

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 2/17/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
5	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
6	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 2/17/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
8	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
9	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
10	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
15	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****Sales Operations**

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 2/17/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 2/17/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
30	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
32	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
34	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
36	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations

Position: Sales Operations

Hire Date: February 17, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Sales Operations

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Vero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Sales Operations

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req5439-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Sales Operations

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aia.edu	Sent: 2/1/2017 11:33:18 PM
3	Art Institute of California - Los Angeles E-mail: agboyd@aia.edu	Sent: 2/1/2017 11:33:17 PM
4	Art Institute of California - Los Angeles E-mail: rvann@aia.edu	Sent: 2/1/2017 11:33:19 PM
5	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 2/1/2017 11:33:17 PM
6	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 2/1/2017 11:33:18 PM
8	California State University - Northridge E-mail: career.center@csun.edu	Sent: 2/1/2017 11:33:16 PM
10	Colorado Media School E-mail: tcuff@beonair.com	Sent: 2/1/2017 11:33:15 PM
15	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 2/1/2017 11:33:19 PM
16	Glendale Community College E-mail: andrav@glendale.edu	Sent: 2/1/2017 11:33:15 PM
17	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 2/1/2017 11:33:16 PM
24	JVS Marina Del Rey Worksource Center E-mail: phoward@jvsla.org	Sent: 2/1/2017 11:33:18 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 2/1/2017 11:33:15 PM
30	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 2/1/2017 11:33:18 PM
32	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 2/1/2017 11:33:17 PM

Accessibility : Scripting : [\[Disable AJAX and DHTML\]](#) [\[Disable javascript alerts\]](#) [\[Remove all scripting\]](#) Text Size : [A](#) [A](#) [A](#)[Home](#) [States](#) [Cities](#) [Companies](#)[Select Language](#) ▼

Keywords

iheartmedia

job title, industry, keyword, or company

Location(s)

91505

enter zip code or city, state

within 25 miles ▼

[Job Seekers](#) [Employers](#)

21 jobs found matching iheartmedia in 91505 (within 25 miles)

Jobs 1 - 10 of 21

Next >

Sort by: [Relevance](#) | [Date](#)**Staff Engineer**[iHeartMedia](#) (Sherman Oaks, CA)
first acquired 2017-1-12 11:37 PM

Share this job:

**Traffic Coordinator**[iHeartMedia](#) (Sherman Oaks, CA)
first acquired 2017-2-7 10:08 PM

Share this job:

**Affiliate Service Representative**[iHeartMedia](#) (Sherman Oaks, CA)
first acquired 2017-2-7 10:08 PM

Share this job:

**Affiliate Data Coordinator**[iHeartMedia](#) (Sherman Oaks, CA)
first acquired 2017-2-7 10:08 PM

Share this job:

**Sales Operations**[iHeartMedia](#) (Burbank, CA)
first acquired 2017-2-1 11:13 PM

Share this job:

**KBIG - FM / Board Op**[iHeartMedia](#) (Burbank, CA)
first acquired 2017-1-23 10:27 PM

Share this job:

**Campaign Strategist**[iHeartMedia](#) (Torrance, CA)
first acquired 2017-1-6 9:45 PM

Share this job:

**Digital Account Manager - Connections West**[iHeartMedia](#) (Los Angeles, CA)
first acquired 2017-1-26 10:37 PM

Share this job:

**Regional Marketing Leader**[iHeartMedia](#) (Torrance, CA)
first acquired 2016-10-19 0:09 AM

Share this job:

**Regional Sales Leader**[iHeartMedia](#) (Torrance, CA)
first acquired 2016-10-19 0:09 AM

Share this job:



Jobs 1 - 10 of 21

Next >

Location

Company

Time Range

[1 day back](#)
[2 days back](#)
[3 days back](#)
[7 days back](#)
[14 days back](#)
anytime

Occupation Title

Posted By

Industry

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The .JOBS Top Level Domain is endorsed by HR Policy Association, The Public Policy Association of Chief Human Resource Officers.

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This is how a student may see your job posting.

Sales Operations

Position Type

Full Time

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req5439-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Feb 02, 2017

Applications Accepted Until:

May 02, 2017

If no application instructions appear,

professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar

- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities

- Demonstrates competitive spirit; shows desire to "move up"

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

Location

Burbank, California

ID

70183

Job Function

Entertainment/Media/Perf Arts

Compensation

DOE 

Your password is weak. Please update your password now. Learn more about password strength.



This is how a student may see your job posting.

Sales Operations

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

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Important Dates

Posted On:

Feb 02, 2017

Applications Accepted Until:

Mar 04, 2017

deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to "move up"

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Location**Burbank, California****ID****136622****Division****iHeartMedia - Los Angeles****Desired Major(s)****All Majors****Job Function****Sales****Requisition #****5439**

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
5	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
6	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 4/10/2017

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7	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
8	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
9	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
10	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral California N/A N/A	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
16	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVZ, KYSR

Vacancy Data Form

Sales Operations Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
30	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
32	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
34	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
36	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations Coordinator

Position: Sales Operations Coordinator

Hire Date: April 10, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

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Responsibilities

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- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Vero and Radio Fusion or demonstrates ability to learn new systems quickly
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- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
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- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales-Operations-Coordinator_Req6032-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations Coordinator

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aia.edu	Sent: 3/27/2017 8:34:46 PM
3	Art Institute of California - Los Angeles E-mail: agboyd@aia.edu	Sent: 3/27/2017 8:34:45 PM
4	Art Institute of California - Los Angeles E-mail: rvann@aia.edu	Sent: 3/27/2017 8:34:47 PM
5	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 3/27/2017 8:34:45 PM
6	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 3/27/2017 8:34:47 PM
8	California State University - Northridge E-mail: career.center@csun.edu	Sent: 3/27/2017 8:34:44 PM
10	Colorado Media School E-mail: tcuff@beonair.com	Sent: 3/27/2017 8:34:43 PM
15	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 3/27/2017 8:34:47 PM
16	Glendale Community College E-mail: andrav@glendale.edu	Sent: 3/27/2017 8:34:43 PM
17	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 3/27/2017 8:34:44 PM
24	JVS Marina Del Rey Worksource Center E-mail: phoward@jvsla.org	Sent: 3/27/2017 8:34:46 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 3/27/2017 8:34:43 PM
30	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 3/27/2017 8:34:47 PM
32	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 3/27/2017 8:34:45 PM

Accessibility : Scripting : [Disable AJAX and DHTML] [Disable javascript alerts] [Remove all scripting] Text Size : A A A A

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Select Language: ▼

Keywords

iheartmedia

job title, industry, keyword, or company

Location(s)

Burbank, CA

enter zip code or city, state

within 25 miles ▼

Job Seekers: Breakovers

16 jobs found matching iheartmedia in Burbank, CA (within 25 miles)

Jobs 1 - 10 of 16

Next >

Sort by: Relevance | Date

Sales Operations CoordinatoriHeartMedia (Burbank, CA)
first acquired 2017-3-27 10:37 PM

Share this job:

**National Account Executive**iHeartMedia (Torrance, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Account Executive-AM**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Unpaid Summer 2017 Intern Team Member**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Part Time Producer**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Board Op**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Engineering Tech Support**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Promotions Assistant**iHeartMedia (Burbank, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Sales Assistant**iHeartMedia (Torrance, CA)
first acquired 2017-3-21 11:40 AM

Share this job:

**Account Executive**iHeartMedia (Torrance, CA)
first acquired 2017-3-21 11:40 AM

Share this job:



Jobs 1 - 10 of 16

Next >

Location

Company

Time Range

[1 day back](#)
[2 days back](#)
[3 days back](#)
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 This is how a student may see your job posting.

Sales Operations Coordinator

Position Type

Full Time

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Operations-Coordinator_Req6032-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Mar 27, 2017

Applications Accepted Until:

Apr 27, 2017

If no application instructions appear,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Sales Operations Coordinator

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
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Important Dates

Posted On:

Mar 27, 2017

Applications Accepted Until:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Receptionist

Recruitment source referring hiree: All Access

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	2
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
3	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Receptionist

Recruitment source referring hiree: All Access

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
6	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
7	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
8	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
9	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
10	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Receptionist

Recruitment source referring hiree: All Access

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
16	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Receptionist

Recruitment source referring hiree: All Access

Date of hire: 4/10/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
30	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
32	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
34	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
36	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Receptionist

Position: Receptionist

Hire Date: April 10, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Functions as the public face of the business, greeting a wide range of visitors; performs a full range of duties including answering and routing telephone calls, record keeping, administrative and clerical work.

Responsibilities

- Routes incoming and outgoing telephone calls at switchboard or multi-line phone.
- Takes and distributes messages as appropriate.
- Greets visitors, issues visitor passes, maintains visitor logs, notifies party of visitor arrival and/or directs visitor to designated area.
- Responds to routine inquiries regarding office location, hours of operation, etc.
- May schedule meeting rooms, prepare basic correspondence, organize and distribute mail, receive and send courier packages, etc.

