



Federal Communications Commission
Washington, D.C. 20554

October 30, 2023

WURV-FM, Richmond, VA, Fac ID #37230
SM-WURV, LLC
2700 Corporate Drive Suite 115
Birmingham, AL 35242

Dear Licensee:

1. In accordance with 47 CFR § 73.2080(f)(4), WURV-FM, Richmond, VA, Fac ID #37230 (the Station) and all other stations, if any, in the same station employment unit (defined by 73.2080(e)(2) as commonly owned stations in the same market that share employees) (the Unit) has been randomly selected for an audit of its Equal Employment Opportunity (EEO) program. A copy of section 73.2080 of the Federal Communications Commission (FCC or Commission) rules can be found here: <https://www.fcc.gov/enforcement/eb-eeo/equal-employment-opportunity-rules>.

2. Audit Data Requested.

(a) If the Unit has fewer than five full-time employees (defined by section 73.2080(e)(1) as employees regularly assigned to work 30 hours a week or more), submit a response listing the Unit's full-time employees identified by job title (no personal names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 2(b)(vi) below. Please also see Questions 3 and 4 below for guidance regarding brokers and brokered stations.

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

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

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

(iii) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement

confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii).¹¹⁵ Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).

(iv) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.

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

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

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

¹¹⁵ For on-air announcements that aired multiple times to advertise the position, you may send a traffic log summary documenting the timeframe during which the announcements aired (in lieu of the log in its entirety). The log showing all air dates and times may be required for additional verification, but the Unit need not provide with its initial response.

program.

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

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

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

(c) Resumes, company training manuals, posters, employee handbooks, and corporate guidebooks are not required to be submitted. If any of the information in these or similar materials is relevant to any part of this audit letter, the Unit may provide a summary of any content if it so wishes. If this audit requires an unusually burdensome volume of documentation, the Unit may contact EEO staff at (202) 418-1450 prior to the response deadline to discuss alternative ways of condensing the information.

3. Time Brokerage—Licensee of brokered station(s) receives audit letter.

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

4. Time Brokerage—Broker receives audit letter.

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

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

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

5. Procedures.

(a) **The response to this audit letter must be uploaded to the FCC-hosted online public inspection file (<https://publicfiles.fcc.gov/>) belonging to each station in the Unit by no later than December 14, 2023.** The response should be placed in the EEO Audits, Investigations, and Complaints subfolder in the online public file (found at EEO Records>>Additional Documents>> EEO Audits, Investigations, and Complaints). Include in the response the Station's Facility ID Number and an e-mail address of a Station representative.

(b) Any extension of time must be requested at least five days prior to aforementioned deadline (via email to EB-EEO@fcc.gov), indicate the additional time the Unit believes it needs to complete its response (not to exceed 45 days) and will be granted only upon a showing of good cause. Unless and until an extension is granted, the original deadline remains in effect.

(c) If the Unit submitted an EEO audit response in 2021 or 2022 and/or the most recent license renewal application(s) applicable to the Unit were granted after October 1, 2021, send an email to EB-EEO@fcc.gov for additional guidance on whether a response is required. In the email, provide a reference to the relevant filings/applications before the Commission.

(d) The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See 47 CFR § 1.16.). To knowingly and willfully make any false statement or conceal any

material fact in response to this audit is punishable by fine or imprisonment (*see* 18 U.S.C. § 1001; 47 CFR § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with section 73.2080(g).

(e) As required by sections 73.3526(e)(10) (commercial stations) and 73.3527(e)(11) (noncommercial educational stations), a copy of this letter and the response must be placed in the FCC-hosted online public inspection file belonging to each station in the Unit. Consequently, the response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. The FCC does not require that employment units retain such information in their records, or that such information be provided in response to this letter.

(f) Upon receipt, audit responses will be reviewed for completeness. If any questions arise or there are missing materials, EEO staff will contact you. The Enforcement Bureau no longer issues letters to licensees upon completion of our review of audit responses.

6. Should you have any questions, please contact EEO Staff at EB-EEO@fcc.gov or (202) 418-1450. Thank you for your cooperation.

Sincerely,

/s/ Elizabeth Goldin

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau



Summary of SummitMedia Richmond WURV-FM Audit:

In response to the audit of its Equal Employment Opportunity (EEO) program, SummitMedia is providing:

- Unit website addresses:
 - <https://www.1037yourvariety.com/>
 - <https://www.summitmediacorp.com/>
- Unit's two most recent EEO Public File Reports 6/1/2021-5/31/2022 and 6/1/2022-5/31-2023:
 - <https://publicfiles.fcc.gov/fm-profile/WURV/equal-employment-opportunity-records/additional-documents/eo-public-file-reports/1b74835e-5508-f993-c5ee-561601a09716>
- Supporting documentation for full-time vacancies, master recruitment source list, and recruitment initiatives.

Recap:

- Unit had 12 full-time positions filled during the period with supporting documentation for the below vacancies that includes number of interviewees for each vacancy and the referral source for each interviewee:

Digital Sales Account Manager	06/01/2021
Operations Manager/PD	06/14/2021
Sales Account Executive	07/06/2021
Sales Account Executive	09/03/2021
On Air Personality	11/03/2021
Administrative Assistant	08/01/2022
Promotions & Marketing Director	09/21/2022
Sales Account Executive	10/31/2022
On Air Personality	12/12/2022
Sales Account Executive	05/08/2023
Sales Account Executive	05/08/2023
Program Director	12/12/2022
- Unit had 8 recruitment initiatives with included documentation.
- Unit implemented efforts to analyze its EEO recruitment program.

