



May 2, 2022

TO THE KZJO ONLINE PUBLIC FILE

Elizabeth E. Goldin  
Assistant Chief, Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, N.E.  
Washington, DC 20554

Re: KZJO Seattle, Washington – EEO Audit Response Letter

Enclosed is the response of Fox Television Stations, LLC (“FTS”), licensee of television station KZJO Seattle, Washington, Facility ID No. 69571 to the EEO Audit Letter dated March 21, 2022.

Please contact the undersigned should you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann West Bobeck". The signature is written in a cursive style with a large initial "A".

Ann West Bobeck

May 2, 2022

Elizabeth E. Goldin  
Assistant Chief, Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, N.E.  
Washington, DC 20554

Re: KZJO Seattle, Washington – EEO Audit Response Letter

Dear Ms. Goldin:

This letter is submitted on behalf of Fox Television Stations, LLC (“FTS” or the “Company”), licensee of television station KZJO, Seattle, Washington, Facility ID No. 69571 (“KZJO” or the “Station”). FTS is in receipt of the March 21, 2022, letter from The Federal Communications Commission regarding its Equal Employment Opportunity (“EEO”) Program.

FTS recognizes the important role that broad outreach plays in creating a diverse workforce, and the Company has put in place policies and procedures designed to ensure that its workforce reflects the diversity of the communities in which it operates. Answers to the audit data requested are provided below as lettered in the Commission’s audit letter.

**2. Audit Data Requested.**

**(b) If the Unit employs five or more full-time employees, provide the following information:**

**(i) Copies of the Unit’s two most recent EEO Public File Reports, described in Section 73.2080(c)(6).**

**(ii) For each station in the Unit that maintains a website, the website address. If the Unit’s most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit’s most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).**

The relevant Unit is KZJO and KCPQ (Facility ID No. 33894, Tacoma, Washington). Attached as Exhibit A are the Unit's two most recent annual EEO public file reports, covering the periods March 2, 2020 to September 30, 2020<sup>1</sup> and October 1, 2020 through September 30, 2021. KZJO's website is <https://www.q13fox.com/eoo-report>. The website contains a link to the Unit's most recent annual EEO public file report <https://publicfiles.fcc.gov/tv-profile/kzjo/equal-employment-opportunity-records>. A link to the full online FCC KZJO public file is also provided on the Unit's website - <https://publicfiles.fcc.gov/tv-profile/kzjo/equal-employment-opportunity-records>.

**(iii) For each of the Unit's full -time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii). Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).**

Copies of the Unit's announcements for open positions filled between March 2, 2020 to September 30, 2020 and October 1, 2020 to September 30, 2021 are included as Exhibit B. The employment unit sends announcements for each open position to a wide variety of local, regional and national organizations (as identified in the annual EEO public file reports). The Unit keeps a Recruitment Reconciliation File where it reviews and revises contact information on a continuous basis. The Unit also periodically sends notices to minority and women's organizations in an effort to update contact information. In addition, job information is disseminated at the KZJO facility, as well as among all of the television stations owned and operated by FTS, including its affiliated companies.

As noted above, attached as Exhibit B is a copy of each job announcement/notice for each full-time position filled during the audit period. The EEO Public File Reports attached as Exhibit A contain a list of the multiple sources that received job announcements, reflecting wide and extensive outreach. As demonstrated by Exhibit B, it is the Unit's policy, in compliance with Section 73.2080(c)(5)(iii), to maintain copies of the job announcement notices sent to recruitment sources.

**(iv) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time**

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<sup>1</sup> FTS became the licensee for KZJO and KCPQ on March 2, 2020.

**vacancies filled during the period covered by the above-noted EEO Public File Reports.**

During the period March 2, 2020 to September 30, 2021, the Unit interviewed a total of 141 candidates to fill 30 vacancies. The referral source for each interviewee is included in the EEO Public File Reports attached as Exhibit A.

**(v) Dated documentation of the Unit’s recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit’s total number of full-time employees and state whether the population of the market in which any of the Unit’s stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission’s rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth, sixth and eighth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation provided appears inadequate, e.g., it is not dated or does not clearly prove the Unit’s participation, the Commission may ask for additional verification.**

The Unit’s performance of the recruiting initiatives described in 47 C.F.R. § 73.2080(c) is listed in part below, and a complete list is included as part of Exhibit A. As of May 2, 2022, the employment unit had 147 regular full-time equivalent employees. The employment unit operates in a market with a population in excess of 250,000. Accordingly, the Unit is required to perform four initiatives within a two-year period, pursuant to 47 C.F.R. § 73.2080(c)(2) and (e)(3). As described in detail in Exhibit A and highlighted below, the Unit met this requirement. Provided below are highlights of the Unit’s broad outreach efforts:

2020-2021

The Unit participated in more than four (4) events or programs sponsored by educational institutions relating to career opportunities in broadcasting

The Unit also maintains and operates a variety of training programs that prepared and qualified the listed employees for a higher-level position. KCPQ/KZJO also engages in on-site training which resulted in the following internal promotions: Part Time Weather Anchor to Full Time Weather Anchor/Reporter, Part Time Producer to Full Time Producer, and Part Time Photographer to Full Time Photographer.



2021-2022

In addition to the programs identified above, the Unit participated in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.

The Unit also participated in six (6) events sponsored by organizations representing groups present in the community interested in broadcast employment issues.

**(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that the Unit must report all complaints, regardless of their status or disposition.**

There are no pending or resolved complaints for the current license term.

**(vii) In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and program.**

Administration of equal employment opportunity policies is a multi-tiered endeavor shared among the Fox Television Stations<sup>2</sup> executives, managers and line employees. The message starts at the top. Each year, Jack Abernethy, the CEO of Fox Television Stations, sends a memorandum to every Company employee explaining the Company's EEO policies. A copy of this memorandum is attached as part of Exhibit C. Copies of this document are also posted throughout the Unit and are included in all new hire information packets. All employees also receive the Fox Corporation Employee Handbook, which reiterates the Company's policy of equal employment opportunities for all employees and applicants. The dissemination and posting of EEO policies ensures that employees are informed on a regular, ongoing basis about these policies, as well as the Company's internal procedures for lodging any complaints.

FTS's corporate Senior Vice President for Human Resources, Jean Fuentes, is ultimately responsible for the administration of the Company's EEO policies. At the Unit, the responsibility for administering the Company's EEO policies rests with the KZJO Senior Vice President and General Manager, Sheila Oliver. The Unit's Human Resources Director, Tracey Rivers, reports directly to the General Manager, who reports to the CEO. The General Manager, along with the Human Resources Director, is responsible for supervising and training the Unit staff about the EEO program. The Senior Vice President for Human Resources holds periodic

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<sup>2</sup> Fox Television Stations is a sister FCC licensee and the business unit that runs KZJO.

conference calls with the Unit's Human Resources Director. Corporate Human Resources also occasionally visits the employment unit to review EEO issues.

This networked approach is important for internal Human Resources mentoring and training purposes and it also ensures consistency in policy administration and facilitates broad dissemination of employment opportunities throughout the Company. The Senior Vice President for Human Resources also conducts periodic conference calls, bringing together the station Human Resources Directors for all Fox-owned stations for training, problem solving and general sharing of experiences, which facilitates administrative consistency within each Company employment unit and across all employment units.

Because Fox Television Station's EEO philosophy applies to all aspects of employment, including recruiting, hiring, training, transfer, promotion, employee benefits and compensation, termination, educational assistance, leaves of absence and social/recreational activities, managers in all station departments periodically receive mandatory equal employment opportunity training, which is conducted by the station with assistance from corporate human resources personnel, as needed. Moreover, the Unit's Human Resources Director is required to authorize all personnel actions at the employment unit, including those in the areas listed above. An overview of the Company's management oversight of its EEO policies is included as part of Exhibit C.

**(viii) In accordance with section 73.2080(c)(3), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.**

As described above, the Company's policy of involving the Unit's Human Resources Director in all hiring and promotion decisions at the employment unit ensures that the Company engages in continuous monitoring and evaluation of the effectiveness of its recruitment program. Moreover, the Unit's Human Resources Director regularly reviews the demographic make-up of the Unit's employees, and compares the results with the racial, ethnic and gender composition of the workforce within the station's designated market area. This exercise provides an ongoing, objective measure as to whether the Unit's recruitment efforts are effective in attracting a diverse pool of candidates.

An overview of Company's internal, self-evaluation process and analysis of its EEO program is included as part of Exhibit C.

**(ix) As required by section 73.2080(c)(4), during the Unit's current license term(s) (or since acquisition of Unit (if during that period)), a description of the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.**

All decisions regarding hiring, training, compensation and promotion are made based on skills, experience and responsibilities. All promotions, including review of compensation, must be submitted by the station for approval by the Corporate Human Resources Department. All new hires are reviewed monthly by the Corporate Human Resources Department. These reviews include a parity review of similar positions and budgetary guidelines. All employees with specified seniority have the same medical, defined contribution plan, defined benefit plan, Company-paid life insurance, long-term disability insurance, tuition reimbursement and Company-paid holidays. Employees with the title of Vice President and above do not have any accrued vacation entitlement, but other full-time staff employees do. The Unit does not have union agreements in place. The corporate Labor Relations Department sends letters to union leadership where the Unit has entered into a Collective Bargaining Agreement, which reaffirms the Company's support of the principles and objectives of Equal Opportunity and requests that the unions support the Unit's goals in this area. We believe the unions recognize that their support is essential for creating a workplace that recognizes the dignity of each individual and fosters the principles of equal opportunity.

It has been, and will continue to be, the policy of the Company and the Station to be an equal opportunity employer. In keeping with this policy, the Station will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, gender (including gender identity and expression) pregnancy, ancestry, marital status, age, disability, sexual orientation, genetic information, participation in a uniformed service, or national origin. Similarly, all other personnel matters such as compensation, benefits, transfers, layoffs, Company-sponsored training, education, tuition assistance, and social and recreational programs will continue to be administered in accordance with the Company's policy.

All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.

**(x) If your entity is religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules, the Unit should indicate that status in its response and provide data as applicable to its EEO program. For example, for those full-time hires subject to a religious qualification, you must provide only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source that referred the person hired. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.**

Does not apply.

**(c) Resumes, company training manuals, posters, employee handbooks and corporate guidebooks are not required to be submitted. If any of the information is these or similar materials is relevant to any part of this audit letter, the Unit may provide a summary of any content if it so wishes. If this audit requires an unusually burdensome volume of**

documentation, the Unit may contact EEO staff at (202) 418-1450 prior to the response deadline to discuss alternative ways of condensing the information.

Does not apply.

**3. Time Brokerage–Licensee of brokered station(s) receives audit letter. If any station included in the Unit is subject to a time brokerage agreement, the licensee must immediately forward a copy of this letter to the broker under each such agreement. Additionally, if the Unit employs fewer than five full-time employees, the licensee must respond by providing a list of the Unit’s full-time employees listed by job title, the number of hours each employee is assigned to work, and a response to Question 2(b)(vi) above. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 2(b).**

Does not apply.

**4. Time Brokerage–Broker receives audit letter.**

**(a) Broker receives audit letter from brokered station licensee. The broker must submit information requested in 2(b) above concerning information relating only to its own full-time employees working on behalf of the brokered station, as required by section 73.2080(f)(3) of the Commission’s rules. If recruitment activity for those brokered station employees is maintained with that of other stations licensed to you, and you lack the ability to separate the information, submit information pertaining to both.**

Does not apply.

**(b) Broker receives audit letter directly from Commission. If any station in the Unit is licensed to you, submit information requested in 2(b) above for the Unit’s EEO program. If recruitment activity pertaining to full-time employees working on behalf of another station you broker is maintained with that of the Unit, and you lack the ability to separate the information, submit information pertaining to both.**

Does not apply.

**(c) Broker described in 4(a) or 4(b). If full-time employees at the station you broker, combined with full-time employees at that Station (or Unit), total fewer than five, you need only respond to this letter by submitting a list of full-time employees (identified by job title and number of hours regularly assigned to work per week) for both the brokered station(s) and subject Station as well as a response to Question 2(b)(vi).**

Does not apply.

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I affirm that the foregoing responses and the information contained in the exhibits attached hereto are true and correct, to the best of my knowledge, information and belief.

Respectfully submitted,

 4/29/22

Sheila Oliver

Senior Vice President and General Manager, KZJO

Attachments

cc: KZJO Online Public File

# EXHIBIT A

**Annual EEO Public File Report  
KCPQ-TV, KZJO IS AN EQUAL OPPORTUNITY EMPLOYER**

**Coverage Period:** March 2, 2020 to September 30, 2020

**Station's Comprising Station Employment Unit:** KCPQ-TV, KZJO in Seattle, WA

Section 1: Vacancy Information		
Full-time Positions Filled by Job Title	Date of Hire	Recruitment Source of Hire
News Director	03/02/2020	Talent Agency
Producer	03/03/2020	Website
Digital Producer	06/02/2020	Employee Referral
Producer	06/08/2020	Foxcareers.com
Senior Staff Accountant	08/03/2020	Employee Referral
Assistant News Director	08/31/2020	Foxcareers.com

**Total Number of Persons Interviewed During Applicable Period: 30**

Q13FOX.com is the website for Q13 FOX (KCPQ) and JOETv (KZJO), these stations are licensed to the Seattle-Tacoma DMA and serve all of Western Washington.

Station information on the web includes: contact information, contest rules, current job listings, and Public File information. Q13FOX.com attracts 5 – 9 million page views per month and more than 2 million active visitors each month on desktop and mobile platforms.

Section 2: Recruitment Source Information		
Recruitment Source (Company, Address, Telephone #, Contact Person)	Total Number of Interviewees This Source Has Provided During this Period (if Any)	Full-time Positions For Which Source Was Utilized
Q13 Fox Website 1813 Westlake Ave. N. Seattle, WA 98109 Tyler Slauson 206-674-1313 <a href="http://www.q13fox.com">www.q13fox.com</a>	0	Digital Producer, Assistant News Director, Producer, and Senior Staff Accountant
Fox Station Sales 205 East 67th St New York, NY 10065 Bonnie Yuen 212-332-9239 <a href="mailto:Bonnie.Yuen@foxtv.com">Bonnie.Yuen@foxtv.com</a>	0	Digital Producer, Assistant News Director, Producer, and Senior Staff Accountant
Fox Careers <a href="http://www.foxcareers.com">www.foxcareers.com</a>	5	Digital Producer, Producer, Senior Staff Accountant, and Assistant News Director
Rick Gevers & Associates 355 E. Ohio St. #303 Indianapolis, IN 46204 317-635-7912	1	News Director

<a href="http://www.rickgevers.com">www.rickgevers.com</a>		
Emma Bowen Foundation 300 New Jersey Avenue, N.W., Suite 700 Washington, DC 20001 Michael Barham <a href="mailto:michael.barham@nbcuni.com">michael.barham@nbcuni.com</a>	0	Digital Producer, Producer, and Senior Staff Accountant
Medialine <a href="mailto:medialine@medialine.com">medialine@medialine.com</a> 1209 Wood Valley Road Augusta, GA 30909 <a href="mailto:rich@medialine.com">rich@medialine.com</a>	0	Digital Producer, Producer, and Senior Staff Accountant
Graeme Newell Marketing Idea Net 602 Communications Portland, Oregon 919-280-8224 <a href="mailto:slizik@602communications.co">slizik@602communications.co</a>	0	Digital Producer, Producer, and Senior Staff Accountant
TVJobs/Broadcast Employment Services P. O. Box 4116 Oceanside, CA 92052 <a href="http://www.tvjobs.com">www.tvjobs.com</a> <a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a>	1	Digital Producer, Producer, and Senior Staff Accountant
Veterans Employment Services West <a href="mailto:Robert.Mortenson@va.gov">Robert.Mortenson@va.gov</a> 206-554-1491		Digital Producer, Producer, and Senior Staff Accountant

Additional interviewees from other sources: 4 Employee Referrals, 14 Website\*, 3 Indeed.com\*\*, and 2 LinkedIn.com\*\*.

\*14 Website refers to Nexstar Website, and thus was not in use after Fox Corporation's acquisition of the stations on March 2, 2020.

\*\*Indeed.com, and LinkedIn.com aggregate job announcements posted on other websites.

### **Job Postings**

When a position becomes available, it is the general practice of the Station to post the job opportunity notice at appropriate locations throughout the Station so the employees are aware of current openings and may apply for consideration for those positions. The notices list the titles and requirements for the positions. These job opportunities / postings are also sent to other Fox Owned & Operated Stations across the country.

### **Fox O & O Stations:**

WNYW/WWOR-TV 205 E 67 <sup>th</sup> St New York, NY 10065	WTTG/WDCA 5151 Wisconsin Ave NW Washington, DC 20016	KMSP-TV/WFTC 11358 Viking Drive Eden Prairie, MN 55344
KTTV/KCOP-TV 1999 S Bundy Drive Los Angeles, CA 90025	KRIV/KTXH 4261 Southwest Freeway Houston, TX 77027	WOFL/WRBW 35 Skyline Dr. Lake Mary, FL 32746
WFLD/WPWR-TV 205 N Michigan Ave Chicago, IL 60601	WAGA-TV 1551 Briarcliff Rd, NE Atlanta, GA 30306	KCPQ/KZJO (eff. 3/2/20) 1813 Westlake Ave Seattle, WA, 98109
WTFX-TV 330 Market St	WJBK 16550 W Nine Mile Rd	KTBC 119 E 10 <sup>th</sup> St



Philadelphia, PA 19106	Southfield, MI 48075	Austin, TX 78701
KDFW/KDFI	KSAZ-TV/KUTP	WOGX
400 N Griffin St	511 W Adams St	4739 NW 53 <sup>rd</sup> Ave. Ste. B
Dallas, TX 75202	Phoenix, AZ 85003	Gainesville, FL 32653
KTVU/KICU-TV	WTVT	WITI (eff. 3/2/2020)
2 Jack London Square	3213 W Kennedy Blvd	9001 N. Green Bay Rd.
Oakland, CA 94607	Tampa, FL 33609	Milwaukee, WI 53209

**Walk-in Hours**

In order to maximize the Stations' accessibility, the Station maintains regular hours for applicants to complete applications in person.

**Section 3: Supplemental Outreach Activities**

**1. Participation in Scholarship Programs**

- **Emma L. Bowen Foundation for Minority Interests in Media, Inc.**

Established in 1989, the Emma L. Bowen Foundation for Minority Interests in Media is a non-profit organization whose mission is to create career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Students in the program work in media companies each summer and during school breaks, from high school through college. The students earn both salaries and scholarship funds to be used for college tuition and related expenses. Over a period of up to five years, the students experience numerous aspects of corporate operation and develop professional and practical skills that will help prepare them for their careers, many of which begin at the companies where the students interned. Fox Television Stations, LLC, has been a corporate partner in this program since its inception.

**2. Job Fairs**

Our stations regularly participate career/job fairs. Job Fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations, LLC, and the job opportunities and internship/mentoring programs available with our group. Job Fairs for period include:

- Emma Bowen Foundation for Minority Interest in Media Virtual Convention and Career Fair. Held July 13, 2020 through July 15, 2020, and was attended by Roselyn Barranda, HR Director, Iris Sierra, Regional HR Director, Bonnie Yuen, HR Director, Adrienne Pritchett, HR Director, Christine Nohr, HR Director, Cynthia Smith, HR Director, Denise, Rosas, HR Director, Heather Hanson, HR Director, Iraida Morillo, HR Director, Kate O'Hara, HR Director, Lisa Cordes, HR Director, Murphy Baker, HR Director, Nicole Robles, HR Director, Regina Davis, HR Director, Sharming Scott-Nathan HR Director and Tracey Rivers, HR Director. Recruitment for all FTS O&Os.
- The National Association of Black Journalists and the National Association of Hispanic Journalists Virtual Convention & Career Fair. Held August 5, 2020, through August 7, 2020, and was attended by Iris Sierra, Regional HR Director, Roselyn Barranda, HR Director, Regina Davis, HR Director, Iraida Morillo, HR Director, Nicole Robles, HR Director, Tracey Rivers, HR Director, John Hoffman, VP/News Director, Byron Harmon, VP/News Director, Matt Piacente, VP News Director, and Susan Schiller, VP/News Director. Recruitment for all FTS O&O's.
- The Asian American Journalist Association Virtual Convention & Career Fair. Held August 12, 2020 through August 14, 2020, and was attended by Iris Sierra, Regional HR Director, Roselyn Barranda, HR Director, Regina Davis, HR Director, Kate O'Hara, HR Director, John Hoffman, VP/News Director, Scott Stucky, VP/News Director, and Robin Whitmeyr, VP News Director. Recruitment for all FTS O&O's.

**4. Staff Training**

Fox Station Sales, an in-house national sales organization, maintains a program to train new sales account executives. This program consists of both coursework and hands-on training. At the end of the program, individuals are assigned to the Company's television stations and sales offices throughout the United States.

KCPQ/KZJO also engages in on-site training which resulted in the following internal promotions: Part Time Weather Anchor to Full Time Weather Anchor/Reporter, Part Time Producer to Full Time Producer, and Part Time Photographer to Full Time Photographer.