Qualifications

- Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech, appearance, body language, mannerisms, and dress appropriate to the environment; maintains

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Receptionist

professional work surroundings

- Ability to learn new systems and processes quickly
- Collaboration with others
- Stress tolerance: composure when faced with difficult/demanding situations and/or personalities
- Ability to multitask, e.g., handle simultaneous incoming calls and visitors
- Proficiency in Microsoft Office Suite and social media platforms
- Demonstrates initiative to find answers to inquiries from guests, staff and self
- Uses professional telephone skills
- Takes responsibility & accountability for assignments or tasks
- Time management: shows attention to detail; meets deadlines; arranges for back-up when not in the office; is punctual
- Adapts to shifts in priorities and/or tasks

Work Experience

- 0-1+ year's experience in a similar role
- Familiarity with similar phone system a plus

Education

- 4-year college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Receptionist

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Receptionist_Req5976-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

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KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Receptionist

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aii.edu	Sent: 3/29/2017 2:11:05 PM
3	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 3/29/2017 2:11:04 PM
4	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 3/29/2017 2:11:06 PM
5	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 3/29/2017 2:11:03 PM
6	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 3/29/2017 2:11:05 PM
8	California State University - Northridge E-mail: career.center@csun.edu	Sent: 3/29/2017 2:11:03 PM
10	Colorado Media School E-mail: tcuff@beonair.com	Sent: 3/29/2017 2:11:02 PM
15	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 3/29/2017 2:11:06 PM
16	Glendale Community College E-mail: andrav@glendale.edu	Sent: 3/29/2017 2:11:01 PM
17	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 3/29/2017 2:11:03 PM
24	JVS Marina Del Rey Worksource Center E-mail: phoward@jvsla.org	Sent: 3/29/2017 2:11:05 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 3/29/2017 2:11:02 PM
30	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 3/29/2017 2:11:06 PM
32	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 3/29/2017 2:11:04 PM

California Job Order Print Document

Job Order: **15292141**
Office: **00300 Glendale (WSB)**

Print Date: **3/31/2017 12:57:43 PM**
LWIA/Region: **Verdugo Workforce Investment Board,
Community Deve**

Employer Information:

Employer Name: **Clear Channel Media+Entertainment**
How to Apply: **Provide a CalJOBS Résumé Online (recommended)**
Company Website: **NA**
Application Comments:

Location:

Main Address:
**Clear Channel Media+Entertainment
3400 W Olive Avenue, Suite 550**

Mailing Address:
**3400 W OLIVE AVE STE 550
BURBANK, CA 91505-5544**

Burbank, CA 91505-5544

Contact:

Contact: **Kiyo Knight**
Phone: **(818) 559-2252** Fax: **(818) 566-6488**
x6115

Title: **HR Coordinator**
Email: **ashleymyers@iheartmedia.com**

Job Details:

Occupational Code: **43417100 Receptionists and Information Clerks**

Job Title: **Receptionist**

Industry Code: **51511 - Radio Broadcasting**

Number of Positions: **1**

Earliest Date to Display: **3/31/2017**

Type of Job: **Regular**

Duration: **Over 150 Days**

Referrals: **25**

Last Date Job Order Will Display: **5/30/2017**

Job Time Type: **Full Time (30 Hours or More)**

Special Job Category:

Job Duties and Skills:

Description:

Description**Job Summary:**

Functions as the public face of the business, greeting a wide range of visitors; performs a full range of duties including answering and routing telephone calls, record keeping, administrative and clerical work.

Responsibilities

- * Routes incoming and outgoing telephone calls at switchboard or multi-line phone.**
- * Takes and distributes messages as appropriate.**
- * Greets visitors, issues visitor passes, maintains visitor logs, notifies party of visitor arrival and/or directs visitor to designated area.**
- * Responds to routine inquiries regarding office location, hours of operation, etc.**
- * May schedule meeting rooms, prepare basic correspondence, organize and distribute mail, receive and send courier packages, etc.**

Qualifications

- * Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech, appearance, body language, mannerisms, and dress appropriate to the environment; maintains professional work surroundings**
- * Ability to learn new systems and processes quickly**

 This is how a student may see your job posting.

RECEPTIONIST

Position Type

Full Time

Description

Job Summary:

Functions as the public face of the business, greeting a wide range of visitors; performs a full range of duties including answering and routing telephone calls, record keeping, administrative and clerical work.

Responsibilities

- Routes incoming and outgoing telephone calls at switchboard or multi-line phone.
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Qualifications

- Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech, appearance, body language, mannerisms, and dress appropriate to the environment; maintains professional work surroundings
- Ability to learn new systems and processes quickly
- Collaboration with others
- Stress tolerance: composure when faced with difficult/demanding situations and/or personalities
- Ability to multitask, e.g., handle simultaneous incoming calls and

How To Apply

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Important Dates

Posted On:

Mar 29, 2017

Applications Accepted Until:

Apr 28, 2017

If no application instructions appear, make sure that you have a resume in the

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

RECEPTIONIST

Position Type

Full Time Entry Level

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Functions as the public face of the business, greeting a wide range of visitors; performs a full range of duties including answering and routing telephone calls, record keeping, administrative and clerical work.

Responsibilities

- Routes incoming and outgoing telephone calls at switchboard or multi-line phone.
- Takes and distributes messages as appropriate.
- Greets visitors, issues visitor passes, maintains visitor logs, notifies party of visitor arrival and/or directs visitor to designated area.
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- May schedule meeting rooms, prepare basic correspondence, organize and distribute mail, receive and send courier packages, etc.

Qualifications

- Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech,

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Important Dates

Posted On:

Mar 29, 2017

Applications Accepted Until:

Apr 28, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

On-Air Talent

Recruitment source referring hiree: Exigent Circumstances
Date of hire: 4/24/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Exigent Circumstances	N	1
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

MEMORANDUM

TO: Station Internal Files

RE: Circumstances concerning On-Air Talent hire

To fill the position of On-Air Talent on 4/24/2017, this station employment unit ("SEU") was presented with a unique and immediate opportunity to hire a top talent in the market from a competitor. The SEU brought the candidate back to serve as a Co-Host of the REAL After Party Show. The candidate had a following in the market and was an expert on the station's format, having previously worked at the SEU in a part-time position. It was considered a coup for the SEU to be able to hire this candidate from a local competitor.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

VP of Partnerships

Recruitment source referring hiree: Exigent Circumstances
Date of hire: 4/24/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Exigent Circumstances	N	1
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

MEMORANDUM

TO: Station Internal Files

DATE: 4/24/2017

RE: Circumstances concerning VP of Partnerships hire

To fill the position of VP of Partnerships on 4/24/2017, this station employment unit ("SEU") faced exigent circumstances because a primary responsibility of the position is to manage and grow the beer category across all iHeartMedia Los Angeles radio stations as well as assist other stations regionally in this category. In addition, the position works with iHeartMedia Connections team members directly on high-profile beer company accounts. The candidate at issue had over twenty-seven (27) years in the beverage industry working with Anheuser-Busch and was the ideal and most knowledgeable candidate to fill this role. Further, there was an urgency to hire the candidate as he was looking at other offers of employment within the beer and alcohol industry.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Production Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/26/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
5	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
6	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR

Vacancy Data Form

Production Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/26/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
8	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
9	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
10	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral California N/A N/A	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Production Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/26/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
16	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Production Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/26/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
30	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
32	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
34	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR**Vacancy Data Form****Production Assistant****Recruitment source referring hiree: Employee Referral****Date of hire: 6/26/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
36	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR

Fax and E-mail verification summary report for Production Assistant

Position: Production Assistant

Hire Date: June 26, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Creates program content and manages the whole production process for both live and recorded radio programs

Responsibilities

- Undertakes key administrative responsibilities as well as assists in planning and producing live and/or pre-recorded radio shows which may include news, music, talk, sports, traffic, and feature productions.
- Generates original ideas, identifies suitable ideas from others, and carries out thorough research.
- Researches information, obtains materials and assists with contacting and scheduling guests.
- Gives direction to presenters, content providers, assistants and other crew members.
- Manages budgets and ensures the efficient use of resources.
- Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material.
- Monitors listener emails, inquiries and responses related to shows.
- Works in collaboration with presenters, performers or other program contributors, in order to perform quality

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Production Assistant

assurance to meet established production standards, rules and regulations.

- Uses various broadcasting technologies such as soundboards and editing/production software.
- Schedules and monitors the radio stream during live recordings.
- Assists with time-keeping, saving show recordings, archiving show files and post-production editing as directed.
- May work the board for pre-recorded or live shows.

Qualifications

- Ability to generate original ideas, and to think creatively about how to communicate them to audiences; has comprehensive knowledge of subjects relevant to specific radio genres
- Excellent writing and storytelling skills; ability to tailor and adapt content for different audiences and platforms
- Knowledgeable of the radio market, different station/program styles, audience demographics
- Knows how to use a variety of recording equipment and to operate different radio studios
- Excellent communication skills, complemented by diplomacy, empathy and patience
- Ability to build rapport and draw information from people
- Can coach and develop others
- Has confidence and tenacity to pursue information, overcome obstacles and pitch ideas to senior colleagues
- Stress tolerance: ability to work calmly and effectively under pressure, and to react quickly to changes
- Ability to plan and organize, set priorities, multi task and meet tight deadlines
- Full knowledge of the law, rules and industry regulations around radio production; knows when it is necessary, and how to acquire, relevant clearances and licenses
- Proficient in Microsoft Office suite and social networking platforms

Work Experience

- 3+ years' experience as Radio Producer and/or Assistant in a smaller market or college station

Education

- 4-year college degree, preferably in Radio or Media Production

Certifications

- None required

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Production Assistant

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Production-Assistant_Req7114

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by BroadcastSource. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVV, KYSR
Fax and E-mail verification summary report for Production Assistant

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aia.edu	Sent: 6/16/2017 12:18:28 AM
3	Art Institute of California - Los Angeles E-mail: agboyd@aia.edu	Sent: 6/16/2017 12:18:28 AM
4	Art Institute of California - Los Angeles E-mail: rvann@aia.edu	Sent: 6/16/2017 12:18:29 AM
5	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 6/16/2017 12:18:26 AM
6	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 6/16/2017 12:18:29 AM
8	California State University - Northridge E-mail: career.center@csun.edu	Sent: 6/16/2017 12:18:26 AM
10	Colorado Media School E-mail: tcuff@beonair.com	Sent: 6/16/2017 12:18:25 AM
15	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 6/16/2017 12:18:30 AM
16	Glendale Community College E-mail: andrav@glendale.edu	Sent: 6/16/2017 12:18:24 AM
17	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 6/16/2017 12:18:26 AM
24	JVS Marina Del Rey Worksource Center Fax: 1-310-309-6037 E-mail: rmadrid@jvsla.org	Sent: 6/23/2017 5:44:28 PM Sent: 6/23/2017 5:10:05 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 6/16/2017 12:18:25 AM
30	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 6/16/2017 12:18:29 AM
32	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 6/16/2017 12:18:27 AM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req7114