**WKHK-FM, WKLR-FM, WJSR-FM, WURV-FM
EEO PUBLIC FILE REPORT
June 1, 2022 – May 31, 2023**

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

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Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Office Manager/Administrative Assistant	5,6,7,9,12,13,14	7
Promotions Director	3,5,6,7,9,12,13	3
Marketing Strategy Lead	3,5,6,7,8,9,13	8
Radio Sports Director	1,3,5,6,7,8,9,12,13	3
WKLR-FM On-Air Talent	3,5,8	3
Marketing Strategy Lead	1,3,5,7,8,9,15	7
Marketing Strategy Lead	1,3,5,7,8,9,15	7

**WKHK-FM, WJSR-FM, WKLR-FM, WURV-FM
EEO PUBLIC FILE REPORT
June 1, 2022 – May 31, 2023**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Word-of-Mouth Referral	No	3
2	Client Referral	No	
3	Employee Referral	No	5
4	On-Air Announcements (<i>all stations</i>)	No	
5	Station Websites (<i>all stations</i>) / Summit Media Website	No	3
6	Internal Posting	No	4
7	Indeed.com	No	19
8	LinkedIn.com	No	11
9	Handshake	No	
10	In-Person Job Fair	No	
11	Internal Transfer/Promotion	No	
12	Allaccess.com	No	
13	Virginia Association of Broadcasters <i>Christina.sandridge@easterassociates.com</i> <i>434-326-9815</i>	No	
14	Virginia Workforce Connection <i>Shayna.dolinger@vec.virginia.gov</i> <i>804-801-2738</i>	No	
15	NASBA/Careerpage.org	No	
16	RAMP <i>Kevin Carter</i> <i>kevin@ramp247.com</i>	No	
17	VCU Career Center <i>careers@vcu.edu</i> <i>804-828-1645</i>	No	
18	University of Richmond <i>careerservices@richmond.edu</i> <i>804-289-8547</i>	No	
19	Virginia State University <i>careerservices@vsu.edu</i> <i>804-524-5211</i>	No	
20	Northern Virginia Community College <i>novacareerservices@nvcc.edu</i>	No	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
21	Hampton University <i>careercenter@hamptonu.edu</i> 757-727-5331	No	
22	George Mason University <i>careers@gmu.edu</i> 703-993-2370	No	
TOTAL INTERVIEWEES OVER REPORTING PERIOD			45

WKHK-FM, WKLR-FM, WJSR-FM, WURV-FM
EEO PUBLIC FILE REPORT
June 1, 2022 – May 31, 2023

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	VAB Webinar “FCC EEO Rules” (xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity	On July 12, 2022, the Business Manager attended a webinar presented by the Virginia Association of Broadcasters. Elizabeth Spainhour and Patrick Cross of the Brooks Pierce law firm hosted a webinar to discuss the FCC’s EEO rules and tips for staying up-to-date on the latest EEO developments. An updated EEO guide was distributed to help stations understand the current requirements for FCC EEO compliance.
2	VAB Summer Internship Program (v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment	The Summer Internship Program is an 8-week paid program beginning June 6, 2022 and ending July 29, 2022. This program is offered to students entering either their Junior or Senior year at a college or university that offers undergraduate classes in business, electronic media, engineering, graphic design, and mass communications including advertising, journalism (print or broadcast), marketing, and public relations. The intern reported to the Operations Manager and worked with various station personnel to gain knowledge and experience in programming/on-air, promotions/events, sales, production, engineering, and business/administration.
3	Station Tour – Inspire Martial Arts (xi) Sponsorship of events/programs for or on behalf of community organizations related to careers in broadcasting	On August 3, 2022, the Operations Manager hosted a group of 20 students (ages 8-10) from Inspire Martial Arts. The students were given an educational tour of the studios with information about how a radio station operates and an overview of the careers available in radio broadcasting.

WKHK-FM/WKLR-FM/WJSR-FM/WURV-FM
EEO PUBLIC FILE REPORT
June 1, 2021 – May 31, 2022

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

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Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
WURV Morning Show Host	1,2,3,4,6,8,10,12,15,16, 20,21,24	2
Operations Manager	1,2,3,4,6,8,10,12,15,16, 20,21,24	6
Marketing Strategy Lead	1,3,4,5,12,16,20,21,24	4
Marketing Strategy Lead	1,3,4,5,12,16,20,21,24	1
Digital Sales Manager	1,3,4,12,16,20, 24	12

**WKHK-FM, WJSR-FM, WKLR-FM, WURV-FM,
EEO PUBLIC FILE REPORT
June 1, 2021 – May 31, 2022**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Internal Posting (located in 2nd and 3rd floor break rooms and announced in monthly staff meeting) Bob Willoughby Bob.Willoughby@summitmediacorp.com	No	2
2	All Access Joel Denver JDenver@allaccess.com 28955 Pacific Coast Highway Suite 210 Malibu, CA 90265	No	6
3	On Air Advertising-all SEU stations Brooke Rogers Richmond.Jobs@summitmediacorp.com	No	4
4	SummitMedia Websites Brooke Rogers Brooke.rogers@summitmediacorp.com	No	3
5	VARTV.com Robert Corbin 1725 Live Oak Trl Suite 203 Virginia Beach, VA 23456	No	
6	Word-of-Mouth Referral Brooke Rogers 804-330-5700	No	9
7	Radio-Info.com info@radioinfo.com 785 Williams Street #429 Longmeadow, MA 01106	No	
8	Ramp Newsletter 661-294-9408 cartermmedia@gmail.com	No	1