**5. Community Outreach**

Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues:

**Travis Mayfield, Anchor**

04/14/20 Panelist for Huntington University Broadcasting Class

**Matthew Lorch, Anchor/Reporter**

05/15/20 Participant Medina Elementary PTA

05/30/20 Participant St. Benedict School, Seattle WA

08/25/20 Participant Cherry Crest Elementary PTSA

**Annual EEO Public File Report  
KCPQ-TV, KZJO IS AN EQUAL OPPORTUNITY EMPLOYER**

**Coverage Period:** October 1, 2020 to September 30, 2021

**Station's Comprising Station Employment Unit:** KCPQ and KZJO in Seattle, WA

<b>Section 1: Vacancy Information</b>		
<b>Full-time Positions Filled by Job Title</b>	<b>Date of Hire</b>	<b>Recruitment Source of Hire</b>
Executive Producer	10/05/2020	Foxcareers.com
Manager, Information Systems	10/05/2020	Recruiter/Staffing Agency
Master Control Technician	10/05/2020	Foxcareers.com
Chief Meteorologist	10/05/2020	Foxcareers.com
Newscast Director	10/05/2020	Employee Referral
Senior Producer	10/12/2020	Employee Referral
Maintenance Supervisor	10/26/2020	Foxcareers.com
Newscast Director	11/26/2020	Employee Referral
Producer	11/23/2020	Foxcareers.com
Producer	12/14/2020	Current Employee
Digital Content Creator	01/04/2021	Foxcareers.com
Associate Producer	02/22/2021	Indeed.com
Promotions Producer	03/29/2021	Foxcareers.com
Associate Producer	05/05/2021	Job Board
Weekend Sports Anchor/Reporter	06/01/2021	Employee Referral
Reporter/Anchor	06/07/2021	Staffing Agency
Executive Assistant	07/12/2021	Indeed.com
Producer	07/26/2021	Employee Referral
Maintenance Engineer	08/23/2021	Indeed.com
Assignment Editor	08/31/2021	Employee Referral
Human Resources Director	08/31/2021	Indeed.com
Digital Content Creator	09/13/2021	Employee Referral
Assignment Manager	09/13/2021	Employee Referral
Digital Content Creator	09/20/2021	Employee Referral

**Total Number of Persons Interviewed During Applicable Period: 111**

Q13FOX.com is the website for Q13 FOX (KCPQ) and JOETv (KZJO), these stations are licensed to the Seattle-Tacoma DMA and serve all of Western Washington.

Station information on the web includes: contact information, contest rules, current job listings, and Public File information. Q13FOX.com attracts 5 – 9 million page views per month and more than 2 million active visitors each month on desktop and mobile platforms.

**Section 2: Recruitment Source Information**

<b>Recruitment Source</b> (Company, Address, Telephone #, Contact Person)	<b>Total Number of Interviewees</b> This Source Has Provided During this Period (If Any)	<b>Full-time Positions For Which Source Was Utilized</b>
Q13 Fox Website 1813 Westlake Ave. N. Seattle, WA 98109 Tyler Slauson 206-674-1313 <a href="http://www.q13fox.com">www.q13fox.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Digital Content Creator, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director, Digital Content Creator
Fox Station Sales 205 East 67th St New York, NY 10065 <a href="mailto:Bonnie.Yuen@fox.com">Bonnie.Yuen@fox.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Newscast Director, Producer, Digital Content Creator, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director, Digital Content Creator
Fox Careers <a href="http://www.foxcareers.com">www.foxcareers.com</a>	39	All Positions
Asian American Journalist Association – San Francisco 5 3 <sup>rd</sup> St #1108 San Francisco, CA 94103 <a href="mailto:aajasanfrancisco@gmail.com">aajasanfrancisco@gmail.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer
Asian American Journalist Association – Seattle P. O. Box 9698 Seattle WA 98109 <a href="mailto:info@aajaseattle.org">info@aajaseattle.org</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
California Chicano News Media Association 725 Arizona Ave., Suite 404 Santa Monica, CA 90401-1734 <a href="mailto:ccnmainfo@ccnma.org">ccnmainfo@ccnma.org</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
Center for Asian American Media 145 Ninth St. Suite 350 San Francisco, CA 94013 <a href="mailto:llola@caamedia.org">llola@caamedia.org</a>	0	Executive Producer, Maintenance Supervisor, Newscast Director, Producer,

Central Area Motivation Program <a href="http://www.seattleworks.org">www.seattleworks.org</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer
Centro Latino Amicano Centrolatinoamericano.org	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer
Cynthia Turner's Cynopsis Access Intelligence 9211 Corporate Blvd., 4th Floor Rockville, MD 20850 <a href="mailto:cynopsis@optonline.net">cynopsis@optonline.net</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
Emma Bowen Foundation for Minority Interest in Media 300 New Jersey Avenue, N.W., Suite 700 Washington, DC 20001 Michael Barham <a href="mailto:michael.barham@nbcuni.com">michael.barham@nbcuni.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
Ethnic Heritage Council Seattle Center 305 Harrison St. #304 Seattle, WA 98109 <a href="mailto:info@ethnicheritageconcil.org">info@ethnicheritageconcil.org</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Reporter/Anchor, Associate Producer, Promotions Producer, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
Goodwill Industries 700 Dearborn Place S Seattle, WA 98144 <a href="mailto:goodwill@seattlegoodwill.org">goodwill@seattlegoodwill.org</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer
Hispanic Metropolitan Chamber of Commerce 333 SW 5th Ave #100 Portland, OR 97204 <a href="mailto:info@hmccoregon.com">info@hmccoregon.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
Medialine <a href="mailto:medialine@medialine.com">medialine@medialine.com</a> 1209 Wood Valley Road	0	Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer,



<p>Augusta, GA 30909  <a href="mailto:rich@medialine.com">rich@medialine.com</a></p>		<p>Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Michael Bille  <a href="mailto:bille@michaelsmedia.com">bille@michaelsmedia.com</a>  Collective Talent  5134 Sandy Beach Ave  Sarasota, FL 34242  <a href="mailto:info@michaelsmedia.com">info@michaelsmedia.com</a></p>	0	<p>Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>National Academy of Television Arts &amp; Sciences – Northwest Chapter  19540 International Blvd, Suite 105  SEATAC, WA 98188  <a href="mailto:northwest@emmyonline.tv">northwest@emmyonline.tv</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer</p>
<p>National Association of Black College Broadcasters  <a href="mailto:lojelks@aol.com">lojelks@aol.com</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>National Association of Hispanic Journalist – UCLA  <a href="mailto:Kch18@ucla.edu">Kch18@ucla.edu</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>National Lesbian &amp; Gay Journalist Association  2120 L Street, NW, Suite 850  Washington, DC 20037  <a href="mailto:info@nlqja.org">info@nlqja.org</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Seattle Association of Black Journalists  <a href="mailto:sabichapter@outlook.com">sabichapter@outlook.com</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>

<p>Seattle King County NAACP  715 23<sup>rd</sup> Ave.  Seattle, WA 98144  <a href="mailto:contact@seattlekingcountynaacp.org">contact@seattlekingcountynaacp.org</a></p>	0	<p>Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Society of Professional Journalists – Western Washington Pro Chapter  P. O. Box 30111  Seattle, WA 98113  <a href="mailto:spjwash@gmail.com">spjwash@gmail.com</a></p>	0	<p>Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>State of Washington Commission on Asian Pacific American Affairs  P. O. Box 40925  Olympia, WA 98504-0925  <a href="mailto:capaa@capaa.wa.gov">capaa@capaa.wa.gov</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Tacoma Urban League  2550 South Yakima Ave. Ste. A  Tacoma, WA 98405  <a href="mailto:cparker@thetacomaurbanleague.org">cparker@thetacomaurbanleague.org</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>TVJobs/Broadcast Employment Services  P. O. Box 4116  Oceanside, CA 92052  <a href="http://www.tvjobs.com">www.tvjobs.com</a>  <a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a></p>	0	<p>Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Veterans Employment Services West  <a href="mailto:Robert.Mortenson@va.gov">Robert.Mortenson@va.gov</a>  206-554-1491</p>	0	<p>Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Greater Washington Hispanic Chamber of Commerce  800 Connecticut Ave. NW, Suite 300  Washington, DC 20006  <a href="mailto:info@gwhcc.org">info@gwhcc.org</a></p>	0	<p>Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director</p>
<p>Women in Film Seattle</p>	0	<p>Maintenance Supervisor, Newscast Director, Producer,</p>

1216 10 <sup>th</sup> Ave Seattle, WA 98122 wif@womeninfilmmseattle.org		Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director
<a href="http://www.mediaignow.com">www.mediaignow.com</a> <a href="mailto:customerservice@mediaignow.com">customerservice@mediaignow.com</a>	0	Executive Producer, Manager, Information Systems, Master Control Technician, Newscast Director, Senior Producer, Maintenance Supervisor, Newscast Director, Producer, Assignment Manager, Producer, Digital Content Creator, Associate Producer, Promotions Producer, Reporter/Anchor, Associate Producer, Weekend Sports Anchor/Reporter, Producer, Maintenance Engineer, Assignment Editor, Human Resources Director

Additional interviewees from other sources: 19 Employee Referrals, 12 Current Employees, 2 Career Fairs, 2 Industry Contacts, 2 Staffing Agency, 1 NAHJ, 2 Former Employees, 1 Job Board, 21 Indeed.com\*, 1 Monster.com\* and 9 LinkedIn.com\*.

\*Indeed.com, Monster.com, and LinkedIn.com aggregate job announcements posted on other websites.

#### **Job Postings**

When a position becomes available, it is the general practice of the Station to post the job opportunity notice at appropriate locations throughout the Station so the employees are aware of current openings and may apply for consideration for those positions. The notices list the titles and requirements for the positions. These job opportunities / postings are also sent to other Fox Owned & Operated Stations across the country.

#### **Fox O & O Stations:**

WNYW/WWOR-TV 205 E 67 <sup>th</sup> St New York, NY 10065	WTTG/WDCB 5151 Wisconsin Ave NW Washington, DC 20016	KMSP-TV/WFTC 11358 Viking Drive Eden Prairie, MN 55344
KTTV/KCOP-TV 1999 S Bundy Drive Los Angeles, CA 90025	KRIV/KTXH 4261 Southwest Freeway Houston, TX 77027	WOFL/WRBW 35 Skyline Dr. Lake Mary, FL 32746
WFLD/WPWR-TV 205 N Michigan Ave Chicago, IL 60601	WAGA-TV 1551 Briarcliff Rd, NE Atlanta, GA 30306	KCPQ/KZJO 1813 Westlake Ave Seattle, WA, 98109
WTFX-TV 330 Market St Philadelphia, PA 19106	WJBK 16550 W Nine Mile Rd Southfield, MI 48075	KTBC 119 E 10 <sup>th</sup> St Austin, TX 78701
KDFW/KDFI 400 N Griffin St Dallas, TX 75202	KSAZ-TV/KUTP 511 W Adams St Phoenix, AZ 85003	WOGX 4739 NW 53 <sup>rd</sup> Ave. Ste. B Gainesville, FL 32653
KTVU/KICU-TV 2 Jack London Square Oakland, CA 94607	WTVT 3213 W Kennedy Blvd Tampa, FL 33609	WITI 9001 N. Green Bay Rd. Milwaukee, WI 53209

#### **Walk-in Hours**

In order to maximize the Stations' accessibility, the Station maintains regular hours for applicants to complete applications in person.



### Section 3: Supplemental Outreach Activities

#### 1. Participation in Scholarship Programs

##### **Emma L. Bowen Foundation for Minority Interests in Media, Inc.**

Established in 1989, the Emma L. Bowen Foundation for Minority Interests in Media is a non-profit organization whose mission is to create career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Students in the program work in media companies each summer and during school breaks, from high school through college. The students earn both salaries and scholarship funds to be used for college tuition and related expenses. Over a period of up to five years, the students experience numerous aspects of corporate operation and develop professional and practical skills that will help prepare them for their careers, many of which begin at the companies where the students interned. Fox Television Stations, LLC, has been a corporate partner in this program since its inception.

#### 2. Career Fairs

Our stations regularly participate career/job fairs. Career Fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations, LLC, and the job opportunities and internship/mentoring programs available with our group. Career Fairs for period include:

- T. Howard Foundation Virtual Coaching and Networking. Held May 26, 2021, and was attended by Roselyn Barranda, HR Director, Iris Sierra, Regional HR Director and Nicole Robles, HR Director. Recruitment for all FTS O&Os.
- Emma Bowen Foundation for Minority Interest in Media Virtual Convention and Career Fair. Held June 30, 2021, and was attended by Roselyn Barranda, HR Director, Iris Sierra, Regional HR Director, Heather Hanson, HR Director, Iraidia Morillo, HR Director, Nicole Robles, HR Director, and Lily Kanigher, FTS HR Trainee. Recruitment for all FTS O&Os.
- The National Association of Black Journalists Virtual Convention & Career Fair. Held August 18, 2021, through August 20, 2021, and was attended by Iris Sierra, Regional HR Director, Roselyn Barranda, HR Director, Regina Davis, HR Director, Heather Hanson, HR Director, Iraidia Morillo, HR Director, Nicole Robles, HR Director, Tracey Rivers, Regional HR Director, Adrienne Pritchett, HR Director, Kate O'Hara, HR Director, John Hoffman, VP/News Director, Byron Harmon, VP/News Director, Jim Driscoll, VP News Director, and Emad Asghar, Assistant News Director, Erica Hill, VP/News Director. Recruitment for all FTS O&O's.
- The Asian American Journalist Association Virtual Convention & Career Fair. Held August 25, 2021 through August 27, 2021, and was attended by Roselyn Barranda, HR Director, Adrienne Pritchett, HR Director, Murphy Baker, HR Director, Iris Sierra, Regional HR Director, Heather Hanson, HR Director, Iraidia Morillo, HR Director, Regina Davis, HR Director, Paul McGonagle, VP, News Director, Byron Harmon, VP, News Director, and Erika Hill, VP, News Director. Recruitment for all FTS O&O's.

#### 4. Staff Training

Fox Station Sales, an in-house national sales organization, maintains a program to train new sales account executives. This program consists of both coursework and hands-on training. At the end of the program, individuals are assigned to the Company's television stations and sales offices throughout the United States.

KCPQ/KZJO also engages in on-site training which resulted in the following internal promotions: Producer to Executive Producer, Digital Sales Assistant, to Digital Account Executive, Writer to Sports Producer and Executive Producer to Assistant News Director.

#### 5. Community Outreach

Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues:

Liz Dueweke, Anchor  
07/10/21 Emcee, Woodland Park Zoo

**Matthew Lorch, Anchor/Reporter**

03/26/21 Master of Ceremony, The Evergreen School

**Brandi Kruse, Anchor/Reporter**

10/07/20 Moderator, Washington State Gubernatorial Debate

11/19/20 Panelist, Downtown Seattle Association Member Luncheon

05/21/21 Keynote Speaker, Washington Public Ports Association Annual Meeting

09/14/21 Keynote Speaker/Panelist, Washington Associated Builders and Contractors Annual Meeting

# EXHIBIT B

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** March 2, 2020

**Position/Job Title:** News Director

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 14

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Name:</b> Rick Gevers & Associates <b>Address:</b> 355 E. Ohio St. #303 <b>C/St/Zip:</b> Indianapolis, IN 46204	1
<b>Previous Company's website (www.nexstar.tv)</b>	13

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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.

## Tracey Rivers

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**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 1:39 PM  
**To:** Tracey Rivers  
**Cc:** Pamela PearsonVoegtlin  
**Subject:** Seattle News Director  
**Attachments:** Seattle News Director Search 2019 (tap).xlsx

Tracey,

Attached is a spreadsheet the Nexstar recruiter used for the ND search.  
From this list, I interviewed in person--in addition to Erik Breon--- Mark Jordan and Ryan Minnaugh.  
I also met with Carrie Hofmann.  
I can provide her expense report as back up.  
I spoke to several on this list as well.  
I also spoke to Matt Waggoner.  
I will forward emails to those calls as backup, too.

-Thanks,  
Pam

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**From:** Tammy Phillips <TPhillips@nexstar.tv>  
**Sent:** Friday, January 10, 2020 10:14 AM  
**To:** Pam Pearson <PPearson@kcpq.com>  
**Subject:** Checking in -

Pam-

Checking in to see if you spoke to Erik Breon this week.  
Hoping that you did and the conversation went well.

I don't have any new updates for you... Attached, master list.

Let me know what you need.  
Thanks,  
-t.

**Tammy Phillips**  
Senior Corporate Recruiter

Nexstar Media Group, Inc.  
545 E. John Carpenter Freeway, Suite 700  
Irving, TX 75062  
901.485.7903 - Phone  
[tphillips@nexstar.tv](mailto:tphillips@nexstar.tv)  
NASDAQ:NXST



**This message and its attachments may contain legally privileged or confidential information. It is intended solely for the named addressee(s). If you are not an addressee indicated in this message (or responsible for delivery of the message to an addressee), you may not copy or deliver this message or its attachments to anyone. Rather, you should permanently delete this message and its attachments and kindly notify the sender by reply e-mail. Any content of this message and its attachments that does not relate to the official business of Fox Corporation, or its subsidiaries must be taken not to have been sent or endorsed by any of them. No representation is made that this email or its attachments are without defect.**

	A	B	C	D	E	F
1						
2						
3	Sharnaf Aksh-Bla	412-607-5151	sharnaf@aksh-bla.com	Assistant News Director, KTVU/KOUC San Fran, For	INTERVIEWED - Recommend Phone Interview with PP INTERVIEWED - Recommend Phone Interview with PP	Working for Fox Corp now. AND-2.5 yrs; Previously, AND-WVEC Norfolk; Director of Content/Coverage WPRZ 2.5 yrs; etc. College: Allegheny College HOMETOWN: SEATTLE; MOM/BROTHER & FAM STILL LIVE THERE; LOTS OF CONNECTIONS, 13 YRS IN MARKET PREVIOUSLY: KOLD-2+ yrs as MD, MD-KCBB Lubbock; EP-KXTV Phoenix; EP-KING Seattle (13+ yrs); etc. College: Washington State University
4	Erik Bevan	425-346-9784	erikbevan@comcast.net	News Director, KOLD/KMSD - Tucson, Gray	INTERVIEWED-Possible AND	Has not been in a MD in a broadcast affiliate newsroom since 1999; VP of Local Content-3 yrs/Director of News Content/Programming-2 yrs; Previously, Supervising Producer-CNN 6 yrs; EP-CNN 9 yrs; News Director, Assistant News Director-WGCR (Now WGCI)-Tribune 5 years; etc. College: Arkansas State University
5	Eric Burns	404-306-1125	eric.burns@atl.com	VP of Local Content, Georgia Public Broadcasting, ATL	INTERVIEWED-Possible Digital Director	Never worked in a Broadcast Affiliate newsroom. NOT ready to be a MD. Great Digital experience. Sr. Director-4 yrs; Previously, Engagement Editor-ABC; Digital Media Consultant-Practica Fusion; all digital experience. College: Golden Gate University (Likely not a good fit...but want to pursue to see scope of ability.)
6	John Colucci	206-348-2343	john.colucci@nbc.com	Senior Director, Social Media - Sinclair (Seattle)	INTERVIEWED- Recommend Phone Interview with PP	23 yrs at the same station: VP of News 2 yrs; News Director, 8 years; AND-11.5 years; EP 3 years. College: San Diego State University
7	Duan Elmwood	858-475-3563	duan@duan.com	Free VP of News, KSMR - San Diego, Telega	SCHEDULED FOR 12/23	Deputy MD-10 yrs; Previously, EP-KXTV San Diego; EP-KHDS-San Diego; Producer-KCMA Sacramento; etc. College: California State University (Fresno)
8	Irene Gonzalez	703-678-8626	irene11@msn.com	Deputy News Director-RT America - DC	Applied in Workday - Checking with Terry Walsh Met with PP. Tabled. (Possible AND)	MD Buffalo-4 yrs; Previously AND-WOOD Cleveland; MD KARK Little Rock; MD-IRWA; etc. Sr. Director-7 yrs; Previously, Comcast Sports Management 11 years. Pam suggested he might be a good AND candidate. Checking him out.
9	Rob Herwig	716-262-7317	robherwig@comcast.com	News Director, WGBW Buffalo		MD in Charlotte since 2015; Previously, AND-WOXA Atlanta; EP-WUSA DC; etc. College: University of Florida
10	Matt Jordan	609-491-5745	matt.jordan@wisc.edu	Sr. Director News/Programming, NBC Sports Regional Shimshill, CT		AND in Raleigh-2 yrs; Previously AND-KDM Portland; News Director-WITV Jackson, MS (1 yr, 8 mos); EP-WLEX Lexington; College: University of Kentucky. "Interviewing for jobs in the NW. Wants to return to that region to be.
11	Maat King ("NEWS")	404-545-7876	maatk@wabc.com	Executive News Director, WCNC Charlotte Telega	INTERVIEWED-possible AND	EP-2 years; Previously, AND, ME, Assignments-KTTV LA; Producer-RTLA, etc.
12						
13	Jason Stevens	919-306-6502	jstevens@ep17.com	Assistant News Director, WHDH, Raleigh "Neststar"	Previously interviewed	Consultant since 1999; Served as VP/Network Development 96-99, etc.
14	Nabea Villacueva	310-755-4520	nabea@wabc.com	EP, KING 5 News Seattle Telega	Previously interviewed	Fred in Tucson in 2017; Previously, MD WTYM Columbus (bad pastime); Screenwriter; MD KTVL Sacramento, etc.
15	Tom Burke	916-995-1764	tom@newsline2.com	Former News Director, KGBH Tucson	Previously interviewed	
16	Chiff Ahrens	716-974-9191	chiff.ahrens@comcast.com	President/CEO, GC Media Buffalo	Previously interviewed	
17						
18						
19						
20	FyAnn Lewis	503-927-5907	fyann@juno.com	Former News Director KATU/KUHP, Portland - Sinclair	Message in 11; Previously interviewed	MD in Portland-3 yrs; Previously, Sr. EP NBC O&O Bay Area-2 yrs; EP-Buzz Feed; VP of Lifestyle Content-Fisher Comm- 2 yrs News Director KDAH-Houston; MD-Fox Carolina, Greenville, AND-KPTV Portland; etc. College: University of Oregon
21						
22						
23						
24						
25						
26	Chik Bert	251-662-3001	chikbert@wabc.com	News Director, WKMG, Mobile "Neststar"	INTERVIEWED	WKMG-3 yrs; Previously, AND-WMAC Memphis; AND-IPBC Houston; Managing Editor/EP-KTVT-Dallas; AND-WPBG Orlando; Has family ties to Seattle area. College: University of Missouri
27	Jeff Zeller	407-509-3001	jeffzeller@holmad.com	Former VP of News, WOFL, Orlando, Fox Corp	INTERVIEWED	VP of News Orlando-13.5 yrs; Previously, Managing Editor/Sr. EP-Pittsburgh; EP-WHD Dayton; etc. College: Xavier University - NO LONGER INTERESTED/WOULD PREFER OUT OPENING IN INDIANAPOLIS.

