilities as needed to insure optimum operation and performance of the equipment. Review preventative maintenance and inspection schedules and make adjustments as needed.
- Proactively monitor systems for issues and report/repair as necessary.
- Read and understand station drawings, station signal paths, utilize test equipment (oscilloscope, phabrix, spectrum analyzers), terminate wires (coaxial and network), and troubleshoot fiber connections.
- Diagnose and repair faulty equipment and/or systems down to the lowest practical level. Utilize test equipment, technical manuals and schematic diagrams as part of the diagnostic and troubleshooting process.
- Effectively communicate with operational, news personnel and other staff and/or clients in order to address problems in a timely manner.
- Accurately document projects, installations, daily repair, and work in progress to insure information is updated and accurate records are maintained.
- Order and prioritize work assignments without supervision.
- Contact vendors, suppliers, and manufacturers to obtain repair information and parts.
- Maintain competency with master control automation, TOC duties, and newsroom record/playout systems to provide coverage when required.

## Qualifications

BS degree or equivalent certification in an information technology discipline, or equivalent work experience preferred. Two to three years' job experience as a Broadcast Maintenance Engineer. Ability to work alone and without supervision, under deadline and time constraints. **Candidate must be able to work flexible hours, shifts and shows; early mornings, late nights, weekends and holidays may be required.** Ability to frequently lift weights up to 50 lbs., frequently bend, kneel, stoop, and reach. Ability to stand for long periods (greater than 1 hour). Ability to use tools, manipulate small parts and make minute adjustments to controls requiring fine finger movements. High visual acuity. Valid Washington driver's license. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO- Human Resources Director (Regular, Full Time)

Fox Television Stations is looking for an exceptional leader to perform all the duties of an HR Director. Responsibilities include performing all generalist duties for the Fox O&O duopoly in Seattle Washington, including but not limited to direct and manage the Stations' employee relations and employment programs and initiatives, recruiting/applicant tracking, performance management and performance evaluation administration, FMLA, worker's compensation, policy administration, and affirmative action compliance and monitoring. Knowledge and experience working with the OFCCP regulations, a plus. Candidate will work in concert with Station management and Corporate Human Resources to ensure that all employment regulatory requirements are met and adhere to all Company policies. Other duties as deemed appropriate and assigned.

Position requires at least five (5) years HR Management experience, Bachelor's degree in HR Management, Organizational Development or related discipline, or equivalent work experience. Required skill set includes effective written/verbal communications, creative problem solving and conflict management, and expert computer skills (applicant tracking, HRIS, JDE, PeopleSoft, Microsoft Office, Workday, a plus). This is a high volume and hands-on administrative position (reporting); no administrative support personnel for this position. Must have strong leadership skills and the ability to develop solid collaborative relationships with all levels of staff. Must be able to multi-task with excellent attention to detail, accuracy, and strong organizational skills and work efficiently under specific time constraints and maintain strict confidentiality. Discretion in handling confidential material and information is required. Weekends, holidays, OT and varied hours req. Must



# *JOB OPPORTUNITIES*

have, or be willing to obtain, a valid driver's license and be able to drive. Local/national travel may be required. Cover letter, salary expectations and resume required. TO APPLY [CLICK HERE](#)

To apply for a specific open position, click the link following each posting or go to <https://www.g13fox.com/jobs-at-g13-fox-and-foetv-seattle>

***NO PHONE CALLS PLEASE.***

**KCPQ/KZJO IS AN EQUAL OPPORTUNITY EMPLOYER/M/F/Disabled/Veterans**

# EXHIBIT C



Fox Television Stations, LLC

To: All Employees  
From: Jack Abernethy  
Date: July 1, 2020  
Subject: **Equal Employment Opportunity Policy**

Our continuing support of the principles and objectives of Equal Opportunity and Affirmative Action are the key elements within our business philosophy. We are committed to complying with both letter and spirit of the law in implementing equal opportunity for all individuals.