Production Assistant

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 6/16/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Production, Planning, and Expediting Clerks

Job Requirements

BD

Job Description

Job Summary: Creates program content and manages the whole production process for both live and recorded radio programs

Responsibilities • Undertakes key administrative responsibilities as well as assists in planning and producing live and/or pre-recorded radio shows which may include news, music, talk, sports, traffic, and feature productions. • Generates original ideas, identifies suitable ideas from others, and carries out thorough research. • Researches information, obtains materials and assists with contacting and scheduling guests. • Gives direction to presenters, content providers, assistants and other crew members. • Manages budgets and ensures the efficient use of resources. • Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material. • Monitors listener emails, inquiries and responses related to shows. • Works in collaboration with presenters, performers or other program contributors, in order to perform quality assurance to meet established production standards, rules and regulations. • Uses various broadcasting technologies such as soundboards and editing/production software. • Schedules and monitors the radio stream during live recordings. • Assists with time-keeping, saving show recordings, archiving show files and post-production editing as directed. • May work the board for pre-recorded or live shows.

Additional Information

Qualifications • Ability to generate original ideas, and to think creatively about how to communicate them to audiences; has comprehensive knowledge of subjects relevant to specific radio genres • Excellent writing and storytelling skills; ability to tailor and adapt content for different audiences and platforms • Knowledgeable of the radio market, different station/program styles, audience demographics • Knows how to use a variety of recording equipment and to operate different radio studios • Excellent communication skills, complemented by diplomacy, empathy and patience • Ability to build rapport and draw information from people • Can coach and develop others • Has confidence and tenacity to pursue information, overcome obstacles and pitch ideas to senior colleagues • Stress tolerance: ability to work calmly and effectively under pressure, and to react quickly to changes • Ability to plan and organize, set priorities, multi task and meet tight deadlines • Full knowledge of the law, rules and industry regulations around radio production; knows when it is necessary, and how to acquire, relevant clearances and licenses • Proficient in Microsoft Office suite and social networking platforms

Work Experience • 3+ years' experience as Radio Producer and/or Assistant in a smaller market or college station

Education • 4-year college degree, preferably in Radio or Media Production

Certifications • None required

Location Burbank, CA: 3400 West Olive Avenue, Suite

Share this Job

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 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Production Assistant

Position Type

Desired Class Level(s)

Part Time

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Creates program content and manages the whole production process for both live and recorded radio programs

Responsibilities

- Undertakes key administrative responsibilities as well as assists in planning and producing live and/or pre-recorded radio shows which may include news, music, talk, sports, traffic, and feature productions.
- Generates original ideas, identifies suitable ideas from others, and carries out thorough research.
- Researches information, obtains materials and assists with contacting and scheduling guests.
- Gives direction to presenters, content providers, assistants and other crew members.
- Manages budgets and ensures the efficient use of resources.
- Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material.
- Monitors listener emails, inquiries and responses related to shows.
- Works in collaboration with presenters, performers or other program contributors, in order to perform quality assurance to meet

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Production-Assistant_Req7114

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jun 19, 2017

Applications Accepted

Until:

Jul 19, 2017

 This is how a student may see your job posting.

Production Assistant

Position Type

Part Time (Off-Campus)

Description

Job Summary:

Creates program content and manages the whole production process for both live and recorded radio programs

Responsibilities

- Undertakes key administrative responsibilities as well as assists in planning and producing live and/or pre-recorded radio shows which may include news, music, talk, sports, traffic, and feature productions.
- Generates original ideas, identifies suitable ideas from others, and carries out thorough research.
- Researches information, obtains materials and assists with contacting and scheduling guests.
- Gives direction to presenters, content providers, assistants and other crew members.
- Manages budgets and ensures the efficient use of resources.
- Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material.
- Monitors listener emails, inquiries and responses related to shows.
- Works in collaboration with presenters, performers or other program contributors, in order to perform quality assurance to meet established production standards, rules and regulations.
- Uses various broadcasting technologies such as soundboards and editing/production software.
- Schedules and monitors the radio stream during live recordings.
- Assists with time-keeping, saving show recordings, archiving show

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Production-Assistant_Req7114

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jun 19, 2017

Applications Accepted Until:

Jul 19, 2017

If no application instructions appear, make sure that you

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Board Operator

Recruitment source referring hiree: Internal Transfer/Promotion
Date of hire: 9/7/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aia.edu Email : DeaThomas@aia.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aia.edu Email : agboyd@aia.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aia.edu Email : rvann@aia.edu Roberta Vann	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Board Operator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/7/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Board Operator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/7/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
21	Internal Posting	N	1
22	Internal Transfer/Promotion	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Board Operator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/7/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Board Operator

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/7/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Board Operator

Position: Board Operator

Hire Date: September 7, 2017

This report, generated by BroadcastSource, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used BroadcastSource to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from BroadcastSource

From: contact@broadcastsource.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides programming and control board support to On-Air Talent.

Responsibilities

- Operates control board for studios and remote programming.
- Regulates program timing, operates syndicated programming, and plays commercials.
- Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room.
- Supports off-air commercial production, dubbing music to hard disk and programming automation computers.
- Protects station's license by censoring live programs and deleting words/phrases not permitted on air.
- Executes playlists for server, tape, or simulcast programming.
- Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards.
- Processes time-out programming for accurate play back.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Board Operator

- Monitors and updates weather, traffic and news reports into automation equipment.
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.
- Screens in-coming phone calls and selectively chooses callers for On-Air Talent and talk shows.
- Handles emergency inserts (e.g. news updates, breaking stories, alert system tests, etc.).

Qualifications

Competencies/Skills

- Proficient in Microsoft Office Suite, Windows, Adobe Audition or similar audio editing software, Wide Orbit or similar automation system
- Time management and attention to detail
- Ability to work without close supervision
- Flexibility in work schedule, including evenings, overnight and weekends
- Functions well in a fast-paced environment with tight timeframes and multiple demands
- Works well in a team environment

Work Experience

- 6 months in a related role and/or technical training

Education

- High school graduate or G.E.D.

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Board Operator

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Board-Operator_Req7110-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Board Operator

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aia.edu	Sent: 6/29/2017 5:52:32 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aia.edu	Sent: 6/29/2017 5:52:32 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aia.edu	Sent: 6/29/2017 5:52:33 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 6/29/2017 5:52:31 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 6/29/2017 5:52:33 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 6/29/2017 5:52:30 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 6/29/2017 5:52:29 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 6/29/2017 5:52:34 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 6/29/2017 5:52:29 PM
16	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 6/29/2017 5:52:30 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 6/29/2017 5:52:32 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 6/29/2017 5:52:29 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 6/29/2017 5:52:33 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 6/29/2017 5:52:31 PM

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Job Summary

Job #: Req7110

Board Operator

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 6/29/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Broadcast Technicians

Job Requirements

HS

Job Description

Job Summary: Provides programming and control board support to On-Air Talent. Responsibilities • Operates control board for studios and remote programming. • Regulates program timing, operates syndicated programming, and plays commercials. • Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room. • Supports off-air commercial production, dubbing music to hard disk and programming automation computers. • Protects station's license by censoring live programs and deleting words/phrases not permitted on air. • Executes playlists for server, tape, or simulcast programming. • Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards. • Processes time-out programming for accurate play back. • Monitors and updates weather, traffic and news reports into automation equipment. • Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast. • Screens in-coming phone calls and selectively chooses callers for On-Air Talent and talk shows. • Handles emergency inserts (e.g. news updates, breaking stories, alert system tests, etc.).

Additional Information

Qualifications Competencies/Skills • Proficient in Microsoft Office Suite, Windows, Adobe Audition or similar audio editing software, Wide Orbit or similar automation system • Time management and attention to detail • Ability to work without close supervision • Flexibility in work schedule, including evenings, overnight and weekends • Functions well in a fast-paced environment with tight timeframes and multiple demands • Works well in a team environment Work Experience • 6 months in a related role and/or technical training Education • High school graduate or G.E.D. Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to apply and search by the Job Posting Title.

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 This is how a student may see your job posting.

Board Operator

Position Type

Part Time (Off-Campus)

Description

Job Summary:

Provides programming and control board support to On-Air Talent.

Responsibilities

- Operates control board for studios and remote programming.
- Regulates program timing, operates syndicated programming, and plays commercials.
- Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room.
- Supports off-air commercial production, dubbing music to hard disk and programming automation computers.
- Protects station's license by censoring live programs and deleting words/phrases not permitted on air.
- Executes playlists for server, tape, or simulcast programming.
- Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards.
- Processes time-out programming for accurate play back.
- Monitors and updates weather, traffic and news reports into automation equipment.
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.
- Screens in-coming phone calls and selectively chooses callers for On-Air Talent and talk shows.
- Handles emergency inserts (e.g. news updates, breaking stories, alert system tests, etc.).

Qualifications

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Board-Operator_Req7110-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jun 29, 2017

Applications Accepted Until:

Aug 29, 2017

If no application instructions appear, make sure that you have a resume in the

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Board Operator

Position Type Desired Class Level(s)

Part Time Junior

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides programming and control board support to On-Air Talent.