## Diana Pike

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**From:** Erik Breon  
**Sent:** Tuesday, April 21, 2020 1:40 PM  
**To:** Diana Pike  
**Subject:** RE: Job Posting Source

RickGevers.com

**From:** Diana Pike <Diana.Pike@FOX.com>  
**Sent:** Tuesday, April 21, 2020 1:15 PM  
**To:** Erik Breon <erik.breon@FOX.com>  
**Subject:** Job Posting Source

Hello Erik,

I am trying to rebuild the hiring files for all positions hired after 10/1/2019. Can you remember the 'source' where you saw the News Director position? Where did you see the job posting – before you applied for the position?

Thank you  
d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693





## Diana Pike

---

**From:** Diana Pike  
**Sent:** Tuesday, April 21, 2020 1:15 PM  
**To:** Erik Breon  
**Subject:** Job Posting Source

Hello Erik,

I am trying to rebuild the hiring files for all positions hired after 10/1/2019. Can you remember the 'source' where you saw the News Director position? Where did you see the job posting – before you applied for the position?

Thank you

d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



## Tracey Rivers

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**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 1:40 PM  
**To:** Tracey Rivers  
**Subject:** Fw: [EXT] News Director Position

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**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 10:51 AM  
**To:** Pearson, Pam <Pam.Pearson@fox.com>  
**Subject:** Fw: [EXT] News Director Position

---

**From:** Carrie Hofmann <carriety@gmail.com>  
**Sent:** Wednesday, October 9, 2019 4:34 AM  
**To:** Pearson, Pam <PPearson@kcpq.com>  
**Subject:** Re: [EXT] News Director Position

Pam,

Thanks for quick response. Thursday would work for me. If you'd like me to call you just share the best number to use.

Otherwise you can call me at 816-503-1622

Talk to you soon.

Thanks,  
Carrie

On Tue, Oct 8, 2019 at 11:55 PM Pearson, Pam <PPearson@kcpq.com> wrote:  
Hi Carrie,

Thank you for reaching out. I would enjoy connecting with you. The best time for me would be either Thursday or Friday morning at 9a--which is 11a your time--would that work?

-Pam

---

**From:** Carrie Hofmann <carriety@gmail.com>  
**Sent:** Tuesday, October 8, 2019 4:55 PM  
**To:** Pearson, Pam <PPearson@kcpq.com>  
**Subject:** [EXT] News Director Position

EXTERNAL EMAIL

Pam,

I would love to set up a time to chat about your News Director position. I was most recently the News Director at KSHB in Kansas City. I have 20 plus years of experience in newsrooms including leadership positions in both Denver and Charlotte.

I am a collaborative coach and strategic leader who would love to learn more about this opportunity and see if we would make a good team.

I have heard positive things from Joan Barrett and Kevin Benz.

I have also expressed my interest with the Nexstar recruiter, Tammy Phillips.

I realize you may have a lot of your plate with the transition to Nexstar, so just let me know if you would like to set up a time to chat or wait until you are further along.

Thanks,  
Carrie Hofmann  
816-503-1622

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--  
Carrie

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## Tracey Rivers

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**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 1:40 PM  
**To:** Tracey Rivers  
**Subject:** Fw: [EXT] Re: News/Content Director Position

---

**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 10:50 AM  
**To:** Pearson, Pam <Pam.Pearson@fox.com>  
**Subject:** Fw: [EXT] Re: News/Content Director Position

---

**From:** mark jordan <markjordan206@gmail.com>  
**Sent:** Thursday, December 12, 2019 10:16 AM  
**To:** Pam Pearson <PPearson@kcpq.com>  
**Subject:** Re: [EXT] Re: News/Content Director Position

Perfect!

On Thu, Dec 12, 2019 at 11:41 AM Pearson, Pam <PPearson@kcpq.com> wrote:  
Mark,

I will call you at 9a PT.  
Thanks!!

On Dec 12, 2019, at 7:38 AM, mark jordan <markjordan206@gmail.com> wrote:

Likewise Pam and absolutely. I'm available tomorrow anytime after 8a PT. 609-491-5745, or I'm happy to call you if you prefer.

By the way, I was contacted yesterday by Tammy Phillips with Nexstar's Recruiting Dept. who also asked to speak. We're tentatively set to chat on Monday.

Thanks,  
Mark

On Thu, Dec 12, 2019 at 10:20 AM Pearson, Pam <PPearson@kcpq.com> wrote:  
Hi Mark,

Looking forward to our meeting. The search is intensifying and it would be helpful for me if we could touch base via a phone call before Tuesday. This will make our visit more productive for us. Would you be available tomorrow?

Pam

On Dec 9, 2019, at 6:39 PM, mark jordan <[markjordan206@gmail.com](mailto:markjordan206@gmail.com)> wrote:

Sounds good. Let's lock-in 2p on 12/17. I'll contact you ASAP if there are any delays.

Much appreciated!

Mark

Sent from my iPhone

On Dec 9, 2019, at 8:29 PM, Pearson, Pam <[PPearson@kcpq.com](mailto:PPearson@kcpq.com)> wrote:

Hi Mark,

That is great. I depart on 12/19 but the 18<sup>th</sup> is very busy so I was preferring the 17<sup>th</sup>. However, if for some reason you are delayed—we can find some time on the 18<sup>th</sup>.

OK?

-Pam

**From:** mark jordan <[markjordan206@gmail.com](mailto:markjordan206@gmail.com)>  
**Sent:** Monday, December 9, 2019 5:06 PM  
**To:** Pearson, Pam <[PPearson@kcpq.com](mailto:PPearson@kcpq.com)>  
**Subject:** Re: [EXT] Re: News/Content Director Position

Pam, my flight should land a bit earlier than I thought on the 17th. If you're available @2p, I should arrive Sea-Tac in time to make it to you by then.

Would 2p on 12/17 work for you?

Thanks,  
Mark

Sent from my iPhone

On Dec 9, 2019, at 3:51 PM, mark jordan <[markjordan206@gmail.com](mailto:markjordan206@gmail.com)> wrote:

Pam, I apologize, i should have noted the 18th through the 24th since I actually arrive mid-afternoon on the 17th.

If the 17th is our only option and later in the day would work, I could likely make it to KCPQ by late afternoon...assuming no delays.

Any chance the 18th, 19th, 20th or 23rd would work?

Sent from my iPhone

On Dec 9, 2019, at 1:12 PM, Pearson, Pam  
<[PPearson@kcpq.com](mailto:PPearson@kcpq.com)> wrote:

Hi Mark,

Thanks for following up –you were on my list to contact today! I have been swamped with several things but would like to meet on 12/17. Early afternoon looks good right now. Shall we set an exact time?

-Pam

**From:** mark jordan <[markjordan206@gmail.com](mailto:markjordan206@gmail.com)>  
**Sent:** Monday, December 9, 2019 9:52 AM  
**To:** Pearson, Pam <[PPearson@kcpq.com](mailto:PPearson@kcpq.com)>  
**Subject:** Re: [EXT] Re: News/Content Director Position

Pam,

Good morning. Assuming your News Director position is still open and that the dust has settled enough in your transition to FOX, I'd like to reiterate my interest in filling that role and to also note, I'll be visiting family in Seattle from 12/17-25 and available to meet if you're so inclined.

Thank you for your consideration!

Mark

609-491-5745  
[linkedin.com/in/markjordan206](https://www.linkedin.com/in/markjordan206)

On Wed, Nov 6, 2019 at 6:29 PM mark jordan  
<[markjordan206@gmail.com](mailto:markjordan206@gmail.com)> wrote:

Much appreciated!

Sent from my iPhone

On Nov 6, 2019, at 6:25 PM, Pearson, Pam  
<[PPearson@kcpq.com](mailto:PPearson@kcpq.com)> wrote:

Hi Mark,

You are correct. We had a sense that something was going to happen soon. I am picking up the process again and will have more time to communicate next week.

Thank you!  
Pam

**From:** mark jordan  
<[markjordan206@gmail.com](mailto:markjordan206@gmail.com)>  
**Sent:** Wednesday, November 6, 2019 5:51 AM  
**To:** Pearson, Pam <[PPearson@kcpq.com](mailto:PPearson@kcpq.com)>  
**Subject:** [EXT] Re: News/Content Director Position

EXTERNAL EMAIL

Pam, good morning. I assume the M&A situation with Fox is impacting your vetting and hiring process and want to reiterate my interest in your news director position. Should the process move into the coming months, perhaps you'd be willing to meet with me briefly and informally when I'm scheduled to be in Seattle over the Christmas holiday, 12/18-25?

Thank you,  
Mark

On Wed, Oct 23, 2019 at 3:50 PM mark jordan  
<[markjordan206@gmail.com](mailto:markjordan206@gmail.com)> wrote:

Ms. Pearson,

Good afternoon. Vinnie Manzi, your counterpart in Washington, DC at WDCW was kind enough to send me your way regarding Q13's News Director position. Vinnie and I worked together for several years at Comcast and then with NBC Sports Group.

I've attached my resume here and also submitted it through Nexstar's portal.

I would greatly appreciate your consideration for this position and an opportunity to discuss, at your convenience why I might be the right fit at exactly this time in my career.

Thanks,  
Mark  
609-491-5745

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## Tracey Rivers

---

**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 1:40 PM  
**To:** Tracey Rivers  
**Subject:** Fw: Quick Update  
**Attachments:** King, Matt CV.pdf; King, Matt - Phone Interview.docx

---

**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 10:49 AM  
**To:** Pearson, Pam <Pam.Pearson@fox.com>  
**Subject:** Fw: Quick Update

---

**From:** Tammy Phillips <TPhillips@nexstar.tv>  
**Sent:** Wednesday, December 18, 2019 2:56 PM  
**To:** Pam Pearson <PPearson@kcpq.com>  
**Cc:** Matthew Rosenfeld <mrosenfeld@nexstar.tv>; Susan Tully <STully@nexstar.tv>  
**Subject:** Quick Update

I spoke to Matt King/Executive News Director for WCNC in Charlotte late last evening. He is interested in speaking to you by phone about this opening. I will reattach his information for ease.

Thank you,  
-t.

**Tammy Phillips**  
Senior Corporate Recruiter  
Nexstar Media Group, Inc.  
545 E. John Carpenter Freeway, Suite 700  
Irving, TX 75062  
901.485.7903 - Phone  
[tphillips@nexstar.tv](mailto:tphillips@nexstar.tv)  
NASDAQ:NXST



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## Tracey Rivers

---

**From:** Silverman, Sharon <sharon.silverman@FOX.com>  
**Sent:** Thursday, September 17, 2020 1:13 PM  
**To:** Tracey Rivers  
**Cc:** Pamela PearsonVoegtlin  
**Subject:** FW: [EXT] Expedia travel confirmation - Jan 2 - Itin# 7504769480554

Tracey –

Below is the airfare booked for Ryan Minnaugh a News Director candidate we interviewed in January. I also have the hotel bill if necessary.

**Sharon Silverman**  
VP Finance  
Q13 FOX (KCPQ) | JOEtv (KZJO)

206-674-1320 O  
206-473-2628 M  
[sharon.silverman@fox.com](mailto:sharon.silverman@fox.com)

**From:** Expedia.com <Expedia@expediamail.com>  
**Sent:** Thursday, December 19, 2019 11:35 AM  
**To:** Silverman, Sharon <SSilverman@kcpq.com>  
**Subject:** [EXT] Expedia travel confirmation - Jan 2 - Itin# 7504769480554

EXTERNAL EMAIL



**Thank you for booking with Expedia! Ticketing is in progress.**

All of your trip information is in your online itinerary:

- Get live status information
- Easy access to your latest trip information
- Upgrade, change or cancel your booking

**Go To My Itinerary**



Access your itinerary anywhere.

GET THE FREE APP



# Seattle

Jan 2, 2020 - Jan 5, 2020 | Itinerary # 7504769480554

## Important Information

- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you'll need to do it twice-once for each one-way ticket.
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security

## Price Summary



One way Flight



Hotel

Total	\$1,910.48
Subtotal	\$1,654.80
Taxes & Fees	\$255.68

## Cleveland (CLE) → Seattle (SEA)

Jan 2, 2020 - Jan 2, 2020 , 2 one way tickets

TICKETING IN PROGRESS

American Airlines MASUAF

Ticketing in progress. The airline will confirm most tickets within 5 minutes, but some ticket types take up to 24 hours. You do not need to call us to reconfirm your booking. Check back to ensure your ticket has been issued.

## Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
  - Additional fees for your flight to Seattle (Opens in a new window.)

## Traveler Information

**RYAN PAUL  
MINNAUGH**

Adult

No frequent flyer details provided  
TSA Known Traveler  
Number TT123Q4SR

Ticketing in progress

**KELLEY LYNCH  
MINNAUGH**

Adult

No frequent flyer details provided  
TSA Known Traveler  
Number TT123Q51K

Ticketing in progress

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Jan 2, 2020 - Departure 1 stop

Total travel time: 7 h 43 m

Cleveland Chicago 1 h 46 m  
316 mi  
CLE 8:05am ORD 8:51am  
American Airlines 3835  
Economy / Coach (K) | MAIN CABIN | Confirm seats with the airline\*

Layover: 1 h 4 m

Chicago Seattle 4 h 53 m  
1,721 mi  
ORD 9:55am SEA 12:48pm  
American Airlines 1045  
Economy / Coach (K) | MAIN CABIN | Confirm seats with the airline\*

### Airline Rules & Regulations

- Fares are not guaranteed until ticketed.
- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations (Opens in a new window.) applicable to this fare.
- Please read important information regarding airline liability limitations (Opens in a new window.).

### Seattle (SEA) → Cleveland (CLE)

Jan 5, 2020 - Jan 5, 2020 , 2 one way tickets

CONFIRMED

Expedia.com Booking PTQA53  
ID

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

### Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
  - Additional fees for your flight to Cleveland (Opens in a new window.)

### Traveler Information

**Ryan Paul Minnaugh**  
Adult

No frequent flyer details provided  
TSA Known Traveler Number  
TT123Q4SR

**Kelley Lynch Minnaugh**  
Adult

No frequent flyer details provided  
TSA Known Traveler Number  
TT123Q51K

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Jan 5, 2020 - Departure 1 stop

Total travel time: 6 h 5 m

Seattle SEA 2:20pm	Detroit DTW 9:30pm Terminal EM	4 h 10 m
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Delta 2147  
Economy / Coach (E) | BASIC ECONOMY

Layover: 0 h 57 m

Detroit DTW 10:27pm Terminal EM	Cleveland CLE 11:25pm	0 h 58 m
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Delta 5245  
Economy / Coach (E) | BASIC ECONOMY

### Airline Rules & Regulations

#### Fare Rules and Restrictions

Restrictions include:

- Airline assigns seats
- Bring a carry-on bag
- Pay to bring a checked bag
- No refund 24 hours after booking
- Changes not allowed

- Bring a personal item
- Upgrades not allowed
- Board in the last group

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations (Opens in a new window.) applicable to this fare.
- Please read important information regarding airline liability limitations (Opens in a new window.).

## Hyatt Regency Seattle

Jan 2, 2020 - Jan 5, 2020 , 1 room | 3 nights

CONFIRMED

Confirmation #

50749490

We have confirmed your hotel reservation with the property.



View hotel details

808 Howell St, Seattle, WA, 98101 United States of America

Tel: 1 (206) 9731234

### Check-in

- Check-in time starts at 4:00 PM
- Check-in time ends at midnight
- Minimum check-in age is: 18
- It is Hyatt's practice to enter any occupied guestroom at a minimum of once within a 24-hour period, even if a guest has requested privacy. Appropriate efforts are made to provide advance notice to the registered guest before entering an occupied guestroom.
- If a late check-in is planned, contact this property directly for their late check-in policy.

### Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, Hyatt Regency Seattle may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 6:00pm (Pacific Standard Time (US & Canada); Tijuana) on Dec 31, 2019 or no-shows are subject to a property fee equal to the first nights rate plus taxes and fees.
- Prices and hotel availability are not guaranteed until full payment is received. If you would like to book multiple rooms, you must use a different name for each room. Otherwise, the duplicate reservation will be canceled by the hotel.
- View your online itinerary for additional rules and restrictions.

### Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Room

Room, 1 King Bed

Confirmation #: 50749490  
Reserved for Sharon Silverman  
2 adults  
Requests 1 King Bed, non-smoking room

### Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-877-261-3523.
- For faster service, mention itinerary #7504769480554

### Complete Your Trip

Get  
rested  
Add  
a  
Hotel

Get around  
Add a Car

Get out and explore  
Add an activity

Find deals on rides to  
your Hotel  
Get a Ride

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EMLCID=US\_PT\_EVENTTRIGGEREDMAILING\_ENSPURCHASECONFIRMATION\_FLIGHT\_HOTEL&EMLDTL=DATE20191219-  
ISSUX SIDX.KEY94672134271 PAIDX LANGEN\_US MCIDX TESTX VERSX MIDSX

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## Tracey Rivers

---

**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 1:49 PM  
**To:** Tracey Rivers  
**Subject:** Fw: Hello from Indy!

---

**From:** Pearson, Pam <Pam.Pearson@fox.com>  
**Sent:** Thursday, September 17, 2020 10:52 AM  
**To:** Pearson, Pam <Pam.Pearson@fox.com>  
**Subject:** Fw: Hello from Indy!

---

**From:** Waggoner, Matt <mwaggoner@tribunemedia.com>  
**Sent:** Monday, October 28, 2019 11:45 AM  
**To:** Pearson, Pam <PPearson@kcpq.com>  
**Subject:** Hello from Indy!

Hi Pam –

Hope you're doing well.

I was wondering if you may have some time to catch up and discuss your news director opening.

I'm interested in hearing more about the position and your vision for the newsroom.

I am happy to work around your schedule Wednesday, Thursday or Friday so let me know what times work best for you.

Thanks so much and I look forward to speaking with you soon!



**Matt Waggoner | News Director**

WTTV CBS4 / WXIN FOX59

6910 Network Place, Indianapolis, Indiana 46275

CBS4INDY.COM | MWaggoner@CBS4Indy.com

FOX59.COM | MWaggoner@FOX59.com

Direct 317-667-6540 | Cell 317-504-7018 | News Hotline 317-667-6541



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## Tracey Rivers

---

**From:** Slauson, Tyler <tyler.slauson@FOX.com>  
**Sent:** Wednesday, September 16, 2020 3:49 PM  
**To:** Tracey Rivers  
**Subject:** RE: Job Postings from January and February

Hi Tracey,

Sorry I missed your call! I unfortunately do not have a record of these. Nexstar did not send me copies of the job postings back then as all jobs were only listed on Nexstar's corporate web site.

**Tyler Slauson**  
Digital Executive Producer  
Q13 NEWS (KCPQ/KZJO)

206-674-1577 O  
206-406-8167 M  
[tyler.slauson@fox.com](mailto:tyler.slauson@fox.com)

**From:** Tracey Rivers <Tracey.Rivers@FOXTV.COM>  
**Sent:** Wednesday, September 16, 2020 1:47 PM  
**To:** Slauson, Tyler <tyler.slauson@FOX.com>  
**Subject:** FW: Job Postings from January and February  
**Importance:** High

Hello Tyler,  
Were you able to check to see if you have the following information. I would really like to get it back to day if you have it.

Thank you.

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



**From:** Tracey Rivers  
**Sent:** Tuesday, September 15, 2020 8:05 AM  
**To:** Tyler Slauson <[tyler.slauson@fox.com](mailto:tyler.slauson@fox.com)>  
**Subject:** Job Postings from January and February

Tyler,  
Do you, by any chance, have the job posting from January and February? I am looking for the job posting for the News Director and a producer. If yes, can you please forward it/them to me?

Thank you.