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
9	Richmond Times-Dispatch Recruitment@Richmondtimesdispatch.com 300 E. Franklin St. Richmond, VA 23219	No	
10	Record Label	No	2
11	Linkedin.com 1-650-687-3555	No	
12	Indeed.com 1-800-475-4361	No	9
13	Virginia Employment Commission Dennis Woodard (866) 832-2363 employer.accounts@vec.virginia.gov 703 E. Main St Richmond, 23219	No	
14	VCU Career Center Joslyn Bedell (804) 828-1645 907 Floyd Ave P.O. Box 842007 Richmond, VA 23284-2007	No	
15	University of Richmond Career Center Leslie Stevenson (804) 289-8000 28 Westhampton Way Richmond, VA 23173	No	
16	Handshake https://www.joinhandshake.com/	No	
17	Virginia State University Dannita Trice (804) 524-5000 P.O. Box 9410 Petersburg, VA 23806	No	
18	Inside Radio Gene McKay 800-248-4242 x700 365 Union Street Littleton NH 03561	No	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
19	Radio Advertising Bureau (RAB) Sheena Calton (212) 681-7200 1320 Greenway Drive, Suite 500 Irving, Texas 75038	No	
20	National Urban League Yolanda Richardson 212-558-5300 120 Wall Street New York, NY 10005	No	
21	Northern Virginia Community College Career and Experiential Learning Services (703) 323-3000 7630 Little River Turnpike Annadale, VA 22003	No	
22	Hampton University Karen Weaver 757-727-5331 Career Counseling and Planning Center 2 Frissell Street Hampton, VA 23668	No	
23	George Mason University Sara Chandler 703-993-2370 University Career Services 4400 University Drive, MS 3B6 Fairfax, VA 22030	No	
24	Virginia Association of Broadcasters Christina Sandridge (434) 977-3716 250 West Main Street Suite 100 Charlottesville, VA 22902	NO	
25	In person job fair	No	2
TOTAL INTERVIEWEES OVER REPORTING PERIOD			38

WKHK-FM/WKLR-FM/WJSR-FM/WURV-FM
EEO PUBLIC FILE REPORT
 June 1, 2021 – May 31, 2022

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Training program to enable station personnel to acquire skills that could qualify them for higher positions	P1 Sellers Training is an ongoing initiative to train and coach internal sales team to grow within their broadcast career. Entire sales team and sales management takes part.
2	Training program to enable station personnel to acquire skills that could qualify them for higher positions	VICI Digital Sales Training is a weekly initiative that ran from 6/1/21-5/31/22 to train and coach internal sales team to grow within their broadcast career with a focus on the quickly expanding digital landscape. Entire sale steam and sales management takes part.
3	Hosted in person job fair with Radio One	Hosted and attended in person job fair to receive resumes for potential FT and PT hires at the Richmond library on 9/14/21.
4	Hosted in person job fair with Radio One	Hosted and attended in person job fair to receive resumes for potential FT and PT hires at the Chesterfield Town Center mall on 11/9/21.
5	VCU Media Job Fair	Operations Manager, Dave Symonds attended job fair to receive resumes for potential FT and PT hires on 4/5/22.



Summary of SummitMedia self-audit for EEO policies:

SummitMedia and our SEU's have conducted internal meetings to focus on self-audit and self-inspection of our EEO policies. This provides us an opportunity to review and correct any deficiencies with our recruitment efforts, recruitment sources list, recruitment initiatives, and our public filing process.

Participating station management includes our VP/Chief People Officer, VP/Finance, Payroll and Benefit Specialist, and our individual SEU Business Managers and General Managers. Markets represented include all SummitMedia markets – Birmingham, Greenville, Honolulu, Knoxville, Louisville, Omaha, Richmond, Springfield, Wichita.

- On 11-17-2022 and 1-19-2023 our VP/CPO consulted with outside counsel on the intent of improving our process and scheduling reviews for 2022 and 2023.
- On 3-8-2023 the VP/CPO, VP/Finance, Payroll and Benefit Specialist met to conduct a review and self-audit.
- On 4-6-2023 all above mentioned SummitMedia employees including the individual market SEU's Business Managers met again to conduct a review and self-audit.
- Ongoing efforts were established to conduct both 6 month and 11 month self-audit reviews for all SEU's with participating Business Managers and SummitMedia leadership.

Kate Glenn
Vice President, Chief People Officer

Kate Glenn

12-5-2023

FARGO
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**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form *per Rick Thomas to post*
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

B. Negro

EEO Manager

10/15/21

Date file completed

Brooke Rogers

From: Rogers, Brooke
Sent: Tuesday, May 25, 2021 4:23 PM
To: Rick Thomas
Subject: RE: Ad for mornings on WURV How's This?

What email address would you like the resumes to come too?

From: Rick Thomas <rick.thomas@summitmediacorp.com>
Sent: Tuesday, May 25, 2021 4:20 PM
To: Rogers, Brooke <brooke.rogers@summitmediacorp.com>
Subject: RE: Ad for mornings on WURV How's This?

Job Summary: Morning Show Host WURV

Job Summary:

Creates, produces and announces topics on the radio, including music, entertainment, news, weather, sports, traffic and other topics of interest. Also responsible for social media interaction, and curation and growth of personal and station profiles and assets.

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.
- Demonstrates knowledge of music and credibility in the HOT AC and Contemporary hit music formats.
- Adheres to all guidelines, policies and procedures of the station, Summit Media 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 paid and non-paid 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

#4867118 WURV Morning Show

[Job Details \(/jobs/4867118\)](/jobs/4867118) [Edit \(/jobs/4867118/edit\)](/jobs/4867118/edit) [Matches \(/jobs/4867118/matches\)](/jobs/4867118/matches)
[Applicants \(/jobs/4867118/applications\)](/jobs/4867118/applications)

Job [Preview Job Posting \(/jobs/4867118/edit?initial_page=4\)](/jobs/4867118/edit?initial_page=4) Applicants




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[Duplicate job \(/jobs/4867118/duplicate?job_id=4867118\)](/jobs/4867118/duplicate?job_id=4867118)
[View profiles and download application documents.](#)

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them.