Responsibilities

- Operates control board for studios and remote programming.
- Regulates program timing, operates syndicated programming, and plays commercials.
- Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room.
- Supports off-air commercial production, dubbing music to hard disk and programming automation computers.
- Protects station's license by censoring live programs and deleting words/phrases not permitted on air.
- Executes playlists for server, tape, or simulcast programming.
- Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards.
- Processes time-out programming for accurate play back.
- Monitors and updates weather, traffic and news reports into automation equipment.
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.
- Screens in-coming phone calls and selectively chooses callers for

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Board-Operator_Req7110-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Jun 29, 2017

Applications Accepted Until:
Jul 29, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News Anchor/Reporter

Recruitment source referring hiree: Non-Employee Referral
Date of hire: 10/2/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termnyan	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

KFI News Anchor/Reporter

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 10/2/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR

Vacancy Data Form

KFI News Anchor/Reporter

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 10/2/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
13	EntertainmentCareers.net 2118 Wilshire Blvd #401 Santa Monica, California 90403 Phone : (310) 442-0200 Url : www.entertainmentcareers.net Brad Hall	N	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

KFI News Anchor/Reporter

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 10/2/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
23	JobSpider.com 3000 Stanton Circle Carmichael, California 95608 Phone : 916-488-7065 Url : www.jobspider.com Chris McGarry	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
26	Non-Employee Referral	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News Anchor/Reporter

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 10/2/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for KFI News Anchor/Reporter

Position: KFI News Anchor/Reporter

Hire Date: October 2, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

News anchor/reporter. Anchors the news and will be called upon to report in the field and other duties as assigned.

Responsibilities:

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for KFI News Anchor/Reporter

- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).
- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms .

Qualifications:

- Proficient in Microsoft Office suite and social networking platforms
- Knowledgeable and up-to-date with local and national trends and/or specialized knowledge of subjects/events related to on-air topics
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Well-rounded communication skills for conducting interviews
- Ability to work both independently and collaboratively in a team environment
- Excellent writing and editing skills; proficient in grammar
- Strong attention to detail
- Proficient in media production and broadcast systems
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- May require other language proficiency, e.g., Spanish

Work Experience:

- 3+ years' experience in on-air journalism in smaller market or college station

Education:

- 4-year college degree, preferably in Broadcast Journalism or Communications

Certifications:

- None required

This position requires news anchoring experience. You must be able to write Mervin Block style. Please send an MP3 anchor demo --no links-- to chrislittle@iheartmedia.com

Location: Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Location

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for KFI News Anchor/Reporter

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/KFI-News-Anch-Reporter_Req7259-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for KFI News Anchor/Reporter

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aii.edu	Sent: 7/11/2017 9:45:55 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 7/11/2017 9:45:54 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 7/11/2017 9:45:56 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 7/11/2017 9:45:53 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 7/11/2017 9:45:55 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 7/11/2017 9:45:52 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 7/11/2017 9:45:51 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 7/11/2017 9:45:56 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 7/11/2017 9:45:51 PM
16	Homeboy Industries E-mail: israelm@homeboy-industries.org	Sent: 7/11/2017 9:45:53 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 7/11/2017 9:45:55 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 7/11/2017 9:45:52 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 7/11/2017 9:45:55 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 7/11/2017 9:45:54 PM

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Job Summary

Job #: Req7259

KFI News Anchor/Reporter

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 7/12/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation:

Job Requirements

BD

Job Description

Job Summary: News anchor/reporter. Anchors the news and will be called upon to report in the field and other duties as assigned. Responsibilities: • Gathers and verifies factual information through interviews, observation and research. • Monitors sources for breaking news, e.g., wires and social media. • Plans, writes, edits, and voices news broadcasts. • Finalizes content using digital audio editing software. • Maintains crucial deadlines in order to provide news stories in a timely fashion. • Repackages content from producers and field reporters for newscasts. • Identifies technical equipment and resource requirements for recording interviews and other audio material. • May produce features and interviews as assigned. • May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military). • May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms .

Additional Information

Qualifications: • Proficient in Microsoft Office suite and social networking platforms • Knowledgeable and up-to-date with local and national trends and/or specialized knowledge of subjects/events related to on-air topics • Pleasant, charismatic and well-controlled voice; excellent pronunciation • Well-rounded communication skills for conducting interviews • Ability to work both independently and collaboratively in a team environment • Excellent writing and editing skills; proficient in grammar • Strong attention to detail • Proficient in media production and broadcast systems • Ability to plan and organize, set priorities and multi task in a fast-paced environment • May require other language proficiency, e.g., Spanish Work Experience: • 3+ years' experience in on-air journalism in smaller market or college station Education: • 4-year college degree, preferably in Broadcast Journalism or Communications Certifications: • None required This position requires news anchoring experience. You must be able to write Mervin Block style. Please send an MP3 anchor demo --no links-- to chrislittle@iheartmedia.com Location: Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability,

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 This is how a student may see your job posting.

KFI NEWS ANCHOR/REPORTER

Position Type

Full Time

Description

Job Summary:

News anchor/reporter. Anchors the news and will be called upon to report in the field and other duties as assigned.

Responsibilities:

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.
- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).
- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms .

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Knowledgeable and up-to-date with local and national trends and/or specialized knowledge of subjects/events related to on-air

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/KFI-News-Anchor-Reporter_Req7259-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jul 11, 2017

Applications Accepted Until:

Sep 11, 2017

If no application instructions appear, make sure that you have a resume in the

Job Postings

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

KFI NEWS ANCHOR/REPORTER

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

News anchor/reporter. Anchors the news and will be called upon to report in the field and other duties as assigned.

Responsibilities:

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/KFI-News-Anch-Reporter_Req7259-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jul 11, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

On Air Talent

Recruitment source referring hiree: Non-Employee Referral
Date of hire: 8/14/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

On Air Talent

Recruitment source referring hiree: Non-Employee Referral
Date of hire: 8/14/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Vacancy Data Form
On Air Talent

Recruitment source referring hiree: Non-Employee Referral
Date of hire: 8/14/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
26	Non-Employee Referral	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

On Air Talent

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 8/14/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

On Air Talent

Recruitment source referring hiree: Non-Employee Referral
Date of hire: 8/14/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for On Air Talent

Position: On Air Talent

Hire Date: August 14, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Radio talk show host `

Responsibilities

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Interviews guests, moderates debates, converses with callers, and hosts live events.
- Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for On Air Talent

- Maintains a website personality page.
- Participates in required station Programming, Promotions, and Sales staff meetings and events.
- Makes regular approved appearances at station events; serves as ambassador for the radio station(s) when out in public.
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format.
- Assists with voice over and production of paid and non-paid spots required to run on the station.
- Serves as primary creative voice and directs support staff of show.
- Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary.
- Finalizes content using digital audio editing software.
- Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms.
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.
- Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert system tests, etc.); is on call for possible disasters, breaking news, or acts of nature.

Qualifications

- Proficient in Microsoft Office suite and social networking
- Proficient in media production and broadcast systems; familiar with NexGen, Vox Pro, and Pro Tools
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for On Air Talent

- Able to maintain composure when faced with difficult situations and personalities
- Can work well in a team environment; collaborative
- Able to adapt to changes in schedules and maintain composure in a fast-paced environment with short deadlines
- May require other language proficiency, e.g., Spanish

Work Experience

- 3+ years of on-air radio experience required
- Audio demo of on-air interviews, commentary, announcements, etc.

Education

- 4-year college degree, preferably in Communications or Broadcast Journalism

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for On Air Talent

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/On-Air-Talent_Req7601-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyoknight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for On Air Talent

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: TyYoung@aii.edu	Sent: 7/19/2017 3:00:08 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 7/19/2017 3:00:07 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 7/19/2017 3:00:09 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 7/19/2017 3:00:06 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 7/19/2017 3:00:09 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 7/19/2017 3:00:05 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 7/19/2017 3:00:04 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 7/19/2017 3:00:09 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 7/19/2017 3:00:04 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 7/19/2017 3:00:08 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 7/19/2017 3:00:05 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 7/19/2017 3:00:10 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 7/19/2017 3:00:09 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 7/19/2017 3:00:07 PM

Return to your [list of jobs](#) [Print Job Order](#)**Job Summary**

Job #: Req7601

On Air Talent**iHeartMedia, Inc.**

Burbank, CA - 91505

Posted 7/20/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation:

Job Requirements

BD

Job Description

Job Summary: Radio talk show host ` Responsibilities • Performs news, talk, music, comedic or other format shows or program for broadcast entertainment. • Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience. • Interviews guests, moderates debates, converses with callers, and hosts live events. • Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity. • Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material. • Ensures logged commercials, promotions and any other programming essential to the stations operation are aired. • Maintains a website personality page. • Participates in required station Programming, Promotions, and Sales staff meetings and events. • Makes regular approved appearances at station events; serves as ambassador for the radio station(s) when out in public. • Executes only the interviews and events on air that are approved by Program Director; follows designated show format. • Assists with voice over and production of paid and non-paid spots required to run on the station. • Serves as primary creative voice and directs support staff of show. • Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary. • Finalizes content using digital audio editing software. • Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms. • Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast. • Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert system tests, etc.); is on call for possible disasters, breaking news, or acts of nature.

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking • Proficient in media production and broadcast systems; familiar with NexGen, Vox Pro, and Pro Tools • Strong knowledge of all FCC rules and regulations • Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions • Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience • Pleasant, charismatic and well-controlled voice; excellent pronunciation • Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air • Demonstrated creativity and imagination • Able to maintain composure when faced with difficult situations and personalities • Can work well in a team environment; collaborative • Able to adapt to changes in schedules and maintain composure in a fast-paced environment with short deadlines • May require other language proficiency, e.g., Spanish Work Experience • 3+ years of on-air radio experience required • Audio demo of on-air interviews, commentary, announcements, etc. Education • 4-year college degree, preferably in Communications or Broadcast Journalism Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer

 This is how a student may see your job posting.