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



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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** March 3, 2020

**Position/Job Title:** Producer

**Job Classification:** News

**Recruitment Source<sup>1</sup>:** Website

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 1

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Previous Company's website (www.nexstar.tv)</b>	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.

## Diana Pike

---

**From:** Chelsea Bryant  
**Sent:** Tuesday, April 21, 2020 3:34 PM  
**To:** Diana Pike  
**Subject:** RE: Job Posting Source?

I actually don't recall. I had chatted with Rondeau and Miranda and then applied to it. When I did, it was directly from the Nexstar Workday portal, if that helps.

Chelsea

**From:** Diana Pike <Diana.Pike@FOX.com>  
**Sent:** Tuesday, April 21, 2020 1:09 PM  
**To:** Chelsea Bryant <chelsea.bryant@FOX.com>  
**Subject:** Job Posting Source?

Hello Chelsea, I am trying to rebuild the hiring files for all positions hired after 10/1/2019. Can you remember the 'source' where you saw the Sr. Producer position? Where did you see the job posting – before you applied for the position?

Thank you

d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



## Diana Pike

---

**From:** Diana Pike  
**Sent:** Tuesday, April 21, 2020 1:09 PM  
**To:** Chelsea Bryant  
**Subject:** Job Posting Source?

Hello Chelsea, I am trying to rebuild the hiring files for all positions hired after 10/1/2019. Can you remember the 'source' where you saw the Sr. Producer position? Where did you see the job posting – before you applied for the position?

Thank you

d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



## Tracey Rivers

---

**From:** Slauson, Tyler <tyler.slauson@FOX.com>  
**Sent:** Wednesday, September 16, 2020 3:49 PM  
**To:** Tracey Rivers  
**Subject:** RE: Job Postings from January and February

Hi Tracey,

Sorry I missed your call! I unfortunately do not have a record of these. Nexstar did not send me copies of the job postings back then as all jobs were only listed on Nexstar's corporate web site.

### **Tyler Slauson**

Digital Executive Producer  
Q13 NEWS (KCPO/KZJO)

206-674-1577 O  
206-406-8167 M  
[tyler.slauson@fox.com](mailto:tyler.slauson@fox.com)

**From:** Tracey Rivers <Tracey.Rivers@FOXTV.COM>  
**Sent:** Wednesday, September 16, 2020 1:47 PM  
**To:** Slauson, Tyler <tyler.slauson@FOX.com>  
**Subject:** FW: Job Postings from January and February  
**Importance:** High

Hello Tyler,

Were you able to check to see if you have the following information. I would really like to get it back to day if you have it.

Thank you.

Sincerely,

**Tracey Rivers | Director, Human Resources**

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



**From:** Tracey Rivers  
**Sent:** Tuesday, September 15, 2020 8:05 AM  
**To:** Tyler Slauson <tyler.slauson@fox.com>  
**Subject:** Job Postings from January and February

Tyler,

Do you, by any chance, have the job posting from January and February? I am looking for the job posting for the News Director and a producer. If yes, can you please forward it/them to me?

Thank you.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 2, 2020

**Position/Job Title:** Digital 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:** 3

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



Digital Producer

**Job Requisition** R50011868 Digital Producer (Open)  
**Job Family** TVST News  
**Start Date** 05/04/2020  
**End Date**  
**Primary Posting** Yes  
**External Posting URL** [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_WEST/job/Seattle-Washington-USA/Digital-Producer\\_R50011868](https://fox.wd1.myworkdayjobs.com/FOXTVST_WEST/job/Seattle-Washington-USA/Digital-Producer_R50011868)

**Description** OVERVIEW OF THE COMPANY  
 Fox TV Stations

FOX Television Stations is one of the nation's largest owned-and-operated network broadcast groups, comprising 28 stations in 17 markets and covering over 37% of U.S. television homes. This includes seven duopolies in the top 10 markets: New York, Los Angeles, Chicago, Dallas, San Francisco, Washington, D.C. and Houston; as well as duopolies in Minneapolis, Phoenix, Orlando and Charlotte.

**JOB DESCRIPTION**

KCPQ-TV/KZJO-TV Digital Content Creator

Q13 FOX is hiring a Digital Content Creator to be part of our next-level team in Seattle, Washington - home of some of the most influential tech companies in the world. The successful candidate will report to the Digital Content Manager and News Director. Works closely with news producers and FOX web team to keep web site current with news and information. Conceptualize and produce creative online material; understanding of user online behavior. Must excel at writing and is fluent in social media. The ideal candidate has a passion for news and needs to be a self-starter. The Digital Content Creator is responsible for updating Q13 FOX's website, and all social media platforms; writing and posting stories from newscasts, finding unique web content, along with monitoring social media for developments, and to engage our audience on platforms.

Candidate must have solid news judgment, knowledge of print-style writing, AP style, copy editing, and editorial newsgathering. The applicant should also have basic knowledge of HTML. Preferred experience in content management systems, BitCentral, editing, and iNEWS. Demonstrated ability to accurately report breaking news on all platforms. Handle multiple demands and competing priorities simultaneously in a deadline-oriented environment. Ability to work independently and/or on a team to handle multiple demands and competing priorities simultaneously in a deadline-oriented environment. Must understand current trends in social media and drive engagement on station social media platforms. Must have the ability to learn and use new software quickly, including Photoshop. Ability to troubleshoot web site problems. Excellent print/web writing, web editing, troubleshooting, and web production skills req. Demonstrate strong news judgment, journalistic integrity, and knowledge of print and broadcast newsroom standards and styles. Qualifications: Bachelor's degree or equivalent work exp. A bachelor's degree from a four-year college or university is preferred, along with at least 1-2 years of experience working for an online news organization posting content to social media platforms. Knowledge of internet publishing software and content management. Candidate will be given assessments on writing for the web during the interview process. Weekends, holidays, OT and varied hours required.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, disability, protected veteran status, or any other characteristic protected by law. We will consider for employment qualified applicants with criminal histories consistent with applicable law.*

**Worker Sub-Type** Regular  
**Location** Seattle, Washington, USA  
**Time Type** Full time  
**Locations**  
**Supervisory Organization** Evening News (Tyler Slauson)

**Pike, Diana**

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**From:** Pike, Diana  
**Sent:** Monday, May 4, 2020 4:35 PM  
**To:** Baker, Mary (FoxTV); Borunda, Roseann (FoxTV); Cordes, Lisa (FoxTV); Davis, Regina (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Nohr, Christine (FoxTV); O'hara, Kate (FoxTV); Pritchett, Adrienne (FoxTV); Rivers, Tracey (FoxTV); Robles, Nicole (FoxTV); Rosas, Denise (FoxTV); Scott-nathan, Sharming (FoxTV); Sierra, Iris (FoxTV); Smith, Cynthia (FoxTV); Yuen, Bonnie (FoxTV); Emma Bowen Foundation; Grame Newell Marketing Idea Net; Media Line; TV Jobs; Vets West; Stone, Emily (FoxTV); Slauson, Tyler  
**Subject:** KCPQ/KZJO Fox 13 Seattle Open Position  
**Attachments:** KCPQ Recent Jobs May 4 2020.docx

Please find attached the job posting for Digital Content Creator.  
Thank you for sharing with your staffs.  
Thank you  
d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693





# JOB OPPORTUNITIES

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

May 4, 2020

## **KCPQ-TV/KZJO-TV Digital Content Creator**

Q13 FOX is hiring a Digital Content Creator to be part of our next-level team in Seattle, Washington - home of some of the most influential tech companies in the world. The successful candidate will report to the Digital Content Manager and News Director. Works closely with news producers and FOX web team to keep web site current with news and information. Conceptualize and produce creative online material; understanding of user online behavior. Must excel at writing and is fluent in social media. The ideal candidate has a passion for news and needs to be a self-starter. The Digital Content Creator is responsible for updating Q13 FOX's website, and all social media platforms; writing and posting stories from newscasts, finding unique web content, along with monitoring social media for developments, and to engage our audience on platforms. Candidate must have solid news judgment, knowledge of print-style writing, AP style, copy editing, and editorial newsgathering. The applicant should also have basic knowledge of HTML. Preferred experience in content management systems, BitCentral, editing, and iNEWS. Demonstrated ability to accurately report breaking news on all platforms. Handle multiple demands and competing priorities simultaneously in a deadline-oriented environment. Ability to work independently and/or on a team to handle multiple demands and competing priorities simultaneously in a deadline-oriented environment. Must understand current trends in social media and drive engagement on station social media platforms. Must have the ability to learn and use new software quickly, including Photoshop. Ability to troubleshoot web site problems. Excellent print/web writing, web editing, troubleshooting, and web production skills req. Demonstrate strong news judgment, journalistic integrity, and knowledge of print and broadcast newsroom standards and styles. Qualifications: Bachelor's degree or equivalent work exp. A bachelor's degree from a four-year college or university is preferred, along with at least 1-2 years of experience working for an online news organization posting content to social media platforms. Knowledge of internet publishing software and content management. Candidate will be given assessments on writing for the web during the interview process. Weekends, holidays, OT and varied hours req. To Apply [CLICK HERE](#)

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the on-line application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities and disabled veterans. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please send an email to [diana.pike@fox.com](mailto:diana.pike@fox.com), call 206-674-1378, or visit our readily accessible station located at 1813 Westlake Ave N, Seattle, WA 98109, and a member of our recruiting team will assist you.

**TELEVISION STATION 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**

**Pike, Diana**

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**From:** MediaLine <noreply@medialinetalent.com>  
**Sent:** Tuesday, May 5, 2020 12:31 PM  
**To:** rick@medialinetalent.com; Pike, Diana  
**Subject:** Your Job Listing is Live!

Hello,

Please allow this to serve as your EEO confirmation of receipt of the following job listing(s) :

Company: KCPQ-TV/KZJO

Posted date: 2020-05-05 19:29:55

Job(s): Digital Content Creator

Link to job listing: [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_\\_u5446182.ct.sendgrid.net\\_ls\\_click-3Fupn-3DCccvxaSwOT4KbPz2p7mdIS1JtXiBQlghIF70F8FuUVRBv56YXOG-2D2Blwj0GSolBqfUGxWj-5F1zgf5ZEuJ7m0TBLDaFz2EA6joz3yeGI-2D2FopC-2D2B9InKuKv1ywjKHOrw3P8nDhZLb45q4gqZGSGu8YMUpmru6WYwBP0asKQvW4VbhwbBvPFfeouQHxDAYaBGocJW6NkcilBuL5a2ZYBYp-2D2BepVDnr8wzZm3Xlvt6noGPIPJZPyCjwPob2LsGqral1t9uT4Fj4QKPIIgosdeHE3ryLHnXIqypYf1-2D2BcxxMY9-2D2FvSAWWnaO9GzLHKJTPe06b91GfYHdJbX3nkz&d=DwICAg&c=uw6TLu4hwhHdiGJOgwcWD4AjKQx6zvFcGEsbfiY9-EI&r=a3bgTANLYFCjF1E9QC3qPSrR9YdKmFhO38CIYbWbEH4&m=bKtfujVM50u4NPZlgM9WN1Q8nS1kOF2PCvM5gc1krfQ&s=wwK5z35Yb3k\\_\\_xKxMZgs11MrzVdbhIKgH5y9WAZBCqk&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A__u5446182.ct.sendgrid.net_ls_click-3Fupn-3DCccvxaSwOT4KbPz2p7mdIS1JtXiBQlghIF70F8FuUVRBv56YXOG-2D2Blwj0GSolBqfUGxWj-5F1zgf5ZEuJ7m0TBLDaFz2EA6joz3yeGI-2D2FopC-2D2B9InKuKv1ywjKHOrw3P8nDhZLb45q4gqZGSGu8YMUpmru6WYwBP0asKQvW4VbhwbBvPFfeouQHxDAYaBGocJW6NkcilBuL5a2ZYBYp-2D2BepVDnr8wzZm3Xlvt6noGPIPJZPyCjwPob2LsGqral1t9uT4Fj4QKPIIgosdeHE3ryLHnXIqypYf1-2D2BcxxMY9-2D2FvSAWWnaO9GzLHKJTPe06b91GfYHdJbX3nkz&d=DwICAg&c=uw6TLu4hwhHdiGJOgwcWD4AjKQx6zvFcGEsbfiY9-EI&r=a3bgTANLYFCjF1E9QC3qPSrR9YdKmFhO38CIYbWbEH4&m=bKtfujVM50u4NPZlgM9WN1Q8nS1kOF2PCvM5gc1krfQ&s=wwK5z35Yb3k__xKxMZgs11MrzVdbhIKgH5y9WAZBCqk&e=)

The listing(s) will run for 30 days on our national television job listing service and then automatically remove itself from the system unless you have indicated a different stop time.

If you have any questions or if we can assist you in any way, please feel free to contact us at:

Thank you for using MediaLine,

Rich Everitt  
President,  
[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_Medialine.com&d=DwICAg&c=uw6TLu4hwhHdiGJOgwcWD4AjKQx6zvFcGEsbfiY9-EI&r=a3bgTANLYFCjF1E9QC3qPSrR9YdKmFhO38CIYbWbEH4&m=bKtfujVM50u4NPZlgM9WN1Q8nS1kOF2PCvM5gc1krfQ&s=zZ6u63mAlndNypB2xSVkbD7QVOFN2FCny9jRj4ALJB0&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A__Medialine.com&d=DwICAg&c=uw6TLu4hwhHdiGJOgwcWD4AjKQx6zvFcGEsbfiY9-EI&r=a3bgTANLYFCjF1E9QC3qPSrR9YdKmFhO38CIYbWbEH4&m=bKtfujVM50u4NPZlgM9WN1Q8nS1kOF2PCvM5gc1krfQ&s=zZ6u63mAlndNypB2xSVkbD7QVOFN2FCny9jRj4ALJB0&e=)  
1209 Wood Valley Rd.  
Augusta, GA 30909  
Phone: 706.364.7564  
Email: Rich@medialine.com

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 8, 2020

**Position/Job Title:** Producer

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 2

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>TVJobs</b>	1
<b>FoxCareers.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.

## Tracey Rivers

---

**From:** Pike, Diana <Diana.Pike@FOX.com>  
**Sent:** Thursday, June 25, 2020 7:16 PM  
**To:** Tracey Rivers  
**Subject:** FW: KCPQ/KZJO Q13 Fox Seattle WA Open Positions  
**Attachments:** KCPQ Recent Jobs Mar 31 2020.docx

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 623-363-8714



**From:** Diana Pike <Diana.Pike@FOX.com>  
**Sent:** Tuesday, March 31, 2020 3:53 PM  
**To:** Emma Bowen Foundation <Michael.Barham@nbcuni.com>; Grame Newell Marketing Idea Net <slizik@602communications.co>; Media Line <Medialine@medialine.com>; TV Jobs <jobs@tvjobs.com>; Vets West <Robert.Mortenson@va.gov>  
**Subject:** KCPQ/KZJO Q13 Fox Seattle WA Open Positions

Thank you for sharing with your staffs.  
d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



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# JOB OPPORTUNITIES

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

March 31, 2020

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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 continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

**News Producer (Regular Full-Time):** 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. 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. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager. To Apply [CLICK HERE](#)

**Assistant News Director (Regular Full-Time):** Responsible to assist with the supervision of News department personnel, including recruiting, training, discipline, evaluations, etc. Responsible to assist with the oversight of 64.5 hours of news content per week. Responsible to assist with the oversight of station's News content and News production on Q13fox.com, as well as, the creation and coordination of news social media and multi-platform news presence. Assist with the creation of show formats and distinctive content strategies for a wide variety of program time periods (morning, evening, sports, politics, etc.) Work closely with Creative Services to develop and coordinate promotional News campaigns and topical news coverage. Work with Fox News Channel and other Fox entities regarding News content. Help develop and coordinate news content designed

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

to grow audience. 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 challenge the staff to perform at their highest levels every night. Must be able to work in fast-paced environment under specific time constraints. 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. Bachelor's degree in Journalism or Communications and four years recent experience in a newsroom as a senior news producer or executive producer. Weekends, holidays and varied hours required. To Apply [CLICK HERE](#)

## **KCPQ/KZJO– Human Resources Director (Regular Fulltime)**

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](#)**

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the on-line application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities and disabled veterans. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please send an email to [diana.pike@fox.com](mailto:diana.pike@fox.com), call 206-674-1378, or visit our readily accessible station located at 1813 Westlake Ave N, Seattle, WA 98109, and a member of our recruiting team will assist you.

**TELEVISION STATION 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**



R50011826 Producer-1: R50011826 Producer-1 (Filled)

04:32 PM  
09/16/2020  
Page 2 of 3

**Job Profile** TVST News 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** 03/30/2020  
**Target Hire Date** 03/30/2020  
**Target End Date**

**Additional Information**

**Union Membership from Job Profile**  
**Allowed Unions from Job Profile**

**Job Description** 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. 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.

**Additional Job Description** 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. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager.

**Attachments**  
**Attachments**

Job Requisition Attachment
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**Business Process History**  
**Business Process**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** June 8, 2020

**Position/Job Title:** Producer

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 2

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

---

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

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## Tracey Rivers

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Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 623-363-8714



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**Subject:** KCPQ/KZJO Q13 Fox Seattle WA Open Positions

Thank you for sharing with your staffs.

d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



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# JOB OPPORTUNITIES

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

March 31, 2020

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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 continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

**News Producer (Regular Full-Time):** 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. 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. Minimum 2 years working in a major market newsroom as a producer or smaller market news manager.

To Apply [CLICK HERE](#)

**Assistant News Director (Regular Full-Time):** Responsible to assist with the supervision of News department personnel, including recruiting, training, discipline, evaluations, etc. Responsible to assist with the oversight of 64.5 hours of news content per week. Responsible to assist with the oversight of station's News content and News production on Q13fox.com, as well as, the creation and coordination of news social media and multi-platform news presence. Assist with the creation of show formats and distinctive content strategies for a wide variety of program time periods (morning, evening, sports, politics, etc.) Work closely with Creative Services to develop and coordinate promotional News campaigns and topical news coverage. Work with Fox News Channel and other Fox entities regarding News content. Help develop and coordinate news content designed

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# JOB OPPORTUNITIES

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To Apply [CLICK HERE](#)

## **KCPQ/KZJO– Human Resources Director (Regular Fulltime)**

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](#)**

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the on-line application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

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**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**



R50011826 Producer-1: R50011826 Producer-1 (Filled)

04:32 PM  
09/16/2020  
Page 2 of 3

**Job Profile** TVST News 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** 03/30/2020  
**Target Hire Date** 03/30/2020  
**Target End Date**

**Additional Information**

**Union Membership from Job Profile**  
**Allowed Unions from Job Profile**

**Job Description**

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. 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.

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**Attachments**  
**Attachments**

Job Requisition Attachment
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**Business Process History**  
**Business Process**



# JOB OPPORTUNITIES

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

A VEVRAA Federal Subcontractor; Diana Pike, regional HR Director Hiring Contact

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# JOB OPPORTUNITIES

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**TELEVISION STATION 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**



R50011825 Assistant News Director: R50011825 Assistant News Director (Filled)

04:28 PM  
09/16/2020  
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**Job Profile** TVST Assistant News Director  
**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** 03/30/2020  
**Target Hire Date** 03/30/2020  
**Target End Date**

**Additional Information**

**Union Membership from Job Profile**  
**Allowed Unions from Job Profile**

**Job Description** Responsible to assist with the supervision of News department personnel, including recruiting, training, discipline, evaluations, etc. Responsible to assist with the oversight of 64.5 hours of news content per week. Responsible to assist with the oversight of station's News content and News production on Q13fox.com, as well as, the creation and coordination of news social media and multi-platform news presence. Assist with the creation of show formats and distinctive content strategies for a wide variety of program time periods (morning, evening, sports, politics, etc.) Work closely with Creative Services to develop and coordinate promotional News campaigns and topical news coverage. Work with Fox News Channel and other Fox entities regarding News content. Help develop and coordinate news content designed to grow audience. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

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**Attachments**

Job Requisition Attachment
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**Business Process History**

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** August 3, 2020

**Position/Job Title:** Senior Staff Accountant

**Job Classification:** Finance

**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:** 5

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



# JOB OPPORTUNITIES

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

A VEVRAA Federal Subcontractor; Diana Pike, regional HR Director Hiring Contact

June 5, 2020

**KCPQ/KZJO - Senior Staff Accountant (Fulltime, Regular)**

Complete pacing reports for distribution and weekly systems' revenue forecast. Accurate and timely completion of all corporate and station required financial reports. Perform monthly Account Reconciliations, analyze and reconcile balance sheet accounts to include ancillary schedules. Detail account balance information. Prepare and process recurring and non-recurring Journals. Prepare all intercompany reports as required. Review expenses during month-end close for accurate accruals. Prepare quarterly base rate report and other quarterly reporting; ensure complete, timely and accurate submission and prepare requested budget reports. Responsible for filing monthly and quarterly taxes, as well as maintaining stations' property tax process. Assists the VP of Finance and Finance Director as needed. Qualifications: BS in Accounting required. 3-5 years hands-on accounting experience, preferably in the broadcast industry or with a major corporation. Ability to multi-task proficiently and meet deadlines in a fast paced, always changing environment. Demonstrate high proficiency with the operation of personal computer and software applications, to include spreadsheet, financial and word processing (Excel, Word, Wide Orbit, PeopleSoft and PowerPoint). Weekends, holidays and varied hours required as necessary. Independent thinking, extremely detail-oriented with excellent communication skills. Experience with JD Edwards (Peoplesoft), A3 and WideOrbit a plus. Provide salary requirements to be considered. Confidentiality a MUST. To Apply [CLICK HERE](#)

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the on-line application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities and disabled veterans. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please send an email to [diana.pike@fox.com](mailto:diana.pike@fox.com), call 623-363-8714, or visit our readily accessible station located at 1813 Westlake Ave N, Seattle, WA 98109, and a member of our recruiting team will assist you.