In keeping with this policy, our stations will continue to recruit, hire, train and promote the most qualified individuals without regard to race, color, age, sex (including gender identity and expression), religion, sexual orientation, marital status, veteran status, national origin, genetic information, or disability. Similarly, all other personnel matters, including compensation, benefits, transfers, promotions, company-sponsored training, tuition assistance and social and recreational programs will continue to be administered to ensure that we fulfill our commitments to equal opportunity.

The progress our company makes in providing equal opportunity and advancement opportunities for women and minorities will be measured on a continuous basis. To ensure that we achieve our commitments in this vital area, all employees must share in the responsibility of improving our equal opportunity posture. Members of our management team are expected to identify problems within their areas related to minority and female employment and provide innovative leadership which will contribute to the achievement of our objective. Managers have an additional responsibility to recognize individual talent and identify those employees who have the potential to advance to positions of increased responsibility.

I have designated Jean C. Fuentes, Senior VP of Human Resources, as having overall responsibility for coordinating this important program. She can be contacted at (212) 301-5530. Your support of the stations' objectives in this area is essential for creating a workplace that recognizes the dignity and merit of each individual and fosters the principles of equal opportunity.



Fox Television Stations, LLC

To: All Employees  
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Date: July 1, 2021  
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A handwritten signature in blue ink, appearing to be "Jack Abernethy".

## **MANAGEMENT RESPONSIBILITY**

Jack Abernethy, chief executive officer of Fox Television Stations, LLC (“FTS”), has the overall responsibility for the implementation of the Company’s equal opportunity policy. He has assigned coordination responsibilities and day-to-day management of this important function to Jean C. Fuentes, Senior Vice President of Human Resources for FTS, who has the full support of executive management.

### **A. Duties of the Senior Vice President of Human Resources**

The duties of Senior Vice President of Human Resources in coordination with the station general manager and station human resources director include:

1. Developing policy statements and internal and external techniques for communication of KZJO’s Equal Employment Opportunity (“EEO”) policy.
2. Identifying and correcting EEO problem areas.
3. Assisting management and supervisors in arriving at solutions to problems related to EEO and employee conflict resolution issues.
4. Designing and implementing auditing and reporting systems that:
  - a. Measure the effectiveness of the EEO programs;
  - b. Indicate any need for remedial action; and
  - c. Determine the degree to which the Company’s goals and objectives are being carried out.
5. Assist KZJO with enforcement agencies when required.
6. Partner with the station and minority organizations, women’s organizations, and community groups regarding employment opportunities for women, minorities, people who are disabled and veterans. For example, FTS is a corporate sponsor of the Emma L. Bowen Foundation and two of the Company’s executives are on the Foundation’s Board. The non-profit’s mission is to create career opportunities for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. The Stations participate in multi-year targeted work study scholarship program for high school through college year students, many of which go on to begin full time employment at the companies where they interned.
7. Keeping management informed of the latest developments in the EEO area.



8. Regular meetings with Stations' Human Resources Directors to ensure that the Company's EEO policies are being followed.
9. Informing all managers that they have a shared responsibility in ensuring compliance with both the letter and spirit of the law in implementing equal opportunity.

B. Duties of Line Management

The duties of Line Management include:

1. Assisting the Senior Vice Presidents of Human Resources in the identification of problem areas and in the establishment of applicable organizational unit goals and objectives.
2. Assisting in the establishment of only job-related criteria for selection for hire, promotion, transfer, training, and all other employment opportunities.
3. Reviewing the qualifications of all employees to ensure that minorities, women, people who are disabled, and veterans are given equal opportunities for transfers and promotions.
4. Providing career counseling for all employees upon request.
5. Performing periodic internal self-evaluation audits to ensure that:
  - a. EEO posters and Company policy statements are properly displayed and up-to-date;
  - b. All facilities which KZJO maintains for the use and benefit of its employees are, in fact, desegregated, both in policy and in use, and that facilities such as restrooms are comparable for both genders; and
  - c. All employees including minorities, females, people who are disabled, and veterans are encouraged to participate in all Company-sponsored educational, training, recreational, and social activities.
6. Preventing harassment of employees on the basis of race, color, age, religion, gender, or national origin, sexual orientation, marital status, veteran status or disability.
7. Understanding that they have a shared responsibility in ensuring compliance with both the letter and spirit of the law in implementing equal opportunity.