On Air Talent

Position Type

Full Time

Description

Job Summary:

Radio talk show host`

Responsibilities

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Interviews guests, moderates debates, converses with callers, and hosts live events.
- Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
- Maintains a website personality page.
- Participates in required station Programming, Promotions, and Sales staff meetings and events.
- Makes regular approved appearances at station events; serves as ambassador for the radio station(s) when out in public.
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format.
- Assists with voice over and production of paid and non-paid spots required to run on the station.
- Serves as primary creative voice and directs support staff of

How To Apply

Please visit the iHeartMedia Career website to apply for this job:

(https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/On-Air-Talent_Req7601-1).

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jul 20, 2017

Applications Accepted Until:

Sep 15, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

On Air Talent

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Radio talk show host`

Responsibilities

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Interviews guests, moderates debates, converses with callers, and hosts live events.
- Adheres to all guidelines, policies and procedures of the station, iHeartMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
- Maintains a website personality page.
- Participates in required station Programming, Promotions, and Sales staff meetings and events.

How To Apply

Please visit the iHeartMedia Career website to apply for this job:

(https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/On-Air-Talent_Req7601-1).

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jul 20, 2017

Applications Accepted Until:

Aug 19, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	2

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
20	Indeed.com - Not Directly Contacted by SEU	N	3
21	Internal Posting	N	1
22	Internal Transfer/Promotion	N	1
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
25	LinkedIn / Word of Mouth	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 9/5/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			8

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations

Position: Sales Operations

Hire Date: September 5, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Input of commercial creative into paperless production system in order to have spots produced and trafficked on air
- Acts as a liaison between Account Executives and Production, Continuity, and on air talent
- Daily contact with production and talent to ensure that creative is being produced in a timely manner to meet deadlines
- Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Sales Operations

- Proficient in Microsoft Office Suite; demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in media role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Sales Operations

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req7662-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for Sales Operations

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 7/31/2017 10:09:34 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 7/27/2017 2:59:14 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 7/27/2017 2:59:15 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 7/27/2017 2:59:13 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 7/27/2017 2:59:15 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 7/27/2017 2:59:12 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 7/27/2017 2:59:11 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 7/27/2017 2:59:16 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 7/27/2017 2:59:11 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 7/31/2017 7:01:50 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 7/31/2017 7:01:49 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 7/27/2017 2:59:15 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 7/27/2017 2:59:11 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 7/27/2017 2:59:16 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 7/27/2017 2:59:15 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 7/27/2017 2:59:14 PM

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Job Summary

Job #: Req7662

Sales Operations

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 7/28/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Sales and Related Occupations

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities • Input of commercial creative into paperless production system in order to have spots produced and trafficked on air • Acts as a liaison between Account Executives and Production, Continuity, and on air talent • Daily contact with production and talent to ensure that creative is being produced in a timely manner to meet deadlines • Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to "move up" Work Experience • 1-3 years' experience in media role Education • 4-year college degree Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to apply and search by the Job Posting Title

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 This is how a student may see your job posting.

Sales Operations

Position Type

Full Time

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Input of commercial creative into paperless production system in order to have spots produced and trafficked on air
- Acts as a liaison between Account Executives and Production, Continuity, and on air talent
- Daily contact with production and talent to ensure that creative is being produced in a timely manner to meet deadlines
- Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgent tasks
- Proficient in Microsoft Office Suite; demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req7662-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Jul 27, 2017

Applications Accepted Until:
Aug 27, 2017

If no application instructions appear, make sure that you have a resume in the

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Sales Operations

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Input of commercial creative into paperless production system in order to have spots produced and trafficked on air
- Acts as a liaison between Account Executives and Production, Continuity, and on air talent
- Daily contact with production and talent to ensure that creative is being produced in a timely manner to meet deadlines
- Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgent tasks

How To Apply

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Important Dates

Posted On:

Jul 27, 2017

Applications Accepted Until:

Aug 26, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales - Marketing Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/28/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales - Marketing Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/28/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****Sales - Marketing Assistant****Recruitment source referring hiree: Employee Referral****Date of hire: 8/28/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales - Marketing Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/28/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Sales - Marketing Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 8/28/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales - Marketing Assistant

Position: Sales - Marketing Assistant

Hire Date: August 28, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.
- Will assist in marketing as well

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales - Marketing Assistant

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales - Marketing Assistant

status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales---Marketing-Assistant_Req7768-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVZ, KYSR
Fax and E-mail verification summary report for Sales - Marketing Assistant

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 8/18/2017 8:45:24 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 8/18/2017 8:45:23 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 8/18/2017 8:45:25 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 8/18/2017 8:45:22 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 8/18/2017 8:45:24 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 8/18/2017 8:45:22 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 8/18/2017 8:45:21 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 8/18/2017 8:45:25 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 8/18/2017 8:45:20 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 8/18/2017 8:45:26 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 8/18/2017 8:45:22 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 8/18/2017 8:45:24 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 8/18/2017 8:45:21 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 8/18/2017 8:45:25 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 8/18/2017 8:45:24 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 8/18/2017 8:45:23 PM

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Job Summary

Job #: Req7768

Sales - Marketing Assistant

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 8/18/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Sales and Related Occupations

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities • Provides administrative and/or process support for contract administration, customer service, and order history. • Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc. • Responds to client requests, e.g., spot times. • Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist. • Will assist in marketing as well

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to "move up" Work Experience • 1-3 years' experience in radio role Education • 4-year college degree Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to a

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Sales - Marketing Assistant

Position Type Number of Openings

Full Time 1

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.
- Will assist in marketing as well.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Marketing-Assistant_Req7768-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Aug 18, 2017

Applications Accepted Until:
Oct 18, 2017

If no application instructions appear, make sure that you

job postings

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Sales - Marketing Assistant

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads

How To Apply

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Important Dates

Posted On:
Aug 18, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****Brand Manager**

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****Brand Manager**

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	2
21	Internal Posting	N	5
22	Internal Transfer/Promotion	N	2

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
26	Non-Employee Referral	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****Brand Manager**

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			10

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for Brand Manager

Position: Brand Manager

Hire Date: November 1, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Come join LA's #1 radio cluster! iHeartMedia Los Angeles, the leading radio, digital, and event company is looking for a talented, creative and determined Brand Manager to assist in driving revenue for LA's top stations such as, 102.7KIISFM, 104.3 MYfm, KOST 103.5, Power 106fm, Real 92.3, ALT 98.7, 95.5 KLOS and many more!

Responsibilities:

- Management of the station brand, image and promotional strategy.
- Develops and manages promotional campaigns across all platforms (on air, social, digital, exterior marketing, events etc), including strategizing, ideating and execution.
- Performs Copy Writing duties.
- Assists with sales integration, including writing and execution of proposals.
- Prepares on-air contests, including logistics, securing prizes and overseeing prize fulfillment.
- Ensures FCC compliance.
- Maintains communication and positive relationships with concert promoters, movie studios and other promotional partners.
- Maintains the stations event calendar as well as event and office staff.
- Generates post event recap materials for all departments.
- Works directly with the Program Director and Sales Managers to create campaigns that generate both ratings and revenue opportunities.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Fax and E-mail verification summary report for Brand Manager

- Responsible for recruiting, managing and evaluating part time promotions staff.
- Works directly with the Program Director and Sales Managers to create campaigns that generate both ratings and revenue opportunities.
- Maintaining a working knowledge of the market's competitive landscape and the target demographic is essential.
- Responsible for the advance planning and on site execution of all brand events.
- Required to be on site to manage the staff and event logistics of all medium to major brand events.
- Manage special project execution, including assistance with national IHM Tent Pole events and support with IHR Theater events as directed by the VP and the Director of Production.

Qualifications:

- Advanced skills in Microsoft Office and social media platforms
- Excellent organizational skills; ability to prioritize and effectively manage time
- High work standards and degree of attention to detail
- Problem solving and decision making
- Project management from start to finish; assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Excellent driving record
- Physical ability to stand for multiple hours and lift or move 40-pound objects

Work Experience:

- Minimum 2 years' (media + entertainment experience preferred)

Education:

- High school diploma

Certifications:

- Valid driver's license
- Proof of insurability

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Brand Manager

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Brand-Manager_Req8078-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Brand Manager

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 8/23/2017 3:30:35 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 8/23/2017 3:30:35 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 8/23/2017 3:30:37 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 8/23/2017 3:30:33 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 8/23/2017 3:30:36 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 8/23/2017 3:30:33 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 8/23/2017 3:30:32 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 8/23/2017 3:30:37 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 8/23/2017 3:30:32 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 8/23/2017 3:30:38 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 8/23/2017 3:30:33 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 8/23/2017 3:30:36 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 8/23/2017 3:30:32 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 8/23/2017 3:30:37 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 8/23/2017 3:30:36 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 8/23/2017 3:30:35 PM



Return to your [list of jobs](#)

[Print Job Order](#)

Job Summary

Job #: Req8078

Brand Manager

iHeartMedia, Inc.

Burbank, CA - 91505

Posted 8/24/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Marketing Managers

Job Requirements

HS

Job Description

Job Summary: Come join LA's #1 radio cluster! iHeartMedia Los Angeles, the leading radio, digital, and event company is looking for a talented, creative and determined Brand Manager to assist in driving revenue for LA's top stations such as, 102.7KIISFM, 104.3 MYfm, KOST 103.5, Real 92.3, ALT 98.7, and many more! Responsibilities: * Management of the station brand, image and promotional strategy. * Develops and manages promotional campaigns across all platforms (on air, social, digital, exterior marketing, events etc), including strategizing, ideating and execution. * Performs Copy Writing duties. * Assists with sales integration, including writing and execution of proposals. * Prepares on-air contests, including logistics, securing prize and overseeing prize fulfillment. * Ensures FCC compliance. * Maintains communication and positive relationships with concert promoters, movie studios and other promotional partners. * Maintains the stations event calendar as well as event and office staff. * Generates post event recap materials for all departments. * Works directly with the Program Director and Sales Managers to create campaigns that generate both ratings and revenue opportunities. * Responsible for recruiting, managing and evaluating part time promotions staff. * Works directly with the Program Director and Sales Managers to create campaigns that generate both ratings and revenue opportunities. * Maintaining a working knowledge of the market's competitive landscape and the target demographic is essential. * Responsible for the advance planning and on site execution of all brand events. * Required to be on site to manage the staff and event logistics of all medium to major brand events. * Manage special project execution, including assistance with national IHM Tent Pole events and support with IHR Theater events as directed by the VP and the Director of Production.