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

**Pike, Diana**

---

**From:** Pike, Diana  
**Sent:** Thursday, June 4, 2020 4:25 PM  
**To:** Baker, Mary (FoxTV); Barranda, Roselyn (FoxTV); Cordes, Lisa (FoxTV); Davis, Regina (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraidia (FoxTV); Nohr, Christine (FoxTV); O'hara, Kate ( FoxTV ); Pritchett, Adrienne (FoxTV); Rivers, Tracey (FoxTV); Robles, Nicole (FoxTV); Rosas, Denise (FoxTV); Scott-nathan, Sharming (FoxTV); Sierra, Iris (FoxTV); Smith, Cynthia (FoxTV); Yuen, Bonnie (FoxTV); Slauson, Tyler; Emma Bowen Foundation; Grame Newell Marketing Idea Net; Media Line; TV Jobs; Vets West  
**Subject:** KCPQ/KZJO Fox 13 Seattle WA Job Posting  
**Attachments:** KCPQ Recent Jobs Staff Acct 2020.docx

Hello,  
Thank you for sharing with your staffs.  
d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 623-363-8714





View Job Posting Details

04:24 PM  
06/04/2020  
Page 1 of 1

Sr. Staff Accountant

**Job Requisition** R50012026 Sr. Staff Accountant (Open)  
**Job Family** TVST Finance/Accounting  
**Start Date** 06/04/2020  
**End Date**  
**Primary Posting** Yes  
**External Posting URL** [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_WEST/job/Seattle-Washington-USA/Sr-Staff-Accountant\\_R50012026](https://fox.wd1.myworkdayjobs.com/FOXTVST_WEST/job/Seattle-Washington-USA/Sr-Staff-Accountant_R50012026)

**Description** OVERVIEW OF THE COMPANY  
 Fox TV Stations

Fox Television Stations is one of the nation's largest owned-and-operated network broadcast groups, comprising 29 stations in 18 markets and covering over 37% of U.S. television homes. This includes seven duopolies in the top 10 markets: New York, Los Angeles, Chicago, Dallas, San Francisco, Washington, D.C. and Houston; as well as duopolies in Minneapolis, Phoenix, Orlando and Seattle.

**JOB DESCRIPTION**

**KCPQ/KZJO - Senior Staff Accountant (Fulltime, Regular)**

Complete pacing reports for distribution and weekly systems' revenue forecast. Accurate and timely completion of all corporate and station required financial reports. Perform monthly Account Reconciliations, analyze and reconcile balance sheet accounts to include ancillary schedules. Detail account balance information. Prepare and process recurring and non-recurring Journals. Prepare all intercompany reports as required. Review expenses during month-end close for accurate accruals. Prepare quarterly base rate report and other quarterly reporting; ensure complete, timely and accurate submission and prepare requested budget reports. Responsible for filing monthly and quarterly taxes, as well as maintaining stations' property tax process. Assists the VP of Finance and Finance Director as needed.

Qualifications: BS in Accounting required. 3-5 years hands-on accounting experience, preferably in the broadcast industry or with a major corporation. Ability to multi-task proficiently and meet deadlines in a fast paced, always changing environment. Demonstrate high proficiency with the operation of personal computer and software applications, to include spreadsheet, financial and word processing (Excel, Word, Wide Orbit, PeopleSoft and PowerPoint). Weekends, holidays and varied hours required as necessary. Independent thinking, extremely detail-oriented with excellent communication skills. Experience with JD Edwards (Peoplesoft), A3 and WideOrbit a plus. Provide salary requirements to be considered. Confidentiality a MUST.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, disability, protected veteran status, or any other characteristic protected by law. We will consider for employment qualified applicants with criminal histories consistent with applicable law.*

**Worker Sub-Type** Regular  
**Location** Seattle, Washington, USA  
**Time Type** Full time  
**Locations**  
**Supervisory Organization** Finance (Brad Kleven)

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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** August 31, 2020

**Position/Job Title:** Assistant News Director

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 5

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

---

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## Tracey Rivers

---

**From:** Pike, Diana <Diana.Pike@FOX.com>  
**Sent:** Thursday, June 25, 2020 7:16 PM  
**To:** Tracey Rivers  
**Subject:** FW: KCPQ/KZJO Q13 Fox Seattle WA Open Positions  
**Attachments:** KCPQ Recent Jobs Mar 31 2020.docx

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 623-363-8714



**From:** Diana Pike <Diana.Pike@FOX.com>  
**Sent:** Tuesday, March 31, 2020 3:53 PM  
**To:** Emma Bowen Foundation <Michael.Barham@nbcuni.com>; Grame Newell Marketing Idea Net <slizik@602communications.co>; Media Line <Medialine@medialine.com>; TV Jobs <jobs@tvjobs.com>; Vets West <Robert.Mortenson@va.gov>  
**Subject:** KCPQ/KZJO Q13 Fox Seattle WA Open Positions

Thank you for sharing with your staffs.

d

Diana Pike, Regional HR Director | Fox Corporation, LLC | KCPQ Fox 13 & KZJO Joe TV | [Diana.pike@fox.com](mailto:Diana.pike@fox.com) | 206-674-1378 | F 206-674-1693



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# JOB OPPORTUNITIES

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

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March 31, 2020

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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

to grow audience. 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 challenge the staff to perform at their highest levels every night. Must be able to work in fast-paced environment under specific time constraints. 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. Bachelor's degree in Journalism or Communications and four years recent experience in a newsroom as a senior news producer or executive producer. Weekends, holidays and varied hours required.

To Apply [CLICK HERE](#)

### **KCPQ/KZJO– Human Resources Director (Regular Fulltime)**

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](#)**

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the online application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities and disabled veterans. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please send an email to [diana.pike@fox.com](mailto:diana.pike@fox.com), call 206-674-1378, or visit our readily accessible station located at 1813 Westlake Ave N, Seattle, WA 98109, and a member of our recruiting team will assist you.

**TELEVISION STATION 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**



R50011825 Assistant News Director: R50011825 Assistant News Director (Filled)

04:28 PM  
09/16/2020  
Page 2 of 4

**Job Profile** TVST Assistant News Director  
**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** 03/30/2020  
**Target Hire Date** 03/30/2020  
**Target End Date**

**Additional information**

**Union Membership from Job Profile**  
**Allowed Unions from Job Profile**

**Job Description** Responsible to assist with the supervision of News department personnel, including recruiting, training, discipline, evaluations, etc. Responsible to assist with the oversight of 64.5 hours of news content per week. Responsible to assist with the oversight of station's News content and News production on Q13fox.com, as well as, the creation and coordination of news social media and multi-platform news presence. Assist with the creation of show formats and distinctive content strategies for a wide variety of program time periods (morning, evening, sports, politics, etc.) Work closely with Creative Services to develop and coordinate promotional News campaigns and topical news coverage. Work with Fox News Channel and other Fox entities regarding News content. Help develop and coordinate news content designed to grow audience. Must have strong knowledge of social media and be able to incorporate and showcase content from multiple platforms into newscast.

**Additional Job Description** 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. 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. Bachelor's degree in Journalism or Communications and four years recent experience in a newsroom as a senior news producer or executive producer. Weekends, holidays and varied hours required.

**Attachments**

**Attachments**

Job Requisition Attachment
----------------------------

**Business Process History**

# tripsource

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Business travel simplified.

Printer Friendly



Want to learn more about the COVID-19 guidelines for your upcoming trip? Visit our [COVID-19 Info Hub](#) for country entry regulations, mandatory testing and health certification requirements, quarantine details and other important travel information.

Stay informed. Stay safe.

TRAVEL INFORMATION PROVIDED BY BCD TRAVEL SHOULD NOT BE RELIED UPON AS LEGAL OR MEDICAL ADVICE. TRAVELERS SHOULD VISIT THE WORLD HEALTH ORGANIZATION OR LOCAL SITES FOR THE LATEST AND MOST ACCURATE INFORMATION ON SPECIFIC TRAVEL REQUIREMENTS AND RESTRICTIONS. BCD TRAVEL DISCLAIMS ANY AND ALL LIABILITY FOR ANY LOSS RESULTING FROM RELIANCE ON SUCH INFORMATION.

Travel for OBRIEN / DANIEL EDWARD

Review this summary and the detailed attachment for accuracy. If you find an error, contact your Travel Adviser right away to avoid potential fees and penalties. For additional trip details, go to [tripsource.com](https://tripsource.com) or download the app and take it with you.

By way of accessing and/or utilizing any of our services, you acknowledge that your personal data will be used in accordance with BCD's [Global Privacy Policy](#).



## Los Angeles, California, United States

Passenger

**OBRIEN DANIEL EDWARD**

Agency Record Locator

**TAMXLB**

**Ticket Receipt** Total Amount: 1,624.20 USD

Date	From/To	Flight/Vendor	Status
Monday, April 18 2022	DCA-LAX	American Airlines 1275	Confirmed
Electronic Ticket Number / Issue Date	Invoice Number	Form of Payment	Ticket Amount
0017758313556 / 07Apr22	0071053	AX*****1008	269.40 USD
Base			237.02 USD
Total Tax			32.38 USD

Date	From/To	Flight/Vendor	Status
Friday, April 22 2022	ONT-DFW	American Airlines 1412	Confirmed
Friday, April 22 2022	DFW-DCA	American Airlines 1158	Confirmed
Electronic Ticket Number / Issue Date	Invoice Number	Form of Payment	Ticket Amount
0017758313558 / 07Apr22	0071055	AX*****1008	1,354.80 USD
Base			1238.33 USD
Total Tax			116.47 USD

**Travel Summary**

Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type	Baggage Allowance
04/18/2022	DCA-LAX	AA 1275	Confirmed	08:30 AM/11:21 AM	Economy/M	0PC
04/22/2022	ONT-DFW	AA 1412	Confirmed	06:24 AM/11:20 AM	First/J	02P
04/22/2022	DFW-DCA	AA 1158	Confirmed	01:04 PM/04:59 PM	First/J	02P



Get additional flight details and mobile flight alerts with [TripSource](#).

**Flight** Total duration 5 h 51 min Not working?

**American Airlines AA1275**  
Online check-in

**Airline Record Locator VSHQWO**  
Loyalty Number AAXXXX038

**DCA**

Ronald Reagan National  
Washington, District of  
Columbia, United States



5 h 51 min  
2311 miles  
3718 kilometers

**LAX**

Los Angeles International  
Airport  
Los Angeles, California, United  
States

**Departure**

Monday  
April 18 2022

**Weather**

**8:30 AM**

Terminal **TERMINAL C**

**Seat**

**18F Confirmed**

Economy / M  
Confirmed

**Arrival**

Monday  
April 18 2022

**Weather**

**11:21 AM**

- Non-stop
- Meal: Refreshment
- Equipment: Airbus A321Neo
- Baggage Allowance: 0PC



# Flight

Total duration  
7 h 34 min



[Not working?](#)

## American Airlines AA1412

Online check-in

Airline Record Locator **VSHQWO**

Loyalty Number **AAXXXX038**

### ONT

Ontario International Airport  
Ontario, California, United States



2 h 56 min  
1188 miles  
1911 kilometers

### DFW

Dallas/Ft Worth International  
Dallas/Fort Worth, Texas,  
United States

#### Departure

Friday  
April 22 2022

#### Weather

**6:24 AM**

Terminal **TERMINAL 4**

#### Seat

**01A Confirmed**

First / J  
Confirmed

#### Arrival

Friday  
April 22 2022

#### Weather

**11:20 AM**

- ✈ Non-stop
- Meal: Breakfast
- Equipment: Airbus Industrie A321
- Baggage Allowance: 02P



## Layover

1 h 43 min

## American Airlines AA1158

Online check-in

Airline Record Locator **VSHQWO**

Loyalty Number **AAXXXX038**

### DFW

Dallas/Ft Worth International  
Dallas/Fort Worth, Texas,  
United States



2 h 55 min  
1192 miles  
1918 kilometers

### DCA

Ronald Reagan National  
Washington, District of  
Columbia, United States

#### Departure

Friday  
April 22 2022

#### Weather

**1:04 PM**

#### Seat

**02A Confirmed**

First / J  
Confirmed

#### Arrival

Friday  
April 22 2022

#### Weather

**4:59 PM**

Terminal **TERMINAL C**

- ✈ Non-stop
- Meal: Lunch
- Equipment: Airbus Industrie A321
- Baggage Allowance: 02P



 **Remarks**

BUSINESS HOURS ARE 900AM-900PM ET MON-FRI  
 TRAVEL OFFICE NUMBER  
 866-913-1034 WITHIN US  
 818-238-4493 OUTSIDE US  
 CALLS OUTSIDE BUSINESS HOURS WILL AUTOMATICALLY  
 TRANSFER TO AFTER-HOURS SERVICE /FOR EMERGENCIES ONLY/  
 \*\*\*\*\*  
 INTERNATIONAL SOS  
 FOR INFORMATION ON MEMBERSHIP BENEFITS AND ACCESS TO ONLINE  
 RESOURCES VISIT [WWW.INTERNATIONALSOS.COM](http://WWW.INTERNATIONALSOS.COM)  
 MEMBERSHIP 11BCPA000269  
 TEL 1-800-523-6586 WHEN CALLING FROM US/CANADA  
 OR 1-215-942-8226 OUTSIDE US/AMERICAS  
 TEL 44 20 8762-8008 UK/EUROPE  
 TEL 65 6338 78 00 SINGAPORE/APAC  
 TICKET IS NON REFUNDABLE/NON TRANSFERABLE.  
 CHANGES SUBJECT TO PENALTIES PLUS FARE INCREASE.  
 SOME CARRIERS REQUIRE CANCELLATION PRIOR TO DEPARTURE  
 OR YOUR TICKET MAY HAVE NO VALUE. CALL THE TRAVEL OFFICE  
 FOR CHANGES OR CANCELLATION OF THIS TRIP  
 CHECKED BAGGAGE POLICIES VARY BASED ON CARRIER AND FINAL  
 DESTINATION. FOR THE LATEST INFORMATION PLEASE CHECK  
 WITH YOUR TRAVEL CONSULTANT OR THE AIRLINES WEBSITE.

07Apr/06:47PM


 **Estimated trip total** 1,624.20 USD

Air	Car	Hotel	Rail	Other
1,624.20 USD				

**Fare details: Ticketed**

Vendor	Fare information	Refund restrictions	Change restrictions	Ticket information
Air AA1275 18Apr	<b>Total:</b> USD 269.40	REFUND RESTRICTIONS MAY APPLY	CHANGE RESTRICTIONS MAY APPLY	
Air AA1412 22Apr AA1158 22Apr	<b>Total:</b> USD 1,354.80	REFUND RESTRICTIONS MAY APPLY	CHANGE RESTRICTIONS MAY APPLY	

All quotes are provider quotes excluding possible taxes and charges en route. Currency conversions shown in this itinerary receipt are done using the bank rate applicable at the date shown in the header of this document. Please note that some local taxes and charges may be invoiced during your trip and cannot be shown at time of reservation.

 Additional trip information	
<b>Real ID</b>	The US Department of Homeland Security (DHS) will enforce the REAL ID Act requiring a REAL ID compliant driver's license, or another acceptable form of identification, to fly within the United States effective May 3, 2023. International Passports and US Passports also qualify as REAL-IDs for international travel. For more details see <a href="https://www.dhs.gov/real-id">https://www.dhs.gov/real-id</a>
<b>Baggage Policy</b>	<b>TRAVELER NOTICE</b> - Many airlines charge fees for baggage and other services. Amounts vary by airline and are subject to change. Travelers are responsible for verifying all fees charged by individual carriers. <b>Please visit the operating carrier website of your ticketed itinerary for applicable fees.</b>
<b>Hazardous Materials</b>	<b>Advice to Passengers</b>  <b>Transportation of Hazardous Materials</b>  Federal law forbids the carriage of hazardous material aboard the aircraft, in your luggage, or on your person. A violation can result in 5 years imprisonment and penalties of \$250,000 or more (49 U.S.C 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials.  <b>Forbidden Dangerous Items Examples:</b>  Paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information, contact your airline representative.  <b>Note:</b> Spare batteries and fuel cells are not permitted in checked or hold baggage. These items <b>MUST</b> be packed in carry-on baggage. If your carry-on bag is gate checked, the spare batteries and fuel cells must be removed and carried in the cabin.
<b>Airline Notification</b>	In accordance with IATA regulations, BCD Travel will share your mobile phone number and email address included in this reservation with the airline(s) to reach you if flight disruptions occur, excluding travelers who previously requested we not do so. For all others, if you do not want BCD Travel to send this information to the airline(s) for this purpose, please contact a travel consultant to remove it from the reservation and you will not be notified of such disruptions.



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# Recruitment Reconciliation Form

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**Station:** KCPQ/KZJO

**Date Position Filled:** October 5, 2020

**Position/Job Title:** Executive Producer

**Job Classification:** News

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

**Contact Person:** Human Resources  
**Address:** 1813 Westlake Ave. N.  
Seattle, WA 98109  
**Phone#:** 713-479-2720



**Total # of Interviewees:** 5

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Foxcareers.com</b>	3
<b>Indeed.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>	08/24/2020 - 1 year ago
<b>Target Hire Date</b>	08/24/2020 - 1 year 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** R50012358 Executive Producer (Filled)  
**Supervisory Organization** Evening News (Sheila Oliver)  
**Position** Executive Producer - Jessamyn McIntyre  
**Spotlight Job** No  
**Referral Payment Plan** Hire: Jessamyn McIntyre  
**Inbound Process**



Available For Hire No  
 Hiring Freezes 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 Fox Job Application\_External  
 Primary External Questionnaire  
 Secondary External Questionnaire  
 Recruiting Self-Schedule Calendars Reference Template  
 Replacement For Olivia Dickinson (Terminated)  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Executive Producer  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Executive 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 Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 08/24/2020  
 Target Hire Date 08/24/2020  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership.



creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television 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
08/24/2020	Requisition Compensation Change: R50012358 Executive Producer	08/25/2020 10:53:44 AM	08/25/2020 10:53:44 AM	Successfully Completed
08/24/2020	Job Requisition: R50012358 Executive Producer	08/24/2020 03:09:57 PM	08/25/2020 10:53:44 AM	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	Job Posting Details	Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
Internal		Internal	Internal	08/25/2020	09/16/2020	09/16/2020		Default Job Application Template effective 06/08/2018 10:18	0	Internal: Executive Producer
Domestic		External	External	08/25/2020	09/16/2020	09/16/2020		Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Executive Producer
FOX TVST - West Stations		External	External	08/25/2020	09/16/2020	09/16/2020		Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Executive Producer

#### Historical

## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Cordes, Lisa (FoxTV); Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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





## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:25 PM  
**To:** Asian American Journalists Association - San Francisco; Asian American Journalist Association - Seattle; Asian American Media; Black Journalists Association of Seattle; California Chicano News Media Assn; Central Area Motivation Program; Centro Latino Americano; Cynthia Turner's Synopsis; Ethnic Heritage Council; Foundation for Minority Interests in Media; Goodwill Industries; Hispanic Metropolitan Chamber of Commerce; NATAS Job Bank- Seattle; National Assoc of Hispanic Journalists Career Resource; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; Natl Assoc of Hispanic Journalists-UCLA; State of Washington Commission on Asian; Tacoma Urban League; WA State Hispanic Chamber of Commerce; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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





# JOB OPPORTUNITIES

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOETV KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.



## JOB OPPORTUNITIES

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. **Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**News Broadcast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a news broadcast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening News Broadcast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and iTX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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:** October 5, 2020

**Position/Job Title:** Manager, Information Systems

**Job Classification:** Information Systems

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 5


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



Recruiting Start Date	07/10/2020 - 1 year ago
Target Hire Date	07/10/2020 - 1 year ago
Primary Location	USA - WA - Seattle - 1813 Westlake Avenue North
Gargene Ng	Hiring Manager
Ian Moore	Recruiter
	
Tracey Rivers	Recruiter

**Details**

**Details**

Requisition Details	Job Requisition	R50012145 Information Technology Manager (Filled)
	Supervisory Organization	MIS (Gargene Ng)
	Position	Manager Information Systems - Chris Mellias
	Spotlight Job	No
	Referral Payment Plan	Hire: Chris Mellias
	Inbound Process	No
	Available For Hire	No
	Hiring Freeze	No
	Requester	Gargene Ng
	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  
Recruiting Instruction  
Job Posting Title  
Job Description Summary

Fox Job Application\_External

Patrick Otis (Terminated)  
Post Internally and Externally  
Information Technology Manager

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

TVST Manager Information Systems  
TVST Information Technology  
Regular  
Employee  
Full time  
TVST  
USA - WA - Seattle - 1813 Westlake Avenue North  
Seattle, Washington, USA

Additional Job Posting Locations  
Scheduled Weekly Hours  
Work Shift  
Recruiting Start Date  
Target Hire Date  
Target End Date

40  
07/10/2020  
07/10/2020

Additional Information

Union Membership from Job Profile  
Allowed Unions from Job Profile

Job Description

KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late

hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

**Responsibilities:**

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

**Skills Required:**

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

**Technical:**

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)

- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP -- Cisco Call Manager
- Virus and Malware remediation tools
- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays.