## ANALYZING EFFECTIVENESS OF EEO PRACTICES

Review of Policies and Practices: As part of the employment unit's ongoing, self-evaluation and corporate auditing, a thorough analysis of the following human resource matters was conducted.

- Composition of applicant flow data by minority group status and sex. We maintain data on all applicants. Applicants of known race, ethnicity and gender are those that either a) complete a voluntary self-identification form or b) are visually identified during the interview. Records are kept for each selection decision, if any, for which the applicant was considered. This allows us to complete required analyses, by job title, of the selection rates of minorities, by minority sub-group, and by gender. These data and analyses are not utilized as part of a formal affirmative action program, but they are collected and performed at least annually to assist Human Resources personnel in evaluating the efficacy of the employment unit's EEO program.

Further, KZJO's Human Resources Director and corporate Human Resources Department regularly reviews the demographic make-up of the employment unit's employees, and compares the results with the racial, ethnic and gender composition of the Seattle-Tacoma DMA workforce. This exercise provides an ongoing, objective measure as to whether the employment unit's recruitment efforts are effective in attracting a diverse pool of candidates. To date, the employment unit's demographic make-up consistently has compared favorably with the racial, ethnic and gender composition of the Seattle-Tacoma DMA workforce, indicating that the employment unit's recruitment efforts have been successful.

- The overall selection process, including position descriptions, position titles, position specifications, application forms, job posting procedures, referral procedures, final selection process, and similar factors.
  - Whenever KZJO recruits for a job vacancy, the position specifications are thoroughly reviewed to ensure that they are accurate, job-related, and non-discriminatory. Similarly, KZJO does not "grade" or "classify" jobs in accordance with any "point" system or similar method/process. The station's compensation ranges are pegged to the market, with education, experience, service and – primarily – job performance as additional, non-biased factors in establishing individual compensation.
  - There are no titles that could be perceived as evidencing a preference for one gender or another.
  - KZJO's employment application form and its employment advertisements contain appropriate EEO language in compliance with Federal regulations

- Transfer and promotion practices. Employees may apply for opportunities which are posted in accordance with the Company's posting policy. These opportunities may involve lateral transfer, promotion with or without change in work location, or even demotion if this is the desire of the internal applicant. All employees, including women and minorities, are encouraged to take advantage of the opportunity to apply. Selections are solely made on the basis of knowledge, skills, abilities, and experience.
- Facilities, company-sponsored recreation and social events. There are no segregated facilities at KZJO Company-sponsored recreation and social events are open to all employees.

Company Training and Apprenticeship programs. All selections for training are based first on company need and then on the basis of the employee's needs, readiness, experience, seniority, *etc.* Selections are made without regard to race, color, age, religion, gender, national origin, sexual orientation, marital status, veteran status or disability.

- KZJO has not discovered any evidence that seniority practices contribute to any disparities based on race or gender.
- Attitude of workforce managers and supervisors. There is, has been, and will continue to be an ongoing effort on the part of KZJO develop and communicate a positive attitude toward its EEO policies.

### **REPORTING AND INTERNAL AUDIT SYSTEMS**

FTS's Senior Vice President of Human Resources, in coordination with the local employment unit General Manager and Human Resources Department are responsible for the design and implementation of the internal self-evaluation auditing and reporting system. They monitor personnel transactions on at least a quarterly basis. The reporting and monitoring system provides for:

- Maintaining accurate records on the race/national origin and gender of applicants, hires, internal selections (promotion, demotion, or transfer), and terminations.
- Reviewing all selection, promotion, and training procedures to ensure that they are non-discriminatory.