Additional Information

Qualifications: * Advanced skills in Microsoft Office and social media platforms * Excellent organizational skills; ability to prioritize and effectively manage time * High work standards and degree of attention to detail * Problem solving and decision making * Project management from start to finish; assumes responsibility & accountability for assignments and tasks * Actively listens; clearly and effectively conveys information; demonstrates effective business writing skills; shows excellent grasp of grammar * Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities * Excellent driving record * Physical ability to stand for multiple hours and lift or move 40-pound objects Work Experience: * Minimum 2 years' (media + entertainment experience preferred) Education: * High school diploma Certifications: * Valid driver's license * Proof of insurability Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and co

 This is how a student may see your job posting.

Brand Manager - iHeartMedia

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Come join LA's #1 radio cluster! iHeartMedia Los Angeles, the leading radio, digital, and event company is looking for a talented, creative and determined Brand Manager to assist in driving revenue for LA's top stations such as, 102.7KIISFM, 104.3 MYfm, KOST 103.5, Real 92.3, ALT 98.7, and many more!

Responsibilities:

Management of the station brand, image and promotional strategy. Develops and manages promotional campaigns across all platforms (on air, social, digital, exterior marketing, events etc), including strategizing, ideating and execution.

Performs Copy Writing duties.

Assists with sales integration, including writing and execution of proposals.

Prepares on-air contests, including logistics, securing prize and overseeing prize fulfillment.

Ensures FCC compliance.

Maintains communication and positive relationships with concert promoters, movie studios and other promotional partners.

Maintains the stations event calendar as well as event and office staff.

Generates post event recap materials for all departments.

Works directly with the Program Director and Sales Managers to create campaigns that generate both ratings and revenue opportunities.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Brand-Manager_Req8078-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Aug 23, 2017

Applications Accepted Until:
Nov 23, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Brand Manager - iHeartMedia

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Come join LA's #1 radio cluster! iHeartMedia Los Angeles, the leading radio, digital, and event company is looking for a talented, creative and determined Brand Manager to assist in driving revenue for LA's top stations such as, 102.7KIISFM, 104.3 MYfm, KOST 103.5, Real 92.3, ALT 98.7, and many more!

Responsibilities:

Management of the station brand, image and promotional strategy. Develops and manages promotional campaigns across all platforms (on air, social, digital, exterior marketing, events etc), including strategizing, ideating and execution.

Performs Copy Writing duties.

Assists with sales integration, including writing and execution of proposals.

Prepares on-air contests, including logistics, securing prize and overseeing prize fulfillment.

Ensures FCC compliance.

Maintains communication and positive relationships with concert promoters, movie studios and other promotional partners.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Brand-Manager_Req8078-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Aug 23, 2017

Applications Accepted

Until:

Sep 22, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

VACANCY DATA FORM

Job Title: Brand Manager	Date Filled: 11/1/2017
Recruitment Source ("RS") Referring Hiree: RS # 22 Internal Transfer/Promotion	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form for the Brand Manager position filled on November 1, 2017 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/16/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aii.edu Email : agboyd@aii.edu Fax : 1-310-314-6050 Alex Boyd	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aii.edu Email : rvann@aii.edu Roberta Vann	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/16/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/16/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
21	Internal Posting	N	3

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/16/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Internal Transfer/Promotion	N	1
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 10/16/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			4

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Digital Content Producer

Position: Digital Content Producer

Hire Date: October 16, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

The Digital Content Producer works under the direction of the Digital Programming Director and is responsible for creating editorial, interactive and multimedia content for iHeartMedia Los Angeles websites and related digital platforms.

The Digital Content Producer will be a part of the overall digital content team for iHeartMedia Los Angeles with an emphasis on Top 40 music and pop culture content. This position will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations online presence. The position is based in Burbank, CA.

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Digital Content Producer

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Digital-Content-Producer_Req8169

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Digital Content Producer

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 8/31/2017 6:38:32 PM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 8/31/2017 6:38:32 PM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 8/31/2017 6:38:33 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 8/31/2017 6:38:30 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 8/31/2017 6:38:33 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 8/31/2017 6:38:30 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 8/31/2017 6:38:28 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 8/31/2017 6:38:34 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 8/31/2017 6:38:28 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 8/31/2017 6:38:34 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 8/31/2017 6:38:30 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 8/31/2017 6:38:32 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 8/31/2017 6:38:29 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 8/31/2017 6:38:34 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 8/31/2017 6:38:33 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 8/31/2017 6:38:31 PM

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Job Summary

Job #: Req8169

Digital Content Producer

Burbank, CA - 91505

Posted 9/1/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Computer and Mathematical Occupations

Job Description

Job Summary: The Digital Content Producer works under the direction of the Digital Programming Director and is responsible for creating editorial, interactive and multimedia content for iHeartMedia Los Angeles websites and related digital platforms. The Digital Content Producer will be a part of the overall digital content team for iHeartMedia Los Angeles with an emphasis on Top 40 music and pop culture content. This position will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations online presence. The position is based in Burbank, CA. Responsibilities:

- Oversees the planning, development and delivery of content for online sites and social media platforms, a discrete portion of online sites, or an assigned market segment.
- Creates measurable demand generation campaigns that drive traffic to iHeartMedia's websites and iHeartRadio stream.
- Owns all aspects of demand generation, online marketing and editorial content.
- Collaborates with Digital Lead, Programming, Promotions, and Sales.
- Produces digital content that supports and enhances station initiatives, such as breaking and trending news articles & blogs, contests, photo galleries, podcasts and local feature pages.
- Manage the various official social media accounts for each station. This includes posting on behalf of the station as well as monitoring the social space in general and identifying new opportunities
- Brings an array of original ideas and concepts to create new content that promotes listener participation, builds online audience and supports digital business goals
- Assist with video shoots, including station sponsored events, on-location interviews and other behind-the-scenes digital content as opportunities arise

Additional Information

Qualifications:

- Proficient in Microsoft Office suite, Adobe Photoshop, video editing software, analytics tools and social networking platforms, including but not limited to Facebook, Instagram, Twitter and Snapchat
- Ability to learn and utilize content management systems quickly
- Highly proficient in digital content creation for websites, newsletters, social media, blogs, podcasts and video.
- Excellent oral and written communication skills; proven writing, editing, proofreading and copywriting skills
- Excellent project management skills; strong attention to detail, and high work standards
- Ability to work independently and collaboratively in a team with a positive attitude
- Strong understanding of trending news, pop culture and Top 40 radio a plus
- Fluid weekly work schedule, occasional evenings and weekends required.

Work Experience:

- 2-3 years of relevant work experience in digital media, online content creation and/or digital marketing.
- Please submit a digital portfolio with relevant links to social/graphic design/video projects and articles candidate has worked on.
- Entertainment media experience preferred

Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular **The Company** is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, prote

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 This is how a student may see your job posting.

Digital Content Producer

Position Type Number of Openings

Full Time 1

Description

Job Summary:

The Digital Content Producer works under the direction of the Digital Programming Director and is responsible for creating editorial, interactive and multimedia content for iHeartMedia Los Angeles websites and related digital platforms.

Qualifications

The Digital Content Producer will be a part of the overall digital content team for iHeartMedia Los Angeles with an emphasis on Top 40 music and pop culture content. This position will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations online presence. The position is based in Burbank, CA.

Location

Burbank, California

ID

74291

Job Function

Entertainment/Media/Perf Arts

Compensation

DOE 

How To Apply

All applicants must visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Digital-Content-Producer_Req8169

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Aug 31, 2017

Applications Accepted Until:
Oct 31, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more about password strength](#).

 This is how a student may see your job posting.

Digital Content Producer

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

The Digital Content Producer works under the direction of the Digital Programming Director and is responsible for creating editorial, interactive and multimedia content for iHeartMedia Los Angeles websites and related digital platforms.

Qualifications

The Digital Content Producer will be a part of the overall digital content team for iHeartMedia Los Angeles with an emphasis on Top 40 music and pop culture content. This position will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations online presence. The position is based in Burbank, CA.

Location

Burbank, California

ID

153954

How To Apply

All applicants must visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Digital-Content-Producer_Req8169

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Aug 31, 2017

Applications Accepted Until:
Sep 30, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

VP of Sales

Recruitment source referring hiree: Employee Referral
Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aai.edu Email : DeaThomas@aai.edu Deanna Thomas	N	0
5	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6087 Url : www.aai.edu Email : rvann@aai.edu Roberta Vann	N	0
4	Art Institute of California - Los Angeles 2900 31st Street Santa Monica, California 90405 Phone : 310-314-6175 Url : www.aai.edu Email : agboyd@aai.edu Fax : 1-310-314-6050 Alex Boyd	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

VP of Sales

Recruitment source referring hiree: Employee Referral
Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Vacancy Data Form
VP of Sales
Recruitment source referring hiree: Employee Referral
Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR**Vacancy Data Form****VP of Sales****Recruitment source referring hiree: Employee Referral****Date of hire: 3/12/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

VP of Sales

Recruitment source referring hiree: Employee Referral

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for VP of Sales

Position: VP of Sales

Hire Date: March 12, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Oversees sales management activities in small radio market.