Additional Job Description

Attachments  
Attachments

Job Requisition Attachment



**Business Process History**

Effective Date	Business Process	Initiated On	Completed On	Status
07/10/2020	Requisition Compensation Change: R50012145 Information Technology Manager	07/10/2020 04:07:30 PM	07/10/2020 04:07:30 PM	Successfully Completed
07/10/2020	Job Requisition: R50012145 Information Technology Manager	07/10/2020 03:00:35 PM	07/10/2020 04:07:30 PM	Successfully Completed

**Organizations**

**Organizations**

Organization Type	Organization
Company	TVKCPQ KCPQ
Cost Center	19579 MIS (inactive)
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	07/10/2020	09/24/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Information Technology Manager
Domestic	External	07/10/2020	09/24/2020	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Information Technology Manager
FOX TVST - West Region Stations	External	07/10/2020	09/24/2020	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Information Technology Manager

## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Cordes, Lisa (FoxTV); Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ-KZIO Job Opportunities  
**Attachments:** KCPQ-KZIO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:25 PM  
**To:** Asian American Journalists Association - San Francisco; Asian American Journalist Association - Seattle; Asian American Media; Black Journalists Association of Seattle; California Chicano News Media Assn; Central Area Motivation Program; Centro Latino Americano; Cynthia Turner's Synopsis; Ethnic Heritage Council; Foundation for Minority Interests in Media; Goodwill Industries; Hispanic Metropolitan Chamber of Commerce; NATAS Job Bank- Seattle; National Assoc of Hispanic Journalists Career Resource; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; Natl Assoc of Hispanic Journalists-UCLA; State of Washington Commission on Asian; Tacoma Urban League; WA State Hispanic Chamber of Commerce; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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







# JOB OPPORTUNITIES

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

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.



# JOB OPPORTUNITIES

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. **Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**News Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a news director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening News Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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# JOB OPPORTUNITIES

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and iTX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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:** October 5, 2020

**Position/Job Title:** Master Control Technician

**Job Classification:** Engineering

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

**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
Industry Contact Referral	1
FoxCareers.com	3
Indeed.com	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 08/11/2020 - 1 year ago  
Target Hire Date 08/11/2020 - 1 year ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Hiring Manager

Allen Yaden

Hiring Manager



Recruiter

Tracey Rivers

Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50012280 Master Control Operator (Filled)  
Supervisory Organization Engineering/Station Oper (Allen Yaden)  
Position Master Control Technician - Sean Mullner  
Spotlight Job No  
Referral Payment Plan  
Inbound Process Hire: Sean Mullner





Available For Hire No  
 Hiring Freezes No  
 Requester Allen Yaden  
 Job Application Template Default Job Application Template effective 06/09/2018 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 Templates  
 Replacement For  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Master Control Operator  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Master Control Technician  
 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 Job Posting Locations  
 Scheduled Weekly Hours 40  
 Work Shift  
 Recruiting Start Date 08/11/2020  
 Target Hire Date 08/11/2020  
 Target End Date

Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Job Description Q13 KCPQ/JOEiv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing

the following duties:

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- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
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- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or



scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred.

**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
08/11/2020	Requisition Compensation Change: R50012280 Master Control Operator	08/12/2020 03:05:10 PM	08/12/2020 03:05:10 PM	Successfully Completed
08/11/2020	Job Requisition: R50012280 Master Control Operator	08/11/2020 06:58:46 PM	08/12/2020 03:05:10 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKCPQ KCPQ 19541 Shared Services-Master Control (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
FOX TVST - West Region Stations	External	08/12/2020	09/16/2020	Default Job Application Template effective	0	FOX TVST - West Region Stations: Master



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	08/12/2020	09/16/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	Control Operator 0 Internal: Master Control Operator
Domestic	External	08/12/2020	09/16/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Master Control Operator

## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Cordes, Lisa (FoxTV); Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:25 PM  
**To:** Asian American Journalists Association - San Francisco; Asian American Journalist Association - Seattle; Asian American Media; Black Journalists Association of Seattle; California Chicano News Media Assn; Central Area Motivation Program; Centro Latino Americano; Cynthia Turner's Synopsis; Ethnic Heritage Council; Foundation for Minority Interests in Media; Goodwill Industries; Hispanic Metropolitan Chamber of Commerce; NATAS Job Bank- Seattle; National Assoc of Hispanic Journalists Career Resource; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; Natl Assoc of Hispanic Journalists-UCLA; State of Washington Commission on Asian; Tacoma Urban League; WA State Hispanic Chamber of Commerce; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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





# JOB OPPORTUNITIES

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOETV KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive Producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.





# JOB OPPORTUNITIES

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and iTX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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:** October 5, 2020

**Position/Job Title:** Chief Meteorologist

**Job Classification:** News

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

**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>Current Employee</b>	1
<b>FoxCareers.com</b>	5

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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 05/06/2020 - 1 year ago  
Target Hire Date 05/06/2020 - 1 year ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver	Hiring Manager
Ian Moore	Recruiter



Tracey Rivers	Recruiter
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## Details

### Details

#### Requisition Details

Job Requisition R50011870 Chief Weather Anchor (Filled)  
Supervisory Organization Evening News (Sheila Oliver)



Chief Meteorologist - Lisa Villegas

Position

No

Spotlight Job

Referral Payment Plan

Inbound Process

Available For Hire

Hiring Freeze

Requester

Job Application Template

Primary Internal Questionnaire

Secondary Internal Questionnaire

Primary External Questionnaire

Secondary External Questionnaire

Recruiting Self-Schedule Calendars

Reference Template

Replacement For

Recruiting Instruction

Job Posting Title

Job Description Summary

Hire: Lisa Villegas

No

No

Erik Breon (Terminated)

Default Job Application Template effective 06/08/2018 10:18

Internal Questionnaire - TV Stations

Fox Job Application\_External

Walter Kelley (Terminated)

Post Internally and Externally

Chief Weather Anchor

Hiring Requirements

Job Details

TVST Weather Meteorologist

TVST News

Regular

Employee

Full time

TVST

USA - WA - Seattle - 1813 Westlake Avenue North

Seattle, Washington, USA

40

05/06/2020

05/06/2020

Additional Information

Union Membership from Job Profile





Allowed Unions from Job Profile

Job Description

Q13 Fox News (Seattle) is seeking an experienced Chief Meteorologist in one of the greatest cities in America! From the Pacific Coast to the Cascade Mountains to Canada, our weather team covers a wide variety of weather phenomenon. It's more than just rain! The snow, the winds, the tides or other major geological events can put you front and center of our team's weather coverage. Western Washington brings out all kinds of dramatic weather which impacts everyone's outdoor and active lifestyles that are beloved in the Pacific Northwest. The successful candidate must have a passion for weather and the ability to sustain superior, continuous coverage for long periods of time on all platforms. We want a leader and team player who can help with every aspect of meteorology, from forecasting, to preparing graphics, to reporting in the field if necessary. The ideal candidate should embrace new technology and is willing to explore new ways to present the next weather story and not just read numbers found on a phone. Helping the entire weather team improve, evolve and innovate is also paramount to success. This meteorologist will love to forecast, explain complicated information and stay cool under pressure. This candidate should also believe in all aspects of community involvement including, but not limited to, speaking at schools and other community functions.

Additional Job Description

A meteorology degree or related field such as atmospheric sciences and a minimum 4 years on air experience on broadcast television is required. Required to work weekends, holidays and varied hours, etc., as required. Must be able to obtain a Washington driver's license & provide a Motor Vehicle Report and drive a vehicle. Candidates must submit resume, cover letter, salary requirements and a link to recent work via the Station's website online application portal.

Attachments  
Attachments

Job Requisition Attachment

Business Process History

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
05/06/2020	Job Requisition Change: R50011870 Chief Weather Anchor	07/01/2020 04:10:03 PM	07/01/2020 04:10:03 PM	Successfully Completed
05/06/2020	Requisition Compensation Change: R50011870 Chief Weather Anchor	07/01/2020 04:10:03 PM	07/01/2020 04:10:03 PM	Successfully Completed
05/06/2020	Requisition Compensation Change: R50011870 Chief Weather Anchor	05/12/2020 10:22:48 AM	05/12/2020 10:22:48 AM	Successfully Completed
05/06/2020	Job Requisition: R50011870 Chief Weather Anchor	05/06/2020 05:37:24 PM	05/12/2020 10:22:48 AM	Successfully Completed

Organizations

Organizations

Organization Type	Organization
TVKCPQ.KCPQ	Organization

Company



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

**Job Postings**

**Current**

Job Posting	Type	Posting Start Date	Posting End Date	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
Internal	Internal	07/01/2020	07/29/2020				0	Internal: Chief Weather Anchor
Domestic	External	07/01/2020	07/29/2020				0	Domestic: Chief Weather Anchor
FOX TVST - West Region Stations	External	07/01/2020	07/29/2020				0	FOX TVST - West Region Stations: Chief Weather Anchor
Domestic	External	05/12/2020	07/01/2020				0	Domestic: Chief Weather Anchor
FOX TVST - West Region Stations	External	05/12/2020	07/01/2020				0	FOX TVST - West Region Stations: Chief Weather Anchor
Internal	Internal	05/12/2020	07/01/2020				0	Internal: Chief Weather Anchor

**Historical**



# JOB OPPORTUNITIES

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

May 12, 2020

## **KCPQ/KZJO TV Chief Meteorologist Anchor/Reporter**

Q13 Fox News (Seattle) is seeking an experienced Chief Meteorologist in one of the greatest cities in America! From the Pacific Coast to the Cascade Mountains to Canada, our weather team covers a wide variety of weather phenomenon. It's more than just rain! The snow, the winds, the tides or other major geological events can put you front and center of our team's weather coverage. Western Washington brings out all kinds of dramatic weather which impacts everyone's outdoor and active lifestyles that are beloved in the Pacific Northwest. The successful candidate must have a passion for weather and the ability to sustain superior, continuous coverage for long periods of time on all platforms. We want a leader and team player who can help with every aspect of meteorology, from forecasting, to preparing graphics, to reporting in the field if necessary. The ideal candidate should embrace new technology and is willing to explore new ways to present the next weather story and not just read numbers found on a phone. Helping the entire weather team improve, evolve and innovate is also paramount to success. This meteorologist will love to forecast, explain complicated information and stay cool under pressure. This candidate should also believe in all aspects of community involvement including, but not limited to, speaking at schools and other community functions. A meteorology degree or related field such as atmospheric sciences and a minimum 4 years on-air experience in broadcast television is required. Proficiency with newsroom computers, software programs and related weather-related software required. Required to work weekends, holidays and varied hours, etc., as required. Must be able to obtain a Washington driver's license & provide a Motor Vehicle Report and drive a vehicle. Candidates must submit resume, cover letter, salary requirements and a link to recent work via the Station's website inline application portal. To Apply [CLICK HERE](#)

For the aforementioned positions, qualified candidates should submit their resume and cover letter via the online application process at [www.Q13Fox.com](http://www.Q13Fox.com) | On the banner click 'ABOUT,' drop down to 'Q13JOBS.' Please include your resume and cover letter, including salary requirements (resumes/cover letters without salary requirements will NOT be considered).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities and disabled veterans. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please send an email to [diana.pike@fox.com](mailto:diana.pike@fox.com), call 623-363-8714, or visit our readily accessible station located at 1813 Westlake Ave N, Seattle, WA 98109, and a member of our recruiting team will assist you.

**TELEVISION STATION 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:** October 12, 2020

**Position/Job Title:** Senior 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:** 3

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

<p><b>Recruiting Start Date</b> 08/20/2020 - 1 year ago  <b>Target Hire Date</b> 08/20/2020 - 1 year ago  <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North</p>	<p><b>Hiring Manager</b></p>
<p><b>Bobbie Nickel</b></p> 	<p><b>Hiring Manager</b></p>
<p><b>Tracey Rivers</b></p>	<p><b>Recruiter</b></p>

## Details

### Details

#### Requisition Details

**Job Requisition** R50012347 Senior Producer (Filled)  
**Supervisory Organization** Evening News (Bobbie Nickel)  
**Position** Senior Producer - Kathryn Stone  
**Spotlight Job** No  
**Referral Payment Plan** Hire: Kathryn Stone  
**Inbound Process** No  
**Available For Hire** No  
**Hiring Freezes** 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  
Job Posting Title  
Job Description Summary

Post Internally and Externally  
Senior Producer

Hiring Requirements

Job Details

Job Profile  
TVST Senior 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  
08/20/2020

Target Hire Date  
08/20/2020

Target End Date

Additional Information

Union Membership from Job Profile

Allowed Unions from Job Profile

Job Description

Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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.

**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
08/20/2020	Requisition Compensation Change: R50012347 Senior Producer	08/20/2020 05:23:38 PM	08/20/2020 05:23:38 PM	Successfully Completed
08/20/2020	Job Requisition: R50012347 Senior Producer	08/20/2020 03:33:14 PM	08/20/2020 05:23:38 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	08/20/2020	10/01/2020	Default Job Application Template effective	0	Internal: Senior Producer



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Domestic	External	08/20/2020	10/01/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Senior Producer
FOX TVST - West Region Stations	External	08/20/2020	10/01/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Senior Producer



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Cordes, Lisa (FoxTV); Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:25 PM  
**To:** Asian American Journalists Association - San Francisco; Asian American Journalist Association - Seattle; Asian American Media; Black Journalists Association of Seattle; California Chicano News Media Assn; Central Area Motivation Program; Centro Latino Americano; Cynthia Turner's Synopsis; Ethnic Heritage Council; Foundation for Minority Interests in Media; Goodwill Industries; Hispanic Metropolitan Chamber of Commerce; NATAS Job Bank- Seattle; National Assoc of Hispanic Journalists Career Resource; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; Natl Assoc of Hispanic Journalists-UCLA; State of Washington Commission on Asian; Tacoma Urban League; WA State Hispanic Chamber of Commerce; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ-KZJO Job Opportunities  
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# JOB OPPORTUNITIES

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.

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

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. **Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

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**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and iTX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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-ioetv-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:** October 5, 2020

**Position/Job Title:** Newscast Director

**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:** 3

Referral Sources <sup>2</sup>	No. of Interviewees
Employee Referral	2
Current Employee	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	08/19/2020 - 1 year ago
Target Hire Date	08/19/2020 - 1 year ago
Primary Location	USA - WA - Seattle - 1813 Westlake Avenue North
Hiring Manager	
Keith Bride	Hiring Manager
	
Hiring Manager	
Tracey Rivers	Recruiter
Recruiter	

## Details

### Details

#### Requisition Details

Job Requisition R50012329 Newscast Director (Filled)  
Supervisory Organization Evening News (Keith Bride)  
Position Newscast Director - Colin Sanders  
Spotlight Job No  
Referral Payment Plan Hire: Colin Sanders  
Inbound Process No  
Available For Hire No  
Hiring Freeze No  
Requester Keith Bride  
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

Maygen Press (Terminated)  
Post Internally and Externally  
Newscast Director

Hiring Requirements

Job Details

Job Profile TVST Newscast Director  
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 08/19/2020  
Target Hire Date 08/19/2020  
Target End Date

Additional Information

Union Membership from Job Profile  
Allowed Unions from Job Profile

Job Description

Q13 Fox and JOEtv, the Fox owned and operated doupoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

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**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
08/19/2020	Requisition Compensation Change: R50012329 Newscast Director	08/19/2020 06:37:33 PM	08/19/2020 06:37:33 PM	Successfully Completed
08/19/2020	Job Requisition: R50012329 Newscast Director	08/19/2020 05:11:45 PM	08/19/2020 06:37:33 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
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	08/20/2020	09/16/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Newscast Director
Domestic	External	08/20/2020	09/16/2020	Default Job Application Template effective	0	Domestic: Newscast Director



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
FOX TVST - West Region Stations	External	08/20/2020	09/16/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Newscast Director

## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



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# JOB OPPORTUNITIES

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.



# JOB OPPORTUNITIES

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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# JOB OPPORTUNITIES

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and iTX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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# JOB OPPORTUNITIES

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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# JOB OPPORTUNITIES

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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-foetv-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:** October 12, 2020

**Position/Job Title:** Senior 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:** 3


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



Recruiting Start Date 08/20/2020 - 1 year ago Target Hire Date 08/20/2020 - 1 year ago Primary Location USA - WA - Seattle - 1813 Westlake Avenue North	Hiring Manager
Bobbie Nickel	Hiring Manager
	
Tracey Rivers	Recruiter
	Recruiter

**Details**

**Details**

Requisition Details

Job Requisition R50012347 Senior Producer (Filled)  
 Supervisory Organization Evening News (Bobbie Nickel)  
 Position Senior Producer - Kathryn Stone  
 Spotlight Job No  
 Referral Payment Plan Hire: Kathryn Stone  
 Inbound Process No  
 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  
Job Posting Title  
Job Description Summary

Post Internally and Externally  
Senior Producer

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  
Recruiting Start Date  
Target Hire Date  
Target End Date

TVST Senior Producer  
TVST News  
Regular  
Employee  
Full time  
TVST  
USA - WA - Seattle - 1813 Westlake Avenue North  
Seattle, Washington, USA  
40  
08/20/2020  
08/20/2020

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 senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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.

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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.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
08/20/2020	Requisition Compensation Change: R50012347 Senior Producer	08/20/2020 05:23:38 PM	08/20/2020 05:23:38 PM	Successfully Completed
08/20/2020	Job Requisition: R50012347 Senior Producer	08/20/2020 03:33:14 PM	08/20/2020 05:23:38 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

Historical

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	08/20/2020	10/01/2020	Default Job Application Template effective	0	Internal: Senior Producer



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Domestic	External	08/20/2020	10/01/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Senior Producer
FOX TVST - West Region Stations	External	08/20/2020	10/01/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Senior Producer

## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:23 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello Tyler,

Please post the attached and let me know when they have been posted. Please note: The addition of the first two positions are the only changes to this list.

Sincerely,

Tracey Rivers | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Cordes, Lisa (FoxTV); Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Friday, August 28, 2020 4:25 PM  
**To:** Asian American Journalists Association - San Francisco; Asian American Journalist Association - Seattle; Asian American Media; Black Journalists Association of Seattle; California Chicano News Media Assn; Central Area Motivation Program; Centro Latino Americano; Cynthia Turner's Synopsis; Ethnic Heritage Council; Foundation for Minority Interests in Media; Goodwill Industries; Hispanic Metropolitan Chamber of Commerce; NATAS Job Bank- Seattle; National Assoc of Hispanic Journalists Career Resource; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; Natl Assoc of Hispanic Journalists-UCLA; State of Washington Commission on Asian; Tacoma Urban League; WA State Hispanic Chamber of Commerce; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ-KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 8-28-20.docx

Hello,  
Thank you for sharing our job opportunities.

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





# JOB OPPORTUNITIES

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

August 28, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Executive Producer (Regular, Full Time):** Q13 KCPQ and JOETV KZJO the Fox duopoly in Seattle WA has an excellent opportunity for a multi-talented Executive Producer. Applicants must have strong editorial judgement and fully understand how to grow audience across all our platforms. This position requires leadership, creativity, solid decision making skills and the ability to work well in a dynamic newsroom environment. This Executive producer will lead the effort to develop non-traditional news, sports, weather and digital content. This position will also look for opportunities to create programming, strategically designed to pinpoint areas of opportunity and interest to help us garner ratings and new users. This requires someone who will lead a content revolution in a dynamic and intelligent way with distinctive style. Bring on your creative genius! Candidates must have social media experience and leadership in the digital content areas. Candidate should have a strong knowledge of sports and have ideas of how to grow our partnerships with area teams.





# JOB OPPORTUNITIES

This opportunity will include conceptualizing news and sports programs for all platforms with the ability to create and produce content both live and pre-produced. Must have ability to gather remote and live content via interviews, field calls from viewers, booth live newscasts and direct talent performance. Produces and contributes daily news and sports talk programming. Lead and contributes to the digital content to support the on air content. Participates in hiring and coordination of new producers. Work directly with sales and marketing in maintaining brand integrity.

Bachelor's degree in Journalism or Communications preferred. Minimum 5 years working in a radio/television newsroom. **Candidate must be able to work flexible hours; 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 duopoly in Seattle WA, are looking for a senior producer to join our dynamic morning team. This candidate will supervise the 4-hour weekend morning newscasts and plan content for its 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 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](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [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. 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.