- Broadcast Announcers and Radio Disc Jockeys
- Human Resources Specialists

School	Applications	Last Update	Status	Comments
Liberty University	0	Requested a few seconds ago	Pending	0 
University of Virginia	0	Requested a few seconds ago	Pending	0 
Virginia Tech	0	Approved a few seconds ago	Approved	0 

< 1/1 >



WURV Morning Show
(/employers/71558) SUMMITMEDIA LLC (/employers/71558)

Favorite Job

About this Job

Job Summary: Morning Show Host WURV

Job Summary:

Creates, produces and announces topics on the radio, including music, entertainment, news, weather, sports, traffic and other topics of interest. Also responsible for social media interaction, and curation and growth of personal and station profiles and assets.

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.
- Demonstrates knowledge of music and credibility in the HOT AC and Contemporary hit music formats.
- Adheres to all guidelines, policies and procedures of the station, Summit Media 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 paid and non-paid 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
- 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

Work Experience

- 3+ years of on-air radio experience required
 - Audio demo of on-air required
- Winning rack record in Hot AC or Contemporary Hit formats

Submit resumes and air checks to: richmond2021@summitmediacorp.com
(mailto:richmond2021@summitmediacorp.com)

It is the policy of Summit Media to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency."

Location

Richmond, Virginia, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

<https://www.facebook.com/SummitMediaCorp>

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

CONTACTS

Brooke Rogers

Instructions and FAQs *Click here to hide*

How do I post a job?

Complete the form and click "Post Job".

You will receive an email confirmation. Your posting is pending, and one of our team members must review and accept the job listing before it goes live.

Once the posting is approved (typically within one business day), you will receive a second email notice which includes a link allowing you to view the job listing as it appears to members.

Tips for achieving more responses:

- Include **CONTACT INFORMATION** for candidates to ask questions and submit their applications.
- Put the most important and exciting parts of the job first in the Requirements and Description sections.
- If there are things that make the job, workplace or community especially nice, mention it!
- Make sure your copy readable and enticing!

Job Posting

● Job Title Morning Show Host WUF

Posted By Brooke Rogers

● Department

● Employment Type

● Job Location Richmond, VA

● Name and contact information to whom applicant should apply richmond2021@summitr

● Job Description

File Edit View Format

← Formats **B** *I*     

Job Summary: Morning Show Host WURV

P » SPAN

POWERED BY TINYMCE 

● Administrator Email bob.willoughby@summitr

Job Posting

Thank you for your job posting .

Your posting (JobID# 10238) will be reviewed shortly. Once it has been approved, you will be sent a confirmation.

Success

[Make Another Job Posting](#)

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Airing on **420+** stations ★ Weekends and weekdays

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You have **119** unread Net News stories.

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User Control Panel () - Your posts

Board index < Job Market < Job Openings



When our broadcasting colleagues are in need, we're here to help.

Learn how to get help or give back at

broadcastersfoundation.org

[@broadcastersfDN](#)

Morning Show Host WURV

Moderators: shawnski, jdenver, mpaulsen68

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability. No voiceover, voicetracking, or other business plugs, please!

Search this topic...

1 post - Page 1 of 1

Morning Show Host WURV

by **1georgiawfwf** » Tue May 25, 2021 1:59 pm

Job Summary:

Creates, produces and announces topics on the radio, including music, entertainment, news, weather, sports, traffic and other topics of interest. Also responsible for social media interaction, and curation and growth of personal and station profiles and assets.

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1georgiawfwf

Posts: 1

Joined: Tue May 25,

2021 1:56 pm

Contact:

indecenty and obscenity

• Prepares for an air shift exercise of independent producing, interviewing,

- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
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Qualifications

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Guaranteed Life Insurance



Learn More

Gerber Life Insurance
Home Office: White Plains, NY 10606



You have 119 unread Net News stories.

search by keyword

Home > All Forums > Job Market > Job Openings

Forums

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Learn how to get help or give back at

broadcastersfoundation.org

BroadcastersFDN

Morning Show Host WURV

Moderators: shawnski, jdenver, mpaulsen68

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1 post • Page 1 of 1

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by 1georgiawfwf » Tue May 25, 2021 1:59 pm

1georgiawfwf

Posts: 1
Joined: Tue May 25, 2021 1:56 pm
Contact: [icon]

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Life
Insurance



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Gerber Life Insurance
Home Office: White Plains, NY 10605

most trusted source for both local and national news in the Black community, and Jacksonville deserves a full-time news service by and for the Black community."

We understand that BIN 104.1 is broadcasting via translator **W281AM** at 104.1, licensed to suburban Macclenny, FL, which formerly retransmitted EMF's K-Love format, based at **90.9 WJKV**.

Game-changing strategies to get you hired now



AVAILABLE JUNE 29TH

Pros In Motion



• At the end of March we reported that **Melissa Chase** had resigned as OM/PD of SummitMedia's Richmond group after 12 years with the company. Chase (left) remained on in mornings on Hot AC **WURV (103.7 Your Variety)** for the past eight weeks, but she has now formally exited the company.

Back in April Chase told us, "I'm so grateful for the opportunities I've had over the last 22 years in radio and the amazing talent I've worked with -- the last 12 at SummitMedia and prior ownership by Cox Media." Chase posted a [farewell video to Facebook](#) and can now be reached at MelissaChase@gmail.com.