- Monitoring selection and providing feedback to selecting officials on numbers of opportunities and numbers/percentage of selections of minorities and women.
- Informing top management, on a regular basis, about the effectiveness of the EEO policy and recommendations for improvements, if any.

## **ANALYSIS OF EMPLOYMENT ACTIONS**

KZJO's Human Resources Director is involved throughout the recruitment, interview, and hiring processes to ensure that Fox Television Stations, LLC's ("FTS") EEO policies are continuously carried out. The Human Resources Director is involved in every disciplinary action, from verbal warnings up to and including terminations, and all involuntary terminations must be approved by the SVP of Human Resources to ensure that all personnel matters are administered to fulfill the Company's commitment to equal employment opportunities. Corporate Human Resources personnel are available at all times as well, for consultation should any questions arise.

### **TIME OFF & OTHER BENEFITS**

Benefits, including holidays, floating holidays, sick leave and leave for other reasons, education reimbursement, as well as standards of conduct and work rules, are applied to all FTS employees on a standardized basis in accordance with written policies or the applicable collective bargaining agreement.

### **WAGE/SALARY COMPENSATION**

All employees who do not have personal services contracts (which set salary levels and increases) or are covered by collective bargaining agreements are subject to annual written performance appraisals by their supervisors. These performance appraisals are initiated and evaluated by the Human Resources Department, which ensures uniformity in standards of evaluation. Periodic (generally annual) salary increases are based upon performance appraisal ratings and budgetary considerations. All proposed salary increases are approved in advance, not only by the relevant Department head, but also by the corporate Human Resources Department and corporate Finance Management. This policy is designed to ensure uniformity in salary administration. In accordance with Company guidelines and directives, KZJO operates under a system where all applicable employees are evaluated, and merit increases reviewed, at the beginning of each fiscal year. Synchronizing the annual evaluation/salary review process allows for additional analysis and review.

### **FOX FACTS EMPLOYEE HANDBOOK**

All staff employees are provided with, and must acknowledge receipt of, the Fox Facts Employee Handbook. The employee handbook, which is issued upon employment commencement, provides general information about some of the Company's rules and policies and communicates broad internal guidelines. Specific policies are disseminated when revisions are required.

### **PROBLEMS/COMPLAINTS**

KZJO's Human Resources Department has an open door policy, so that any employee has a place to bring any work-related grievance at any time. Employees also are advised that, if they feel uncomfortable going to the station's Human Resources Department for any reason, they may bring their concerns directly to corporate Human Resources personnel (and this has occurred several times in the past). Not only are corporate Human Resources

managers available to assist, the expertise of the FTS in-house Legal Department in personnel matters can be and in fact is drawn on whenever necessary.

#### ALERTLINE

Fox has a Company-wide Alertline and Alertline Website, which are available to assist all employees as well as vendors, suppliers, customers and others, when reporting any perceived violation of Company policy and foreign, federal, state and local laws or regulations. The Alertline and Alertline Website are available 24 hours a day, 7 days a week. Employees were notified of the existence of the Alertline and Alertline Website through the distribution of the Standards of Business Conduct. The Standards of Business Conduct are updated and distributed Company-wide periodically. In addition, all newly-hired employees receive a copy of the Standards of Business Conduct.

#### WORKDAY LEARNING

Fox Corporation, FTS's parent company, has a company-wide global on-line learning initiative to instill and uphold corporate policies and practices across all Fox Corporation's businesses around the globe. The introduction of Workday Learning, to include Fox's standard of business helps ensure that employees are educated and equipped with a solid understanding of the complexities inherent in modern business ethics. The on-line training takes employees through different scenarios that they might encounter and helps better illustrate how to evaluate unforeseen issues and confidently choose the appropriate actions for different situations. All current and new employees are required to complete the training.