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

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

**Newscastr Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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

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# JOB OPPORTUNITIES

independently and on a team. Supervise the work of others. Will work closely with news management to continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

**Master Control Operator (Regular Full-Time):** Q13 KCPQ/JOEtv KZJO are hiring an experienced master control operator. This position will oversee master control operations during newscasts, sporting events and other live programming. Assure all elements of on-air presentation are of the highest quality by performing the following duties:

- Safe and proper operation of TOC and ITX automation system equipment.
- Switch on air programming, commercials and promotional materials as directed by station log.
- Tune in and troubleshoot satellite receivers to record programs for air and spot check for quality.
- Tune in and troubleshoot local area microwave live shots.
- Operate and monitor remote transmitter.
- Observe and maintain video and audio levels to FCC specifications.
- Observe on air monitor to ascertain problems with transmission such as loss of audio or video signals, and press buttons to access and transmit technical difficulties sign or station identification to viewing audience.
- Identify and troubleshoot technical problems.
- Prepare report describing problems encountered during transmission of program or station break and reason for problems. Describe problems and solutions using thorough, clear and concise language comprehensible to non-technical personnel.
- Transfer programming and commercials from server to automation system. Check timing of segments on programming. Notify supervisor of any problems during this process.
- Regularly set up, adjust, assemble, control, test and operate station equipment to meet on-air broadcast requirements.
- Oversee the recording and acquisition of syndicated programs and prepare shows for air by segmenting to standardized formats.
- Ingest locally produced programs, syndicated and paid programs, promotional material and commercial content while establishing quality control of video, audio levels and closed captioning. Check the broadcast log for accuracy.
- Monitor all output signals on both KCPQ and KZJO to ensure quality control of audio, video and closed captioning.
- Monitor master control automation systems and file servers to ensure proper operation.
- Populate the daily discrepancy report log by identifying problems and writing detailed reports.
- Tune in content from microwave, satellite, fiber and video streaming systems.
- Maintain high degree of quality control.
- Perform FCC required compliance procedures.
- Stay current with emerging technologies and industry changes
- Other duties as assigned.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.

Two years' experience working as a master control operator in broadcast television or equivalent experience in the broadcast industry. The ability to operate a broad range of production equipment. College degree preferred. [Click Here to Apply](#)

## Information Technology

**Information Technology Manager (Regular Full-Time):** KCPQ, the Fox O&O in the Seattle market seeks an experienced Information Technology Manager. The ideal candidate will assist FOX IT with technical support of desktop computers, servers, network, applications, and related technology used to operate the station. Support includes specification, installation, and repair of computer systems and peripherals within established FOX

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# JOB OPPORTUNITIES

standards and guidelines. Activities require interaction with station personnel as well as with other members of the FOX IT team to define requirements and deliver against project and support goals. The position provides one-on-one consultancy to end users as required. The employee in this position also assists in the maintenance and testing of network, servers and associated equipment. The position's responsibilities require independent analyses, effective communication and problem solving skills. Work is performed with little supervision, requires initiative and good judgment. Other duties assigned as deemed appropriate and necessary. Schedules are subject to change—candidates must be able to work late hours, overnight, weekends.

Bachelor's Degree plus four years related experience is required.

## Responsibilities:

- Installation, configuration, and ongoing support of desktop computers, peripheral equipment and software within established standards and guidelines.
- Work with vendors to resolve technical problems as necessary.
- Work with others in IT and Engineering community as appropriate to determine and resolve problems and/or meeting project objectives.
- Works with numerous hardware, software and network products in a multi-layered distributed computing environment.
- Enforces company policies regarding security, privacy, and data loss prevention.
- Ensure desktop computers interconnect seamlessly with diverse systems including associated file servers, email servers, Internet, news management, broadcast servers and business systems.
- Orient staff on use of hardware and software as needed.
- Recommends and performs upgrades on systems to ensure reliability, performance and longevity.
- Assist with the procurement of hardware and software.
- Maintain LAN / Wi-Fi infrastructure with general guidance.
- Maintain records, audits trails, and documentation to support policy and procedure and contribute to the general operating efficiency of the job.
- Assist in the ordering and configuration of wireless devices within defined standards.
- Develop procedures and/or processes to manage workload.
- Participate in corporate governance programs as required by policy.
- Manage support and deployment of telecom infrastructure.

## Skills Required:

In depth technical familiarity on the deployment, support and effective use of standard technologies including, but not limited to:

### Technical:

- Microsoft Windows 10 and MS Office (Word, Excel, Outlook, PowerPoint)
- Systems and components for workstations and laptop computers.
- Windows File Servers (2012 and newer)
- Backup software (Backup-Exec, Veeam, etc.)
- Network printers and multi-function-devices.
- Diagnostic tools for PC's and networks.
- Knowledgeable on Cisco Switches and Palo Alto Firewalls
- DHCP and DNS
- Principles of NAC Appliances and End-point protection software
- Newsroom systems desirable (Avid, Grass Valley, BitCentral)
- PBX / VOIP – Cisco Call Manager
- Virus and Malware remediation tools

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

- Virtualization (VMWare), SAN Storage (HPE, Netapp, and Isilon) is desirable.
- Exposure to Cloud based solutions is desirable.

## Conceptual:

- Ability to manage multiple tasks concurrently.
- Able to prioritize work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Well organized and methodical.
- Show initiative and follow-up to insure successful results.
- Flexible and agile to respond to changes in a dynamic environment.

Able to work a flexible schedule as required by the stations business needs including extended hours, weekends and holidays. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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:** October 26, 2020

**Position/Job Title:** Maintenance Supervisor

**Job Classification:** Engineering

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

**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
Employee Referral	1
FoxCareers.com	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.

Recruiting Start Date 08/19/2020 - 1 year ago  
Target Hire Date 08/19/2020 - 1 year ago  
Primary Location USA - WA - Seattle - 1813 Westlake Avenue North



Allen Yaden Hiring Manager



Tracey Rivers Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50012324 Maintenance Supervisor (Filled)  
Supervisory Organization Engineering/Station Oper (Allen Yaden)  
Position Maintenance Supervisor - Darin Gerchak  
Spotlight Job No  
Referral Payment Plan  
Inbound Process Hire: Darin Gerchak



Available For Hire No  
 Hiring Freeze No  
 Requester Allen Yaden  
 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 David Black (Terminated)  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Maintenance Supervisor  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Supervisor Engineering  
 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 08/19/2020  
 Target Hire Date 08/19/2020  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description

KCPQ/KZJO in Seattle, WA is hiring for maintenance supervisor. The candidate will be responsible for day to day repair and maintenance of KCPQ/KZJO on-air product, equipment, studio production systems, building maintenance, at Seattle FOX Studio.



### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly leads and manages the day to day engineering team to maintain the stations highest quality of distributed broadcast signals.
- Responsible for daily engineering task loading assignments with engineering staff to meet the weekly engineering plan deadlines and project completion schedule.
- Proactive management style to propose solutions to resolve issues with the entire station operation, always with the culture of protecting the integrity of our on air products and station operation.
- Responsible for leading the facilities maintenance of the studio location.
- Provide the day to day organizational spreadsheets and tools to continuously track tasks, projects, equipment, materials and supplies for the department.
- Supervise the maintenance engineers to build a team that excels with every assignment and provide management oversight to create and maintain the highest levels of engineering standards.
- Displays an upbeat, positive enthusiasm for the television station and its respective employees
- Must meet all deadlines on or before the completion dates
- Reports directly to the Director of Technology
- Oversees maintenance of ancillary equipment and operations, including station site generator, electrical switchgear, and building systems, as well as the responsibility of the FCC closed captioning, emergency crawls, EAS tests and alerts, Text to Speech requirements, CALM Act (loudness), Amber Alerts, pop-ups and local or national cut-ins.
- Responsible to stock, materials, parts, and supplies required for proper maintenance of all systems and the facility.
- Responsible for ongoing training and education of maintenance engineers and to transfer knowledge to the employees to support raising the standards.
- Responsible to assist in strategizing and developing the three-year capital plan with the Director of Technology
- Coordinates with other departments for proper maintenance of station equipment and scheduling. Responsible for equipment history logging for repairs and maintenance.
- Oversees maintenance of Webcams and ENG/SNG vehicles.
- Respond to emergencies whenever needed.
- Demonstrates responsibility for any and all equipment issued by FOX.

- Maintain professional communication and behavior at all times.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.
- Other duties as assigned.
- Assists Director of Technology during scheduled and non-scheduled hours.
- Ability to work non-schedule hours during breaking news or whenever an operational need arises for maintaining the highest quality of signals distributed by the station.
- Supervising maintenance engineering staff

**QUALIFICATIONS:**

College degree preferred. Minimum 3 years' experience in television broadcast engineering or equivalent broadcast engineering knowledge and experience.

**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
08/19/2020	Requisition Compensation Change: R50012324 Maintenance Supervisor	08/19/2020 06:38:16 PM	08/19/2020 06:38:16 PM	Successfully Completed
08/19/2020	Job Requisition: R50012324 Maintenance Supervisor	08/19/2020 03:58:51 PM	08/19/2020 06:38:16 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
TVKCPQ_KCPQ	
Company	



Organization Type	Organization
Cost Center Union	19540 Engineering/Station Oper (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	08/20/2020	10/13/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Maintenance Supervisor
Domestic	External	08/20/2020	10/13/2020	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Maintenance Supervisor
FOX TVST - West Region Stations	External	08/20/2020	10/13/2020	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Maintenance Supervisor

## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:19 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Tyler,  
Please let me know when this is posted.

Thank you.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:20 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Lisa Cordes; Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Hello,  
Thank you for sharing our job posting.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:21 PM  
**To:** Asian American Journalist Association - Seattle; Asian American Media; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce; Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; WA State Hispanic Chamber of Commerce; Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Hello,  
Thank you for sharing our job posting.

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





# JOB OPPORTUNITIES

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

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

October 12, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated doupoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus.

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

Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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 continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

### Maintenance Supervisor (Regular, Full-Time)

KCPQ/KZJO in Seattle, WA is hiring for maintenance supervisor. The candidate will be responsible for day to day repair and maintenance of KCPQ/KZJO on-air product, equipment, studio production systems, building maintenance, at Seattle FOX Studio.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly leads and manages the day to day engineering team to maintain the stations highest quality of distributed broadcast signals.
- Responsible for daily engineering task loading assignments with engineering staff to meet the weekly engineering plan deadlines and project completion schedule.
- Proactive management style to propose solutions to resolve issues with the entire station operation, always with the culture of protecting the integrity of our on air products and station operation.
- Responsible for leading the facilities maintenance of the studio location.

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

- Provide the day to day organizational spreadsheets and tools to continuously track tasks, projects, equipment, materials and supplies for the department.
- Supervise the maintenance engineers to build a team that excels with every assignment and provide management oversight to create and maintain the highest levels of engineering standards.
- Displays an upbeat, positive enthusiasm for the television station and its respective employees
- Must meet all deadlines on or before the completion dates
- Reports directly to the Director of Technology
- Oversees maintenance of ancillary equipment and operations, including station site generator, electrical switchgear, and building systems, as well as the responsibility of the FCC closed captioning, emergency crawls, EAS tests and alerts, Text to Speech requirements, CALM Act (loudness), Amber Alerts, pop-ups and local or national cut-ins.
- Responsible to stock, materials, parts, and supplies required for proper maintenance of all systems and the facility.
- Responsible for ongoing training and education of maintenance engineers and to transfer knowledge to the employees to support raising the standards.
- Responsible to assist in strategizing and developing the three-year capital plan with the Director of Technology
- Coordinates with other departments for proper maintenance of station equipment and scheduling. Responsible for equipment history logging for repairs and maintenance.
- Oversees maintenance of Webcams and ENG/SNG vehicles.
- Respond to emergencies whenever needed.
- Demonstrates responsibility for any and all equipment issued by FOX.
- Maintain professional communication and behavior at all times.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.
- Other duties as assigned.
- Assists Director of Technology during scheduled and non-scheduled hours.
- Ability to work non-schedule hours during breaking news or whenever an operational need arises for maintaining the highest quality of signals distributed by the station.
- Supervising maintenance engineering staff

## QUALIFICATIONS:

College degree preferred. Minimum 3 years' experience in television broadcast engineering or equivalent broadcast engineering knowledge and experience.

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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

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*

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-ioetv-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:** November 16, 2020

**Position/Job Title:** Newscast Director

**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:** 4

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Employee Referral</b>	1
<b>Current Employee</b>	3

---

**<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 Target Hire Date Primary Location	08/19/2020 - 1 year ago 08/19/2020 - 1 year ago USA - WA - Seattle - 1813 Westlake Avenue North
Keith Bride	Hiring Manager
	
Tracey Rivers	Recruiter

## Details

### Details

#### Requisition Details

Job Requisition	R50012330 Newscast Director (Filled)
Supervisory Organization	Evening News (Keith Bride)
Position	Newscast Director - Elizabeth Pedraza
Spotlight Job	No
Referral Payment Plan	
Inbound Process	Hire: Elizabeth Pedraza
Available For Hire	No
Hiring Freeze	No
Requester	Keith Bride
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

Corey Hjalseth  
Post Internally and Externally  
Newscast Director

Hiring Requirements

Job Details

Job Profile TVST Newscast Director  
 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 08/19/2020  
 Target Hire Date 08/19/2020  
 Target End Date

Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Job Description

Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus. Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be



required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred.

**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
08/19/2020	Requisition Compensation Change: R50012330 Newscast Director	08/20/2020 02:46:33 PM	08/20/2020 02:46:33 PM	Successfully Completed
08/19/2020	Job Requisition: R50012330 Newscast Director	08/19/2020 05:17:05 PM	08/20/2020 02:46:33 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	08/20/2020	10/15/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Newscast Director
Domestic	External	08/20/2020	10/15/2020	Default Job Application Template effective	0	Domestic: Newscast Director



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
FOX TVST - West Region Stations	External	08/20/2020	10/15/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	0 FOX TVST - West Region Stations: Newscast Director

## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:19 PM  
**To:** Slauson, Tyler  
**Subject:** KCPO/KZJO Job Opportunities  
**Attachments:** KCPO-KZJO Job Opportunities 10-12-20.docx

Tyler,  
Please let me know when this is posted.

Thank you.

Sincerely,

**Tracey Rivers** | *Director, Human Resources*

Office: 713-479-2720 | Fax: 713-479-2728 | [tracey.rivers@foxtv.com](mailto:tracey.rivers@foxtv.com)





## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:20 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Lisa Cordes; Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Hello,  
Thank you for sharing our job posting.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:21 PM  
**To:** Asian American Journalist Association - Seattle; Asian American Media; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce; Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; WA State Hispanic Chamber of Commerce; Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Hello,  
Thank you for sharing our job posting.

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





# JOB OPPORTUNITIES

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

October 12, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated doupoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

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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

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## Engineering

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

- Directly leads and manages the day to day engineering team to maintain the stations highest quality of distributed broadcast signals.
- Responsible for daily engineering task loading assignments with engineering staff to meet the weekly engineering plan deadlines and project completion schedule.
- Proactive management style to propose solutions to resolve issues with the entire station operation, always with the culture of protecting the integrity of our on air products and station operation.
- Responsible for leading the facilities maintenance of the studio location.

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

- Provide the day to day organizational spreadsheets and tools to continuously track tasks, projects, equipment, materials and supplies for the department.
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- Reports directly to the Director of Technology
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- Oversees maintenance of Webcams and ENG/SNG vehicles.
- Respond to emergencies whenever needed.
- Demonstrates responsibility for any and all equipment issued by FOX.
- Maintain professional communication and behavior at all times.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.
- Other duties as assigned.
- Assists Director of Technology during scheduled and non-scheduled hours.
- Ability to work non-schedule hours during breaking news or whenever an operational need arises for maintaining the highest quality of signals distributed by the station.
- Supervising maintenance engineering staff

## QUALIFICATIONS:

College degree preferred. Minimum 3 years' experience in television broadcast engineering or equivalent broadcast engineering knowledge and experience.

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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

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***

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**

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***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:** November 23, 2020

**Position/Job Title:** Producer

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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


**Total # of Interviewees:** 5

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Foxcareers.com</b>	2
<b>Current Employee</b>	1
<b>Indeed.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.

Recruiting Start Date 08/20/2020 - 1 year ago Target Hire Date 08/20/2020 - 1 year ago Primary Location USA - WA - Seattle - 1813 Westlake Avenue North	Hiring Manager
Bobbie Nickel	Hiring Manager
	
Tracey Rivers	Recruiter

## Details

### Details

#### Requisition Details

Job Requisition R50012337 Morning Show Producer (Filled)  
 Supervisory Organization Evening News (Bobbie Nickel)  
 Position News Producer - Adrian Garcia  
 Spotlight Job No  
 Referral Payment Plan Hire: Adrian Garcia  
 Inbound Process No  
 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 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

Robin Dich (Terminated)  
Post Internally and Externally  
Morning Show Producer

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 Producer  
TVST News  
Regular  
Employee  
Full time  
TVST  
USA - WA - Seattle - 1813 Westlake Avenue North  
Seattle, Washington, USA  
40  
08/20/2020  
08/20/2020

Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Job Description

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. 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 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.

**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
08/20/2020	Requisition Compensation Change: R50012337 Morning Show Producer	08/20/2020 02:47:14 PM	08/20/2020 02:47:14 PM	Successfully Completed
08/20/2020	Job Requisition: R50012337 Morning Show Producer	08/20/2020 01:37:25 PM	08/20/2020 02:47:14 PM	Successfully Completed

**Organizations**

Organizations

Organization Type	Organization
Company Cost Center Union	TVKZJO KZJO 19623 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	08/20/2020	10/22/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Morning Show Producer
Domestic	External	08/20/2020	10/22/2020	Default Job Application Template effective	0	Domestic: Morning Show Producer



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
FOX TVST - West Region Stations	External	08/20/2020	10/22/2020	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Morning Show Producer

**Rivers, Tracey**

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:19 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Tyler,  
Please let me know when this is posted.

Thank you.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:20 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Lisa Cordes; Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 10-12-20.docx

Hello,  
Thank you for sharing our job posting.

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



## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Monday, October 12, 2020 10:21 PM  
**To:** Asian American Journalist Association - Seattle; Asian American Media; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce; Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; WA State Hispanic Chamber of Commerce; Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
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# JOB OPPORTUNITIES

KCPQ TV Fox 13 & KZJO TV & Q13Fox.com

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

October 12, 2020

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Newscast Director (Regular, Full Time):** Q13 Fox and JOEtv, the Fox owned and operated duopoly in Seattle, WA, are hiring a newscast director. The candidate must have experience using both manual and automated professional broadcast switchers to direct live newscasts, newsbreaks, programs and specials. This will include automation coding in I-News show rundowns to coordinate all shots and cues. This position requires someone who has a strong ability to lead a production team, audio operator, teleprompter and robotic cameras as well as field camera crews. Must also have experience in coding newscasts for our automated control room switching.

A minimum of two years' experience directing and/or technical directing on-air for live news programming required. Experience using both manual and automated professional broadcast switchers is required. Ability to operate a broad range of production equipment, including character generators, audio consoles, robotic camera equipment and Ross Overdrive control room automation is desired. Lighting design experience is also a plus.

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

Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required. Must be a leader who is proactive, creative, takes initiative, reacts quickly, projects a positive attitude, and keeps their composure during stressful situations. College degree preferred. [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOEtv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

**Executive Producer (Regular Full-Time, Mornings):** 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 four 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 continuously evolve our newscasts. Weekends, holidays and varied hours req. To Apply [CLICK HERE](#)

## Engineering

### Maintenance Supervisor (Regular, Full-Time)

KCPQ/KZJO in Seattle, WA is hiring for maintenance supervisor. The candidate will be responsible for day to day repair and maintenance of KCPQ/KZJO on-air product, equipment, studio production systems, building maintenance, at Seattle FOX Studio.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly leads and manages the day to day engineering team to maintain the stations highest quality of distributed broadcast signals.
- Responsible for daily engineering task loading assignments with engineering staff to meet the weekly engineering plan deadlines and project completion schedule.
- Proactive management style to propose solutions to resolve issues with the entire station operation, always with the culture of protecting the integrity of our on air products and station operation.
- Responsible for leading the facilities maintenance of the studio location.

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

- Provide the day to day organizational spreadsheets and tools to continuously track tasks, projects, equipment, materials and supplies for the department.
- Supervise the maintenance engineers to build a team that excels with every assignment and provide management oversight to create and maintain the highest levels of engineering standards.
- Displays an upbeat, positive enthusiasm for the television station and its respective employees
- Must meet all deadlines on or before the completion dates
- Reports directly to the Director of Technology
- Oversees maintenance of ancillary equipment and operations, including station site generator, electrical switchgear, and building systems, as well as the responsibility of the FCC closed captioning, emergency crawls, EAS tests and alerts, Text to Speech requirements, CALM Act (loudness), Amber Alerts, pop-ups and local or national cut-ins.
- Responsible to stock, materials, parts, and supplies required for proper maintenance of all systems and the facility.
- Responsible for ongoing training and education of maintenance engineers and to transfer knowledge to the employees to support raising the standards.
- Responsible to assist in strategizing and developing the three-year capital plan with the Director of Technology
- Coordinates with other departments for proper maintenance of station equipment and scheduling. Responsible for equipment history logging for repairs and maintenance.
- Oversees maintenance of Webcams and ENG/SNG vehicles.
- Respond to emergencies whenever needed.
- Demonstrates responsibility for any and all equipment issued by FOX.
- Maintain professional communication and behavior at all times.
- Work varied hours, holidays, weekends, early mornings, late evenings, and during severe weather situations as needed and/or scheduled.
- Other duties as assigned.
- Assists Director of Technology during scheduled and non-scheduled hours.
- Ability to work non-schedule hours during breaking news or whenever an operational need arises for maintaining the highest quality of signals distributed by the station.
- Supervising maintenance engineering staff

## QUALIFICATIONS:

College degree preferred. Minimum 3 years' experience in television broadcast engineering or equivalent broadcast engineering knowledge and experience.