Responsibilities

- Manages local Account Executives with goal of meeting/exceeding station revenue, prospecting and new business targets.
- Oversees advertising sales activities in assigned market; is accountable for achieving/ exceeding targeted advertising sales revenues for the market and for controlling sales expenses.
- Drives results through others, manages team performance and holds team accountable against business metrics.
- Translates market and station business strategies into specific actions to generate sales and revenue.
- Directs sales activities and processes that generate new business and deepen existing relationships.
- Sets sales goals and guides subsequent goal-setting processes.
- Prepares budgets and revenue forecasts.
- Obtains, allocates and adjusts operations resources to achieve sales and service goals.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for VP of Sales

- Oversees management of available advertising inventory to drive most profitable sales.
- Meets with key accounts.
- Recruits, hires and ensures ongoing training and development of Account Executives.
- Goes on sales calls and conducts in-field coaching to develop Account Executives.
- May review and adjust sales territories, product mix targets and assigned call lists.
- May direct other functions such as marketing, advertising, production, traffic and sales operations.

Qualifications

- Strong understanding of broadcasting, marketing, promotion, and collection standards
- Proven ability to grow new business and find new revenue opportunities
- Excellent leadership and coaching ability; can successfully coach others in sales practices
- Deep understanding of local markets, customers, and competitors in order to target needs and drive sales
- Can create productive, long-term customer relationships.
- Adept as entrepreneurial self-starter
- Excellent ability to organize, prioritize, and multi task
- Can push self and others to achieve and excel in a fast-paced dynamic environment
- Excellent business and people decision-making skills
- Can model positive energy and handle stress in the face of challenges, deadlines and financial pressures
- Flexibility and creativity
- Excellent communication and influencing skills across multiple groups
- Excellent interpersonal skills and collaboration with others

Work Experience

- 3+ years' experience as an Account Executive or Sales Manager in media industry with proven track record of success

Education

- 4-year college degree preferred

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for VP of Sales

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/VP-of-Sales_Req7736

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for VP of Sales

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 9/13/2017 12:13:41 AM
4	Art Institute of California - Los Angeles E-mail: agboyd@aii.edu	Sent: 9/13/2017 12:13:41 AM
5	Art Institute of California - Los Angeles E-mail: rvann@aii.edu	Sent: 9/13/2017 12:13:42 AM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 9/13/2017 12:13:39 AM
6	Burbank Employment Student Training (BEST) Fax: 1-818-238-5199	Sent: 11/6/2017 9:30:43 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 9/13/2017 12:13:42 AM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 9/13/2017 12:13:38 AM
9	California State University - Northridge Fax: 1-818-677-4593	Sent: 11/6/2017 9:31:35 PM
11	Colorado Media School Fax: 1-303-975-0386	Sent: 11/6/2017 9:29:43 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 9/13/2017 12:13:37 AM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 9/13/2017 12:13:43 AM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 9/13/2017 12:13:36 AM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 9/13/2017 12:13:43 AM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 9/13/2017 12:13:39 AM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 9/13/2017 12:13:41 AM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for VP of Sales

RS Number	Recruiting Source	Date and Time
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 9/13/2017 12:13:37 AM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 9/13/2017 12:13:43 AM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 9/13/2017 12:13:42 AM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 9/13/2017 12:13:40 AM

9/18/2017

Job Search Results

Accessibility: [Scripting](#) [Disable AJAX and DOMTL](#) [Disable avascan alerts](#) [Remove all scripting](#) [A A A A](#)



Keywords
"vp of sales"
job title, industry, keyword, or company

Location(s)
Burbank, CA within 25 miles
enter zip code or city, state

18 jobs found matching "vp of sales" in Burbank, CA (within 25 miles)

Jobs 1 - 10 of 18

Next >

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Sr Consultant - Structural Biology

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Share this job:



Sales Manager - Los Angeles Airport

Share this job:



GLAMGLOW- Director, Education

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VP of Sales

Share this job:



Head of Business Intelligence & Analytics

Share this job:



Business Development Manager - Measurement & Verification

Share this job:



Sales Trainer

Share this job:



Sales Operations Manager

Share this job:



Technical Consultant

Share this job:



Jobs 1 - 10 of 18

Next >

Location

(7)

Company

(4)

Time Range

Occupation Title

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The JOBS Top Level Domain is endorsed by HR Policy Association, The Public Policy Association of Chief Human Resource Officers.



 This is how a student may see your job posting.

VP of Sales

Position Type Number of Openings

Full Time 1

Description

Job Summary:

Oversees sales management activities in small radio market.

Responsibilities

- Manages local Account Executives with goal of meeting/exceeding station revenue, prospecting and new business targets.
- Oversees advertising sales activities in assigned market; is accountable for achieving/ exceeding targeted advertising sales revenues for the market and for controlling sales expenses.
- Drives results through others, manages team performance and holds team accountable against business metrics.
- Translates market and station business strategies into specific actions to generate sales and revenue.
- Directs sales activities and processes that generate new business and deepen existing relationships.
- Sets sales goals and guides subsequent goal-setting processes.
- Prepares budgets and revenue forecasts.
- Obtains, allocates and adjusts operations resources to achieve sales and service goals.
- Oversees management of available advertising inventory to drive most profitable sales.
- Meets with key accounts.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/VP-of-Sales_Req7736

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Sep 13, 2017

Applications

Accepted Until:

Dec 13, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

VP of Sales

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Oversees sales management activities in small radio market.

Responsibilities

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Important Dates

Posted On:

Sep 13, 2017

Applications

Accepted Until:

Oct 13, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Graphic Designer

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Graphic Designer

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Graphic Designer

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
20	Indeed.com - Not Directly Contacted by SEU	N	1
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Graphic Designer

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Graphic Designer

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Graphic Designer

Position: Graphic Designer
Hire Date: November 13, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Graphic designer for the Los Angeles iHeartMedia radio cluster working in-house in Mojave, CA.

Responsibilities

- Takes conceptual direction and develops computer-aided design, art work, and layout solutions to meet creative objectives of clients.
- Assists with everyday projects, including digital ads, landing page designs, brochures, site graphics, social media graphics, brand assets, and countless types of digital marketing collateral.
- Produces advertising, web page designs, and other departmental needs.
- Assists on new and innovative projects and initiatives involving visual creativity.
- Edits and proofs layouts.
- May produce work for internal needs such as banner ads, pushdowns, sales-driven contests, etc.
- May set up and/or update existing Photoshop files for clients and export the graphics for use on the web, print or in video.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Graphic Designer

Qualifications

- Exceptional design skills including layout and typography
- Proficient in using Adobe Creative Cloud, Photoshop, Illustrator
- Knowledgeable about digital content including websites, social media, blogs and mobile/tablet applications, video, etc.
- Able to work quickly and efficiently, delivering high quality results under the pressure of deadlines, with routinely quick turn-around times
- Excellent time management and prioritization skills with strong attention to detail, and high work standards
- Flexibility; able to shift gears quickly
- Can work collaboratively with a team, independently, and under close direction
- Excellent oral and written communications and editing skills

Work Experience

- 2+ years' experience in digital graphic design
- Graphic design portfolio exhibiting past work

Education

- Minimum of Graphic Design Certificate
- Bachelor's degree in Graphic Design preferred

Certifications

- None required

Location

Mojave, CA: 16409 K Street, 93501

Position Type

Regular

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR

Fax and E-mail verification summary report for Graphic Designer

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Mojave-CA/Graphic-Designer_Req6840-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Graphic Designer

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 10/5/2017 2:35:17 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 10/5/2017 2:35:15 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 10/5/2017 2:35:18 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 10/5/2017 2:35:15 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 10/5/2017 2:35:14 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 10/5/2017 2:35:19 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 10/5/2017 2:35:13 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 10/5/2017 2:35:20 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 10/5/2017 2:35:15 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 10/5/2017 2:35:18 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 10/5/2017 2:35:14 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 10/5/2017 2:35:19 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 10/5/2017 2:35:18 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 10/5/2017 2:35:17 PM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req6840

Graphic Designer

Mojave, CA - 93501

Posted 10/4/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Graphic Designers

Job Description

Job Summary: Graphic designer for the Los Angeles iHeartMedia radio cluster working in-house in Mojave, CA. Responsibilities • Takes conceptual direction and develops computer-aided design, art work, and layout solutions to meet creative objectives of clients. • Assists with everyday projects, including digital ads, landing page designs, brochures, site graphics, social media graphics, brand assets, and countless types of digital marketing collateral. • Produces advertising, web page designs, and other departmental needs. • Assists on new and innovative projects and initiatives involving visual creativity. • Edits and proofs layouts. • May produce work for internal needs such as banner ads, pushdowns, sales-driven contests, etc. • May set up and/or update existing Photoshop files for clients and export the graphics for use on the web, print or in video.

Additional Information

Qualifications • Exceptional design skills including layout and typography • Proficient in using Adobe Creative Cloud, Photoshop, Illustrator • Knowledgeable about digital content including websites, social media, blogs and mobile/tablet applications, video, etc. • Able to work quickly and efficiently, delivering high quality results under the pressure of deadlines, with routinely quick turn-around times • Excellent time management and prioritization skills with strong attention to detail, and high work standards • Flexibility; able to shift gears quickly • Can work collaboratively with a team, independently, and under close direction • Excellent oral and written communications and editing skills Work Experience • 2+ years' experience in digital graphic design • Graphic design portfolio exhibiting past work Education • Minimum of Graphic Design Certificate • Bachelor's degree in Graphic Design preferred Certifications • None required Location Mojave, CA: 16409 K Street, 93501 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and conti

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[Show Additional Job Information](#)

To display more information including how to apply for this job, click the button below.