• SummitMedia is now actively looking for a new morning show host for **WURV (103.7 Your Variety)**. Candidates should have at least 3+ years of prior radio experience and a winning track record in Hot AC or Top 40 formats. Sound like you? Rush your audio and resume to richmond2021@summitmediacorp.com. EOE.



• Cumulus News-Talk **580/105.9 KMJ/Fresno** has named market vet **Christopher Gabriel** as the new host of *Fresno's Morning News*, alongside anchor **Matt Otstot** and the team weekdays from 6-9am PT, starting Monday, May 31. He will also host a weekend talk show on the station.

[Subscribe](#) to our email list.

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

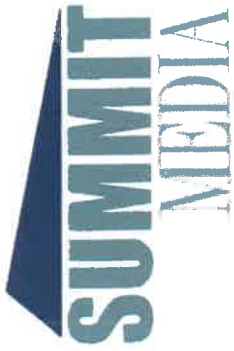
Position Applied For: WUV Morning Show Name of Department: WUV Programming
 Person Preparing This Report: B. Rogers Location: Richmond
 Date Prepared: 10/5/21 Name/Title of Hiring Manager: Dave Symonds

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
8-17-21	ARTHUR GOOSE SELLER	RECORD LABEL	1
7-28-21	ERIK SLOTT SMITH	ALL ACCESS AD	3
6-15-21	JULIAN NEFF	INTERNAL REFERRAL	1
7-22-21	ANDREW ORPHAN	RAMP	1
7-9-21	ANTHONY FARGO	ALL ACCESS	2
7-19-21	SCOTT McLENDOS	RECRUITED	1

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To applicant: Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. we seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will NOT be reviewed by managers making hiring decisions and is NOT part of your employment file. Please print firmly & legibly.

1. Name:

S	E	L	L	E	R														
Last																			
First																			
M.I.																			

2. Date:

1	7																		
Day																			
8																			
Month																			
0	2																		
Year																			

3. Position Applied For:

WUV Morning Show

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input type="checkbox"/>	Employee	_____	Name of Employee
<input type="checkbox"/>	Advertisement	_____	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input checked="" type="checkbox"/>	Other	<u>Record Label</u>	



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1. Name:

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																First				M.I.														

2. Date:

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Day																7																		
																Month		2																
																		Year																

3. Position Applied For: NURSE MANAGING SHEW

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input type="checkbox"/>	Employee	_____	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>All access</u>	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



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1. Name:

N	e	i	a																
Last																			
First																			
M.I.																			

2. Date:

A																			
Day																			
Month																			
Year																			

3. Position Applied For: WEEK MORNING SHOW

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input checked="" type="checkbox"/>	Employee	_____	Name of Employee
<input type="checkbox"/>	Advertisement	_____	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



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1. Name:

Last

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First

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

M.I.

2. Date:

22	7	21
Day	Month	Year

3. Position Applied For: NUN MORNING SHAO

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School	_____
<input type="checkbox"/>	Agency	_____	Name of Agency	_____
<input type="checkbox"/>	Employee	_____	Name of Employee	_____
<input checked="" type="checkbox"/>	Advertisement	<u>LAMP</u>	Name of Publication	_____
<input type="checkbox"/>	Community Organization	_____	Name	_____
<input type="checkbox"/>	Other	_____		_____



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1. Name:

E	a	r	g	o															
Last																			
Anthony																			
First																			
M.I.																			

2. Date:

9			7																
Day										Month					Year				

3. Position Applied For: WUV Morning Show

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input type="checkbox"/>	Employee	_____	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>Ad Access</u>	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



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1. Name:

Last

M c d e r w

First

S c o t t

M.I.

11

Day

7

Month

21

Year

2. Date:

3. Position Applied For: WUP Morning Show

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: WURV Morning Show

FULL-TIME OR PART-TIME: FULL-TIME **DATE:** 10/14/21

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement (EXAMPLE)	0
2. SummitMedia Website (EXAMPLE)	0
3. Indeed	0
4. Other (Record Label)	1
5. Referral	2
6. All Access	2
7. RAMP	1
8. Handshake	0

DATE POSITION WAS FILLED: 10/15/21

REFERRAL SOURCE OF APPLICANT HIRED: All Access

SummitMedia LLC. Job Posting Form



Today's Date: Your Name:

Job Title: Market:

Job Function (Marketing, Sales, Accounting, Etc.):

E-mail address for resumes / applications to forward to:

Are there any specific requirements for this posting (Education, Experience, Etc.):

What is the budget for this job posting?

Flight Date for posting SummitMedia Approval PO#:

Credit Card Number for payment: Exp: CVV:

Job Description:

Job Summary: Morning Show Host WURV

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(<https://www.1037yourvariety.com>)

(<https://www.1037yourvariety.com/show/mornings-with-melissa-chase/>) **Mornings with Melissa Chase**
 (<https://www.1037yourvariety.com/show/mornings-with-melissa-chase/>)

(<https://listen.streamon.fm/wurv>)

LISTEN LIVE 

Homepage (<https://www.1037yourvariety.com>) > Pages (<https://www.1037yourvariety.com/pages/employment>)

Employment

Equal Employment Opportunity Statement

Summit Media Corp Richmond is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of Summit Media Richmond job vacancies as they occur. If your organization would like to be notified such vacancies, please contact Brooke Rogers at Summit Media Richmond: 812 Moorefield Park Dr Suite 300 Richmond, VA 23236. Each organization that wishes to be given notice of job vacancies must provide its name, mailing address, email address, telephone, and contact person, and identify the category or categories of vacancies of which it requests notice.