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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

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*

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-foetv-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:** December 14, 2020

**Position/Job Title:** Producer

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 5

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Foxcareers.com</b>	2
<b>Current Employee</b>	1
<b>Indeed.com</b>	1
<b>Monster.com</b>	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** 08/20/2020 - 1 year ago  
**Target Hire Date** 08/20/2020 - 1 year ago  
**Primary Location** USA - WA - Seattle - 1813 Westlake Avenue North



**Hiring Manager**

Sheila Oliver

**Hiring Manager**



**Recruiter**

Tracey Rivers

**Recruiter**

**Details**

**Details**

**Requisition Details**

**Job Requisition** R50012342 Evening Newscast Producer (Filled)  
**Supervisory Organization** Evening News (Sheila Oliver (Inherited))  
**Position** News Producer - Romy Ackerberg  
**Spotlight Job** No  
**Referral Payment Plan**  
**Inbound Process** Lateral Move: Romy Ackerberg

Available For Hire No

Hiring Freeze No

Requester Erik Breon (Terminated)

Job Application Template Default Job Application Template effective 06/09/2018 10:18

Primary Internal Questionnaire Fox Internal Application -V1.1

Secondary Internal Questionnaire Fox Job Application\_External

Secondary External Questionnaire

Recruiting Self-Schedule Calendars

Reference Template

Replacement For Post Internally and Externally

Recruiting Instruction Evening Newscast Producer

Job Posting Title

### Hiring Requirements

#### Job Details

Job Profile TVST News 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 08/20/2020

Target Hire Date 08/20/2020

Target End Date

### Additional Information

Union Membership from Job Profile

Allowed Unions from Job Profile

Job Description

Q13 KCPQ and JOEY KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscast. 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. 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.

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**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
08/20/2020	Requisition Compensation Change: R50012342 Evening Newscast Producer	08/20/2020 02:47:46 PM	08/20/2020 02:47:46 PM	Successfully Completed
08/20/2020	Job Requisition: R50012342 Evening Newscast Producer	08/20/2020 01:51:04 PM	08/20/2020 02:47:46 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	08/20/2020	11/30/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Evening Newscast Producer
Domestic	External	08/20/2020	11/30/2020	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Evening Newscast Producer
FOX TVST - West Region Stations	External	08/20/2020	11/30/2020	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Evening Newscast Producer

## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:25 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 11-24-20.docx

Tyler,  
Please post the attached.

Thank you.

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





## Rivers, Tracey

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Lisa Cordes; Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 11-24-20.docx

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**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:26 PM  
**To:** Asian American Journalist Association - Seattle; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce; Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; Veterans West; WA State Hispanic Chamber of Commerce; Women in Film Seattle; www.mediagignow.com  
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# JOB OPPORTUNITIES

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

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

**November 24, 2020**

## **Creative Services**

**Promotions Producer (Regular, Full Time):** Q13 FOX & JOEtv in Seattle, WA, is looking for a smart and highly-motivated Creative Writer/Producer to join our award-winning team!

This position is responsible for working closely with the Director of Marketing & Creative Services and Brand Manager to produce effective, on-brand marketing material for on-air promotional spots, digital marketing and special projects. You will be challenged to create advertising that cuts through the clutter and grabs our audience's attention.

### **Requirements & Skills:**

- Conceive, write, produce, and edit compelling topical and image promotion
- Work in a fast-paced, deadline driven environment
- Ensure that assigned projects are organized, executed and delivered on-time
- Push the creative envelope while adhering to brand guidelines
- Initiate planned projects as a self-starter, and maintain company equipment
- Produce client-sponsored promotional content
- Share your creative skills with team members
- Perform a range of related duties, as assigned
- Minimum 3 years of video production and marketing experience; if you've never operated a camera, this job is not for you.
- Must provide a reel of work examples; you will not be contacted without a reel.
- Extensive knowledge and proven experience in After Effects and Premiere
- Working knowledge of Adobe Creative Cloud products
- Strong image and promotion writing skills
- Proficient in TV/Film lighting and audio gear
- Possess excellent organization and time management skills
- **Ability to work a flexible schedule that may require nights, early mornings, weekends, holidays and emergency scenarios**
- Must have strong interpersonal skills and the ability to interact with all departments
- Out-of-the-box thinking, and a sense of humor are a must [Click Here to Apply](#)

## **NEWS**

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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

**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

digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go! [Click Here to Apply](#)

**Evening Newscast Producer (Regular, Full Time):** Q13 KCPQ and JOETv KZJO the Fox duopoly in Seattle WA, are hiring a producer for our evening newscasts. 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. 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 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](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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

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***

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:** January 4, 2021

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

**Job Classification:** News

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

**Contact Person:** Human Resources

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

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

**Total # of Interviewees:** 8

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Current Employee</b>	1
<b>FoxCareers.com</b>	4
<b>LinkedIn.com</b>	3

---

**<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** 08/28/2020 - 1 year ago  
**Target Hire Date** 08/28/2020 - 1 year ago  
**Primary Location** USA - WA - Seattle - 1813 Westlake Avenue North



Tyler Slauson

Hiring Manager



Tracey Rivers

Recruiter

Recruiter

## Details

### Details

#### Requisition Details

**Job Requisition** R50012376 Digital Content Creator (Filled)  
**Supervisory Organization** Evening News (Tyler Slauson)  
**Position** Digital Content Creator - Brittany Perry  
**Spotlight Job** No  
**Referral Payment Plan** Inbound Process  
**Hire:** Brittany Perry



Available For Hire No  
 Hiring Freeze No  
 Requester Tyler Slauson  
 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 Matt Erspamer (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 Locations  
 Additional Job Posting Locations  
 Scheduled Weekly Hours 0  
 Work Shift  
 Recruiting Start Date 08/28/2020  
 Target Hire Date 08/28/2020  
 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 KCPQ in Seattle WA. 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 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 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.

**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, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

**About FTS Digital:** FOX Television Stations (FTS) Digital, the digital arm of one of the nation's largest owned & operated TV station groups, is committed to being the digital leader in Live, News and Sports. We invest in the very best people, technology and ideas, and we're here to drive transformation of traditional media to exciting heights. We're looking for creative, innovative leaders who are passionate about digital and crave a challenge. We're all in. Are you? Let's go!

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
08/28/2020	Requisition Compensation Change:	12/02/2020 02:32:12 PM	12/02/2020 02:32:12 PM	Successfully Completed



Effective Date	Business Process	Initiated On	Completed On	Status
08/28/2020	R50012376 Digital Content Creator Job Requisition Change: R50012376 Digital Content Creator	12/02/2020 02:30:31 PM	12/02/2020 02:32:12 PM	Successfully Completed
08/28/2020	Requisition Compensation Change: R50012376 Digital Content Creator	08/28/2020 04:06:55 PM	08/28/2020 04:06:55 PM	Successfully Completed
08/28/2020	Job Requisition: R50012376 Digital Content Creator	08/28/2020 01:49:39 PM	08/28/2020 04:06:55 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
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**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	08/28/2020	12/03/2020	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Digital Content Creator
Domestic	External	08/28/2020	12/03/2020	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Digital Content Creator
FOX TVST - West Stations	External	08/28/2020	12/03/2020	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Digital Content Creator

## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:25 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 11-24-20.docx

Tyler,  
Please post the attached.

Thank you.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:24 PM  
**To:** Pritchett, Adrienne (FoxTV); Yuen, Bonnie (FoxTV); Nohr, Christine (FoxTV); Smith, Cynthia (FoxTV); Rosas, Denise (FoxTV); Diana Pike; Frascella, Heather (FoxTV); Hanson, Heather (FoxTV); Morillo, Iraida (FoxTV); Sierra, Iris (FoxTV); O'hara, Kate ( FoxTV ); Distefano, Linda (FoxTV); Lisa Cordes; Baker, Mary (FoxTV); Robles, Nicole (FoxTV); Davis, Regina (FoxTV); Barranda, Roselyn (FoxTV); Scott-nathan, Sharming (FoxTV)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 11-24-20.docx

Hello,  
Thank you for sharing our job opportunities.

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



## Rivers, Tracey

---

**From:** Rivers, Tracey (FoxTV)  
**Sent:** Tuesday, November 24, 2020 4:26 PM  
**To:** Asian American Journalist Association - Seattle; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council (info@ethnicheritagecouncil.org); Hispanic Metropolitan Chamber of Commerce; Medialine (rich@medialine.com); Michael Bille (info@michaelsmedia.com); National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; Veterans West; WA State Hispanic Chamber of Commerce; Women in Film Seattle; www.mediagignow.com  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** KCPQ-KZJO Job Opportunities 11-24-20.docx

Hello,  
Thank you for sharing our job opportunities.

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





# JOB OPPORTUNITIES

KCPQ TV Fox 13 & KZJO TV & Q13Fox.com

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

November 24, 2020

## Creative Services

**Promotions Producer (Regular, Full Time):** Q13 FOX & JOEtv in Seattle, WA, is looking for a smart and highly-motivated Creative Writer/Producer to join our award-winning team!

This position is responsible for working closely with the Director of Marketing & Creative Services and Brand Manager to produce effective, on-brand marketing material for on-air promotional spots, digital marketing and special projects. You will be challenged to create advertising that cuts through the clutter and grabs our audience's attention.

### Requirements & Skills:

- Conceive, write, produce, and edit compelling topical and image promotion
- Work in a fast-paced, deadline driven environment
- Ensure that assigned projects are organized, executed and delivered on-time
- Push the creative envelope while adhering to brand guidelines
- Initiate planned projects as a self-starter, and maintain company equipment
- Produce client-sponsored promotional content
- Share your creative skills with team members
- Perform a range of related duties, as assigned
- Minimum 3 years of video production and marketing experience; if you've never operated a camera, this job is not for you.
- Must provide a reel of work examples; you will not be contacted without a reel.
- Extensive knowledge and proven experience in After Effects and Premiere
- Working knowledge of Adobe Creative Cloud products
- Strong image and promotion writing skills
- Proficient in TV/Film lighting and audio gear
- Possess excellent organization and time management skills
- **Ability to work a flexible schedule that may require nights, early mornings, weekends, holidays and emergency scenarios**
- Must have strong interpersonal skills and the ability to interact with all departments
- Out-of-the-box thinking, and a sense of humor are a must [Click Here to Apply](#)

## NEWS

**Digital Content Creator (Regular, Full Time):** We're hiring a Digital Content Creator to be part of our next-level team at Q13 KCPQ in Seattle WA. 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 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 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.

**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

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

digital and social dominance. Reach and engage users on Facebook, Twitter, Instagram, YouTube, Snapchat and beyond. Use social listening and analytics tools like Crowd Tangle, Google Analytics, Chartbeat and Share Rocket to make informed editorial decisions. Work with 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, 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 (Adobe products a plus). **Candidate must be able to work flexible hours; early mornings, late nights, weekends and holidays may be required.**

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

## Human Resources

### KCPQ/KZJO- Human Resources Director (Regular Fulltime)

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

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*

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-ioetv-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:** February 22, 2021

**Position/Job Title:** Associate Producer

**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:** 7

<b>Referral Sources<sup>2</sup></b>	<b>No. of Interviewees</b>
<b>Current Employee</b>	1
<b>FoxCareers.com</b>	2
<b>Employee Referral</b>	1
<b>Indeed.com</b>	2
<b>LinkedIn.com</b>	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>	12/07/2020 - 9 months ago
<b>Target Hire Date</b>	12/07/2020 - 9 months ago
<b>Primary Location</b>	USA - WA - Seattle - 1813 Westlake Avenue North
<b>Hiring Manager</b>	
Bobbie Nickel	
	
<b>Hiring Manager</b>	
Tracey Rivers	
<b>Recruiter</b>	

## Details

### Details

#### Requisition Details

**Job Requisition** R50012963 Associate Producer (Filled)  
**Supervisory Organization** Evening News (Bobbie Nickel)  
**Position** News Associate Producer - Cameron Walker  
**Spotlight Job** No  
**Referral Payment Plan** Hire: Cameron Walker  
**Inbound Process 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** TV\_Stations - News: Editorial  
**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

Post Internally and Externally  
Associate Producer

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

40  
 12/07/2020  
 12/07/2020

Additional Information

- Union Membership from Job Profile
- Allowed Unions from Job Profile

Job Description

Associate Producer

Q13 KCPQ and JOEtv KZJQ 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.

**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**  
**Business Process**

Effective Date	Business Process	Initiated On	Completed On	Status
12/07/2020	Requisition Compensation Change: R50012963 Associate Producer	12/07/2020 04:50:40 PM	12/07/2020 04:50:40 PM	Successfully Completed
12/07/2020	Job Requisition: R50012963 Associate Producer	12/07/2020 04:33:59 PM	12/07/2020 04:50:40 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
Internal	Internal	12/07/2020	02/02/2021	Default Job Application Template effective		0	Internal: Associate Producer

**Historical**

Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Internal	Internal	12/07/2020	02/02/2021	Default Job Application Template effective	0	Internal: Associate Producer



Job Posting	Type	Posting Start Date	Posting End Date	Job Application Template	Posting Cost	Job Posting Details
Domestic	External	12/07/2020	02/02/2021	06/08/2018 10:18 Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Associate Producer
FOX TVST - West Region Stations	External	12/07/2020	02/02/2021	06/08/2018 10:18 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, February 2, 2021 12:42 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** Seattle KCPQ-KZJO Job Opportunities 2-2-21.docx

Tyler,  
Please post to website and let me know when it is completed.

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, February 2, 2021 12:41 PM  
**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:** Seattle KCPQ-KZJO Job Opportunities 2-2-21.docx

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, February 2, 2021 12:43 PM  
**To:** Asian American Journalist Association - Seattle; California Chicano News Media Assn; Cynthia Turner's Synopsis; Emma Bowen Foundation; Ethnic Heritage Council; Hispanic Metropolitan Chamber of Commerce; Medialine; Michael Bille; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; Veterans West; WA State Hispanic Chamber of Commerce; Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** Seattle KCPQ-KZJO Job Opportunities 2-2-21.docx

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

February 2, 2021

## NEWS

**Associate Producer (Regular, Full Time):** Q13 KCPQ and JOEtv 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.** [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 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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# JOB OPPORTUNITIES

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## SALES

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

## CREATIVE SERVICES

**Promotions Producer (Regular, Full Time):** Q13 FOX & JOEtv in Seattle, WA, is looking for a smart and highly-motivated Creative Writer/Producer to join our award-winning team!

This position is responsible for working closely with the Director of Marketing & Creative Services and Brand Manager to produce effective, on-brand marketing material for on-air promotional spots, digital marketing and special projects. You will be challenged to create advertising that cuts through the clutter and grabs our audience's attention.

### Requirements & Skills:

- Conceive, write, produce, and edit compelling topical and image promotion
- Work in a fast-paced, deadline driven environment
- Ensure that assigned projects are organized, executed and delivered on-time
- Push the creative envelope while adhering to brand guidelines
- Initiate planned projects as a self-starter, and maintain company equipment
- Produce client-sponsored promotional content
- Share your creative skills with team members
- Perform a range of related duties, as assigned
- Minimum 3 years of video production and marketing experience; if you've never operated a camera, this job is not for you.
- Must provide a reel of work examples; you will not be contacted without a reel.
- Extensive knowledge and proven experience in After Effects and Premiere
- Working knowledge of Adobe Creative Cloud products
- Strong image and promotion writing skills
- Proficient in TV/Film lighting and audio gear
- Possess excellent organization and time management skills
- **Ability to work a flexible schedule that may require nights, early mornings, weekends, holidays and emergency scenarios**
- Must have strong interpersonal skills and the ability to interact with all departments
- Out-of-the-box thinking, and a sense of humor are a must. [Click Here to Apply](#)

## Human Resources

### KCPQ/KZJO– Human Resources Director (Regular Fulltime)

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



## *JOB OPPORTUNITIES*

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-ioetv-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**



## ***JOB OPPORTUNITIES***

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**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:** March 29, 2021

**Position/Job Title:** Promotions Producer

**Job Classification:** Creative Services

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

**Contact Person:** Human Resources

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

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



**Total # of Interviewees:** 14

Referral Sources <sup>2</sup>	No. of Interviewees
Current Employee	2
Employee Referral	2
Foxcareers.com	3
Indeed.com	4
LinkedIn.com	3

---

<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> 11/03/2020 - 10 months ago <b>Target Hire Date</b> 11/03/2020 - 10 months ago <b>Primary Location</b> USA - WA - Seattle - 1813 Westlake Avenue North	
Andrew Delgado	Hiring Manager
	
Tracey Rivers	Recruiter

## Details

### Details

#### Requisition Details

**Job Requisition** R50012806 Promotions Producer (Filled)  
**Supervisory Organization** Advertising (Andrew Delgado)  
**Position** Promotions Producer - Aaron Shindldecker  
**Spotlight Job** No  
**Referral Payment Plan** Hire: Aaron Shindldecker  
**Inbound Process**



Available For Hire No  
 Hiring Freeze No  
 Requester Andrew Delgado  
 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 Nancy MacDonald (Terminated)  
 Recruiting Instruction Post Internally and Externally  
 Job Posting Title Promotions Producer  
 Job Description Summary

Hiring Requirements

Job Details

Job Profile TVST Promotions Producer  
 Job Families for Job Profiles TVST Creative Services/Promotion  
 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 11/03/2020  
 Target Hire Date 11/03/2020  
 Target End Date

Additional Information

Union Membership from Job Profile  
 Allowed Unions from Job Profile

Job Description Q13 FOX & JOEtv in Seattle, WA, is looking for a smart and highly-motivated Creative Writer/Producer to join our award-winning team!

This position is responsible for working closely with the Director of Marketing & Creative Services and Brand Manager to produce effective, on-brand marketing material for on-air promotional spots, digital marketing and special projects. You will be challenged to create advertising that cuts through the clutter and grabs our audience's attention.

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- Share your creative skills with team members
- Perform a range of related duties, as assigned

**Requirements & Skills:**

- Minimum 3 years of video production and marketing experience; if you've never operated a camera, this job is not for you.
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- Out-of-the-box thinking, and a sense of humor are a must

**Additional Job Description**

Attachments  
Attachments





Job Requisition Attachment

**Business Process History**

Effective Date	Business Process	Initiated On	Completed On	Status
11/03/2020	Requisition Compensation Change: R50012806 Promotions Producer	11/03/2020 07:06:59 PM	11/03/2020 07:06:59 PM	Successfully Completed
11/03/2020	Job Requisition: R50012806 Promotions Producer	11/03/2020 04:17:37 PM	11/03/2020 07:06:59 PM	Successfully Completed

**Organizations**

**Organizations**

Organization Type	Organization
Company	TVKCPQ KCQPQ
Cost Center	19570 Advertising (inactive)
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	11/04/2020	02/05/2021	Default Job Application Template effective 06/08/2018 10:18	0	Internal: Promotions Producer
Domestic	External	11/04/2020	02/05/2021	Default Job Application Template effective 06/08/2018 10:18	0	Domestic: Promotions Producer
FOX TVST - West Region Stations	External	11/04/2020	02/05/2021	Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Promotions Producer

**Rivers, Tracey**

---

**From:** Rivers, Tracey  
**Sent:** Tuesday, February 2, 2021 12:42 PM  
**To:** Slauson, Tyler  
**Subject:** KCPQ/KZJO Job Opportunities  
**Attachments:** Seattle KCPQ-KZJO Job Opportunities 2-2-21.docx

Tyler,  
Please post to website and let me know when it is completed.

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, February 2, 2021 12:41 PM  
**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:** Seattle KCPQ-KZJO Job Opportunities 2-2-21.docx

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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**Sent:** Tuesday, February 2, 2021 12:43 PM  
**To:** Asian American Journalist Association - Seattle; California Chicano News Media Assn; Cynthia Turner's Cynopsis; Emma Bowen Foundation; Ethnic Heritage Council; Hispanic Metropolitan Chamber of Commerce; Medialine; Michael Bille; National Association of Black College Broadcasters; National Lesbian & Gay Journalist Association; 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; Veterans West; WA State Hispanic Chamber of Commerce; Women in Film Seattle; [www.mediagignow.com](http://www.mediagignow.com)  
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# JOB OPPORTUNITIES

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

February 2, 2021

## NEWS

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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

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## Human Resources

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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

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**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
Job Board	1
FoxCareers.com	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** 01/29/2021 - 7 months ago  
**Target Hire Date** 01/29/2021 - 7 months ago  
**Primary Location** USA - WA - Seattle - 1813 Westlake Avenue North



Sheila Oliver  
Hiring Manager

Sheila Oliver

Hiring Manager



Tracey Rivers  
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 Dollathide  
 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 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 JOEtv 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



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**Additional Job Description**

Attachments  
Attachments

Job Requisition Attachment

**Business Process History**

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	TV/KCPQ 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>									
Internal	Internal		03/31/2021	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			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			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			Default Job Application Template effective 06/08/2018 10:18	0	Internal: Associate Producer
Domestic	External		02/02/2021	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			Default Job Application Template effective 06/08/2018 10:18	0	FOX TVST - West Region Stations: Associate Producer

## Rivers, Tracey

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**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

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**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:** KCPO/KZJO Job Opportunities  
**Attachments:** KCPO-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

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**From:** Rivers, Tracey  
**Sent:** Tuesday, March 30, 2021 11:42 AM  
**To:** Asian American Journalist Association - Seattle (info@aaajaseattle.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:** 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.
- 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](#)

## 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,

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

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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