 This is how a student may see your job posting.

Graphic Designer

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Graphic designer for the Los Angeles iHeartMedia radio cluster working in-house in Mojave, CA.

Responsibilities

- Takes conceptual direction and develops computer-aided design, art work, and layout solutions to meet creative objectives of clients.
- Assists with everyday projects, including digital ads, landing page designs, brochures, site graphics, social media graphics, brand assets, and countless types of digital marketing collateral.
- Produces advertising, web page designs, and other departmental needs.
- Assists on new and innovative projects and initiatives involving visual creativity.
- Edits and proofs layouts.
- May produce work for internal needs such as banner ads, pushdowns, sales-driven contests, etc.
- May set up and/or update existing Photoshop files for clients and export the graphics for use on the web, print or in video.

Qualifications

- Exceptional design skills including layout and typography
- Proficient in using Adobe Creative Cloud, Photoshop, Illustrator
- Knowledgeable about digital content including websites, social

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Mojave-CA/Graphic-Designer_Req6840-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Oct 05, 2017

Applications

Accepted Until:

Dec 01, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Graphic Designer

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Graphic designer for the Los Angeles iHeartMedia radio cluster working in-house in Mojave, CA.

Responsibilities

- Takes conceptual direction and develops computer-aided design, art work, and layout solutions to meet creative objectives of clients.
- Assists with everyday projects, including digital ads, landing page designs, brochures, site graphics, social media graphics, brand assets, and countless types of digital marketing collateral.
- Produces advertising, web page designs, and other departmental needs.
- Assists on new and innovative projects and initiatives involving visual creativity.
- Edits and proofs layouts.
- May produce work for internal needs such as banner ads, pushdowns, sales-driven contests, etc.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Mojave-CA/Graphic-Designer_Req6840-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Oct 05, 2017

Applications

Accepted Until:

Nov 04, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: LinkedIn / Word of Mouth

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: LinkedIn / Word of Mouth

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: LinkedIn / Word of Mouth

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
25	LinkedIn / Word of Mouth	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: LinkedIn / Word of Mouth

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: LinkedIn / Word of Mouth

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

Position: Account Executive

Hire Date: November 1, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- Salesforce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req8713-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aia.edu	Sent: 10/18/2017 10:42:56 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 10/18/2017 10:42:54 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 10/18/2017 10:42:56 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 10/18/2017 10:42:54 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 10/18/2017 10:42:52 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 10/18/2017 10:42:57 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 10/18/2017 10:42:52 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 10/18/2017 10:42:58 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 10/18/2017 10:42:54 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 10/18/2017 10:42:56 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 10/18/2017 10:42:53 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 10/18/2017 10:42:57 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 10/18/2017 10:42:57 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 10/18/2017 10:42:55 PM

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Job Summary

Job #: Req8713

Account Executive

Burbank, CA - 91505

Posted 10/18/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Advertising Sales Agents

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. Responsibilities • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills Work Experience • 2+ years in media/advertising sales is preferred, but not required • Salesforce experience is a plus Education • High school diploma, college degree preferred Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. C

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 This is how a student may see your job posting.

Account Executive

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req8713-1

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Oct 18, 2017

Applications

Accepted Until:

Dec 15, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Account Executive

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req8713-1

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Important Dates

Posted On:
Oct 18, 2017

Applications Accepted Until:
Nov 16, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Project Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 11/27/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Project Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 11/27/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Project Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 11/27/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Project Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 11/27/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Digital Project Coordinator

Recruitment source referring hiree: **Employee Referral**

Date of hire: **11/27/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Digital Project Coordinator**

Position: Digital Project Coordinator

Hire Date: November 27, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Digital Project Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Digital Project Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Digital-Project-Coordinator_Req8819

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Digital Project Coordinator

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aia.edu	Sent: 10/21/2017 11:21:08 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 10/21/2017 11:21:07 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 10/21/2017 11:21:08 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 10/21/2017 11:21:06 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 10/21/2017 11:21:06 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 10/21/2017 11:21:09 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 10/21/2017 11:21:05 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 10/21/2017 11:21:10 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 10/21/2017 11:21:07 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 10/21/2017 11:21:08 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 10/21/2017 11:21:06 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 10/21/2017 11:21:09 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 10/21/2017 11:21:09 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 10/21/2017 11:21:07 PM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req8819

Digital Project Coordinator

Burbank, CA - 91505

Posted 10/24/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Managers, All Other

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities · Responsible for the management and coordination of online programs both on the station websites and social media platforms · Responsible for managing, organizing, scheduling, maintaining and executing all cluster and station specific text programs for the various departments. This includes but is not limited to: knowing and programming the text platform, prize fulfillment, maintaining accurate files on every text campaign, and obtaining necessary approvals on all campaigns · Generating daily, weekly and campaign specific reports as requested. · Scheduling and executing all prize fulfillment and follow through for all online sales contests and/or giveaways · Responsible for organizing, scheduling, maintaining and executing online campaigns as directed. This includes working with the Integrated, Marketing, and/or Promotions Managers on asset spreads, proposals, recaps, coordinating on-air and online streaming promos, rules development, copy and graphics development, project analytics, and maintaining complete files for each project · Responsible for backing-up the Online Traffic Department in scheduling, maintaining records, and sending creative for DFP orders · Participates in on site events as needed · Will assist in managing other special promotional projects and/or events as requested Requirements · Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines · Adapts to shifts in priorities and urgencies · Proficient in Microsoft Office Suite; familiar with DFP, Salesforce and Viero or demonstrates ability to learn new systems quickly · Assumes responsibility & accountability for assignments and tasks · Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar · Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities · Must be an enthusiastic and avid user of social media/internet communities · Must have great creative energy · Passionate and autonomous in approach but collaborative in execution · Ability to balance innovation with execution · Able to gain buy-in from multiple constituents in a collaborative cross-functional environment Work Experience · 1-3 years of substantial online marketing and/or social experience, ideally from a digital agency, brand, or top online publisher · Proven project management skills · Proven track record of social media and mobile marketing program development and execution · Experience managing or working with digital agencies · Proven track record of meeting deadlines and deliverables Education · 4-year college degree Certifications · None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national or

Share this Job

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 This is how a student may see your job posting.

Digital Project Coordinator

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Responsible for the management and coordination of online programs both on the station websites and social media platforms
- Responsible for managing, organizing, scheduling, maintaining and executing all cluster and station specific text programs for the various departments. This includes but is not limited to: knowing and programming the text platform, prize fulfillment, maintaining accurate files on every text campaign, and obtaining necessary approvals on all campaigns
- Generating daily, weekly and campaign specific reports as requested.
- Scheduling and executing all prize fulfillment and follow through for all online sales contests and/or giveaways
- Responsible for organizing, scheduling, maintaining and executing online campaigns as directed. This includes working with the Integrated, Marketing, and/or Promotions Managers on asset spreads, proposals, recaps, coordinating on-air and online streaming promos, rules development, copy and graphics development, project analytics, and maintaining complete files for each project

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Digital-Project-Coordinator_Req8819

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Important Dates

Posted On:
Oct 25, 2017

Applications Accepted Until:
Dec 22, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Digital Project Coordinator

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Responsible for the management and coordination of online programs both on the station websites and social media platforms
- Responsible for managing, organizing, scheduling, maintaining and executing all cluster and station specific text programs for the various departments. This includes but is not limited to: knowing and programming the text platform, prize fulfillment, maintaining accurate files on every text campaign, and obtaining necessary approvals on all campaigns
- Generating daily, weekly and campaign specific reports as requested.
- Scheduling and executing all prize fulfillment and follow through for all online sales contests and/or giveaways
- Responsible for organizing, scheduling, maintaining and executing online campaigns as directed. This includes working with the Integrated, Marketing, and/or Promotions Managers on asset

How To Apply

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https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Digital-Project-Coordinator_Req8819

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Important Dates

Posted On:

Oct 25, 2017

Applications

Accepted Until:

Nov 23, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	4
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
22	Internal Transfer/Promotion	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
26	Non-Employee Referral	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

National Sales Assistant

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 11/1/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			6

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR
Fax and E-mail verification summary report for National Sales Assistant

Position: National Sales Assistant

Hire Date: November 1, 2017

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for National Sales Assistant

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
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- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to "move up"

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

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Fax and E-mail verification summary report for National Sales Assistant

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/National-Sales-Assistant_Req8748

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Fax and E-mail verification summary report for National Sales Assistant

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aia.edu	Sent: 10/25/2017 3:56:39 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 10/25/2017 3:56:37 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 10/25/2017 3:56:39 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 10/25/2017 3:56:37 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 10/25/2017 3:56:36 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 10/25/2017 3:56:40 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 10/25/2017 3:56:35 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 10/25/2017 3:56:41 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 10/25/2017 3:56:37 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 10/25/2017 3:56:39 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 10/25/2017 3:56:36 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 10/25/2017 3:56:40 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 10/25/2017 3:56:40 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 10/25/2017 3:56:38 PM

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Job Summary

Job #: Req8748

National Sales Assistant

Burbank, CA - 91505

Posted 10/26/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Executive Secretaries and Executive
Administrative Assistants

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities • Provides administrative and/or process support for contract administration, customer service, and order history. • Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc. • Responds to client requests, e.g., spot times. • Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to "move up" Work Experience • 1-3 years' experience in radio role Education • 4-year college degree Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to a

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National Sales Assistant

Position Type

Number of Openings

Full Time

1

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
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- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/National-Sales-Assistant_Req8748

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Important Dates

Posted On:

Oct 25, 2017

Applications

Accepted Until:

Dec 22, 2017

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 Your password is weak. Please [update your password now](#). [Learn more](#) about password strength.

 This is how a student may see your job posting.

National Sales Assistant

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
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Qualifications

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Applications

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Nov 23, 2017