To request more information or to submit your resume, **click here** (<mailto:brooke.rogers@summitmediacorp.com>).

Summit Media Corp is an Equal Opportunity Employer.

Morning Show Host WURV

Creates, produces and announces topics on the radio, including music, entertainment, news, weather, sports, traffic and other topics of interest. Also responsible for social media interaction, and curation and growth of personal and station profiles and assets.

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.
- Demonstrates knowledge of music and credibility in the HOT AC and Contemporary hit music formats.
- Adheres to all guidelines, policies and procedures of the station, Summit Media 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 paid and non-paid 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
- 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

Work Experience

- 3+ years of on-air radio experience required

- Audio demo of on-air required

Winning rack record in Hot AC or Contemporary Hit formats

Submit resumes and air checks to: richmond2021@summitmediacorp.com
(mailto:richmond2021@summitmediacorp.com)

Operations Manager/Program Director

SummitMedia is looking for an Operations Manager / Program Director to lead our Richmond, VA Cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

The "MUST-HAVE skills" list:

- ON-AIR

- o Creative

- o A positive attitude and a winning air personality

- o An air check that demonstrates effective and disciplined show prep

- o The talent to entertain and engage

- o The aptitude to execute topical, in-the-moment content

- o The ability to communicate to Females 25-54 in an authentic way

- o A community manager/social media practitioner

- PROGRAMMING

- o Proven success as PD / OM required

- o 5+ years of programming

- o Knowledge and understanding of PPM

- o Knowledge of RCS GSelector

Symonds
②

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

B. Hoops
EEO Manager

6/9/21
Date file completed

SummitMedia LLC

PERSONNEL REQUISITION POSITION APPROVAL

TO: Senior Vice President Finance

Date: 3/30/21

From: Bob Willoughby/Richmond Group

Dept: Programming

Job Title of Open Position: Operations Manager/Program Director

Date required: 3/30/21

Full Time Part Time

Replacement

New Position

Budgeted Yes No

Posting for internal board:

SummitMedia is looking for an Operations Manager / Program Director to lead our Richmond, VA Cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executive!

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 - 5+ years of programming
 - Knowledge and understanding of PPM
 - Knowledge of RCS GSelector
 - Knowledge of Wide Orbit
 - The ability to craft and follow a strategy
 - A strong work ethic

- PEOPLE SKILLS
 - Communicate effectively at both higher and lower levels
 - Ability to create an environment that benefits everyone in it, contributing to the overall success
 - Willingness to extend your influence to make a positive difference in our industry
 - Ability to work and lead within a active team
 - Ability to coach and grow others
 - Ability to attract high performers

Send audio sample and resume to: richmond2021@summitmediacorp.com

①
3/20/21

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Posting Request

) Thanks!

r response was submitted.

it another response

my own form

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Job Posting

Thank you for your job posting .

Your posting (JobID# 10205) will be reviewed shortly. Once it has been approved, you will be sent a confirmation.

Success

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Job Listing

Organization: SummitMedia, LLC

Department: (Other)

Employment Type: Full Time

Location: Richmond, VA

Job Position Title: Operations Manager/Program
Director

Times Viewed:

Job Description:

SummitMedia is looking for an Operations Manager / Program Director to lead our Richmond, VA Cluster. This opening is for a proven

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Send audio sample and resume to:
richmond2021@summitmediacorp.com

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Preview how your job content will look to students before you post it.



Operations Manager/Program Director

SUMMITMEDIA LLC (/employers/71558)

- Richmond, Virginia, United States
- Full-Time Job
- Paid
- Advertising, PR & Marketing
- 250 - 1,000 employees
- No on-campus interviews

Applications close on Apr 30

[Apply Externally](#)

Job Description

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 - o Knowledge of RCS GSelector

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- o Knowledge of Wide Orbit
- o The ability to craft and follow a strategy
- o A strong work ethic

- PEOPLE SKILLS
- o Communicate effectively at both higher and lower levels
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About SUMMITMEDIA LLC

Headquarters
2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website
www.summitmediacorp.com (<http://www.summitmediacorp.com/>)

Division
Richmond

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency."

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#4614418 Operations Manager/Program Director

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Applicants

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i We are currently distributing your job to all selected schools. You'll see them appear below in just a few minutes!

School	Applications	Last Update	Status	Comments
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No Results. Try removing filters.



[\(/employers/71558\)](#)

Operations Manager/Program Director

[SUMMITMEDIA LLC \(/employers/71558\)](#)

About this Job

SummitMedia is looking for an Operations Manager / Program Director to lead our Richmond, VA Cluster. This opening is for a proven professional who LOVES music, is passionate about radio, and is an excellent executer!

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 - o An air check that demonstrates effective and disciplined show prep
 - o The talent to entertain and engage
 - o The aptitude to execute topical, in-the-moment content
 - o The ability to communicate to Females 25-54 in an authentic way
 - o A community manager/social media practitioner
- **PROGRAMMING**
 - o Proven success as PD / OM required
 - o 5+ years of programming
 - o Knowledge and understanding of PPM
 - o Knowledge of RCS GSelector
 - o Knowledge of Wide Orbit
 - o The ability to craft and follow a strategy
 - o A strong work ethic
- **PEOPLE SKILLS**
 - o Communicate effectively at both higher and lower levels
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Location

Richmond, Virginia, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing Industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

<https://www.facebook.com/SummitMediaCorp>

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

No US work authorization required

Contact Information

CONTACTS

Brooke Rogers

Attachments (/jobs/4614418/attachments)

New Attachment (/jobs/4614418/attachments/new)
Posted to 0 Schools

New Job

[Jobs \(/jobs\)](/jobs)

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Schools	Interview on campus?	Apply start date	Expiration date
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University of Mary Washington	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:
Liberty University	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:
Virginia Wesleyan University	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:
Virginia Tech	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:
Virginia Commonwealth University	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:
University of Virginia	<input type="checkbox"/>	2021-03-31 01	2021-04-30 1:

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Thursday, April 1, 2021

Latest News from RAMP: [SummitMedia Seeks New Richmond OM/PD](#)



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BEFORE NEWS BREAKS, IT MUST BEND... AND THAT'S WHERE WE COME IN.

SummitMedia Seeks New Richmond OM/PD

[March 31, 2021](#) [SummitMedia, WURV](#)



• SummitMedia is actively seeking an Operations Manager/Program Director to lead its Richmond, VA cluster as 12-year company veteran Melissa Chase has resigned. Her future plans remain fluid at this time.

Chase (left) commented, "I'm so grateful for the opportunities I've had over

FREE AGENT **SummitMedia Seeks New Richmond OM/PD**
the last 22 years in radio and the amazing talent I've worked

BREAKING NEWS



64th Grammy Awards Date Announced

[March 31, 2021](#)

• As the echoes of the recent 63rd GRAMMY Awards fade into the distance, The

with — the last 12 at SummitMedia and prior ownership by Cox Media. Before that I was a personality on WRVQ (Q94) and voicetracked for WKCI, WAZR and SiriusXM.” She added, “I am stepping down from my role as OM/PD in the next 60 days and we are talking about continuing on in mornings [on Hot AC WURV]. I’m excited to see what the universe has in store!” Chase can be contacted at MelissaChase@gmail.com, and you can find her on Facebook and Instagram.



• SummitMedia is now in the market for a proven pro who LOVES music, is passionate about radio, and is an excellent executer to

oversee the Richmond group, which includes '80s-based Classic Hits WJSR (Awesome 100.9), Hot AC WURV (103.7 Your Variety), Country WKHK (K95), Classic Rock WKLR, Sports 106.1 (WURV-HD2) and Classic Hip Hop G104.3 (WKHK-HD2).

The “Must-Have” skills list:

On Air: Creative; positive attitude and winning air personality; an aircheck that demonstrates effective and disciplined show prep; the talent to entertain and engage; the aptitude to execute topical, in-the-moment content; the ability to communicate to Females 25-54 in an authentic way; and someone who is a community manager/social media practitioner.

Programming: At least five years of proven success as OM/PD; knowledge and understanding of PPM, RCS GSelector and Wide Orbit; the ability to craft and follow a strategy, and a strong work ethic. **SummitMedia Seeks New Richmond OM/PD**

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Entercom Rebrands As 'Audacy'

📅 March 30, 2021

• As initially tipped in Tuesday's RAMP, Entercom Communications Corp

invited to apply now — send your killer audio and resume to richmond2021@summitmediacorp.com. EOE.

today announced that it is transitioning its brand name to

← Rude Awakening For Morning Hustle

You May Also Like



townsquare

OM Gigs In Youngstown & Binghamton

March 3, 2019



Fergie To Host 'The Four'

November 27, 2017



Tyler Named MD of WDVD/Detroit

April 3, 2018

CTO

March 22, 2021

Futuri Tap s Sos a As

Sou ndC lou d Na me s

Wilson COO/CFO

March 22, 2021

Cou ntin g Do wn To On

Air Fest

March 18, 2021

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FREE AGENT

SummitMedia Seeks New Richmond OM/PD Class Announced



Operations Manager
 SummitMedia, LLC 2.8
 \$99,000 - \$100,000 a year
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new

Operations Manager/Program Director

SummitMedia, LLC 3.5

Richmond, VA 23236

\$99,000 - \$100,000 a year

Easily apply

- A community manager/social media practitioner
- An air check that demonstrates effective and disciplined show prep.
- The talent to entertain and engage.

Today · More...

- View all SummitMedia, LLC jobs in Richmond, VA - Richmond Jobs
- Salary Search: Program Director salaries in Richmond, VA
- See popular questions & answers about SummitMedia, LLC

SummitMedia is looking for an Program Director to lead our opening is for a proven professional passionate about radio, and is

About us:

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- The aptitude to execute content
- The ability to communicate

new

Senior Manager, Program Management - Finance Operations Busi...

Amazon.com Services LLC 3.6

Arlington, VA

Drive program objectives - provide program management and define project plans, manage implementation activities, and develop processes, documentation and...

1 day ago · More...

new

Senior Manager, Program Management - Operations Strategy - O...

VMware 4.0

Reston, VA 20190 (Sunset Hills area) · Remote

- Manage program dependencies, risks, key design decisions etc.

Messages

Rogers, Brooke

Country Aircheck

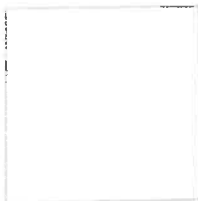
From: Rogers, Brooke
Sent: Thursday, April 01, 2021 10:56 AM
To: Monta Vaden
Subject: RE: Job Posting

Perfect, thank you so much!

Brooke

From: Monta Vaden <monta@countryaircheck.com>
Sent: Thursday, April 01, 2021 10:55 AM
To: Rogers, Brooke <brooke.rogers@summitmediacorp.com>
Subject: Re: Job Posting

My apologies, as I sent you a direct link yesterday, but links may be flagged by your server. Here is a direct screen shot. Please let me know if you need the link. Otherwise, you can go to our website directly and search yesterday's stories with the calendar box or search WKHK in the search engine box to retrieve the story, as well.



Summit's Melissa Chase Steps Down



Melissa Chase

Summit/Richmond, VA OM & Hot AC WURV PD/morning host Melissa Chase has resigned after more than four years overseeing the cluster that includes Country WKHK. She was elevated to the post in 2016 (CAT 10/18/16) after more than a decade with WURV. Chase is considering remaining in mornings but is open to opportunities, as well; reach her here. Summit is now seeking a successor. Candidates should have five or more years of programming experience; an understanding of PPM ratings, RCS Selector and Wide Orbit; leadership, coaching and recruitment skills; and a positive, creative attitude on-air. Résumés and airchecks here

(<http://summitmediacorp.com>)

◀ JOB OPENINGS

Operations Manager/ Program Director - Richmond

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Send audio sample and resume to: richmond2021@summitmediacorp.com

Position Closes:

◀ RETURN

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LISTEN ONLINE ([HTTP://SUMMITMEDIACORP.COM#LISTEN_ONLINE](http://summitmediacorp.com#listen_online))

CONTACT US ([HTTP://SUMMITMEDIACORP.COM/CONTACT_US](http://summitmediacorp.com/contact_us))

OUR DIGITAL ADVANTAGE ([HTTP://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE](http://summitmediacorp.com/our_digital_advantage))

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VISITOR AGREEMENT ([HTTP://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT](http://summitmediacorp.com/section/visitor-agreement))

OFFICIAL RULES ([HTTP://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES](http://summitmediacorp.com/section/official-rules))

EEO REPORT ([HTTP://SUMMITMEDIACORP.COM/SECTION/EEO](http://summitmediacorp.com/section/eo))



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Operations Manager/PD

Name of Department: Programming

Person Preparing This Report: Brooke Rogers

Location: Richmond

Date Prepared: 6/9/21

Name/Title of Hiring Manager: Rick Thomas

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
4/5/21	Eric Valdez	All Access	1
4/9/21	Clay Walker	SummitMedia Employee	1
4/8/21	Charese Fruge	All Access	1
4/9/21	Brian Davis	All Access	1
4/1/21	Dennis Martinez	SummitMedia Employee	1
3/30/21	Pauly McDaniel	SummitMedia Employee	1
3/22/21	Chase Murphy	All Access	1
4/1/21	Gary Williams	"heard about it around the industry"	1
4/21/21	Garret Doll	Current SummitMedia Employee	1
5/3/21	Dave Symonds	SummitMedia Employee	2
5/4/21	Broady Vibe	Chris Sicilano at Capital Records	1
5/3/21	Joel Murphy	SummitMedia website	1
5/5/21	Jason Kidd	SummitMedia Employee	1

** DISPOSITION

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To applicant: Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will NOT be reviewed by managers making hiring decisions and is NOT part of your employment file. Please print firmly & legibly.

1. Name:

Last VANDER First ERIC M.I. _____ Date: Day 5 Month 4 Year 24

3. Position Applied For:

OM

4. How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement All Access Name of Publication _____
- Community Organization _____ Name _____
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last WALKER First Clay M.I. _____ Day 9 Month 4 Year 21

3. Position Applied For: GM

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement _____ Name of Publication _____

Community Organization _____ Name _____

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td style="width: 30px;">F</td><td style="width: 30px;">r</td><td style="width: 30px;">u</td><td style="width: 30px;">g</td><td style="width: 30px;">e</td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td></tr> <tr><td style="font-size: 8px;">Last</td><td colspan="18"></td></tr> </table>	F	r	u	g	e															Last																			<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td style="width: 30px;">c</td><td style="width: 30px;">h</td><td style="width: 30px;">a</td><td style="width: 30px;">r</td><td style="width: 30px;">e</td><td style="width: 30px;">s</td><td style="width: 30px;">t</td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td><td style="width: 30px;"></td></tr> <tr><td style="font-size: 8px;">First</td><td colspan="18"></td></tr> </table>	c	h	a	r	e	s	t													First																		
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M.I.	8	4	21																																																																										
Day	Month	Year																																																																											

3. Position Applied For: bm

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School	
<input type="checkbox"/>	Agency	Name of Agency	
<input checked="" type="checkbox"/>	Employee	Name of Employee	
<input type="checkbox"/>	Advertisement	Name of Publication	
<input type="checkbox"/>	Community Organization	Name	
<input type="checkbox"/>	Other		

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last				First				M.I.		Day	Month	Year	
B	A	V	I	S	B	V	I	A	N		9	4	21

3. Position Applied For: GM

4. How were you referred for employment?

<input type="checkbox"/>	School _____	Name of School _____
<input type="checkbox"/>	Agency _____	Name of Agency _____
<input type="checkbox"/>	Employee _____	Name of Employee _____
<input checked="" type="checkbox"/>	Advertisement _____	Name of Publication <u>AM NEWS</u>
<input type="checkbox"/>	Community Organization _____	Name _____
<input type="checkbox"/>	Other _____	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last First M.I. Day Month Year
M A V I N E Z D E N N I S 1 4 21

3. Position Applied For: OMN

4. How were you referred for employment?

- School _____ Name of School
 Agency _____ Name of Agency
 Employee _____ Name of Employee
 Advertisement _____ Name of Publication
 Community Organization _____ Name
 Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last McDaniel First Pauly M.I. _____ Day 30 Month 3 Year 21

3. Position Applied For: OM

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee Bob Wilkowsky Name of Employee _____

Advertisement _____ Name of Publication _____

Community Organization _____ Name _____

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last	First	M.I.	Day	Month	Year
M W P N G	C H A S E		22	3	21

3. Position Applied For: OM

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	Name of Publication <u>AM NEWS</u>
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last WILLIAMS First BARRY M.I. _____ Day 1 Month 4 Year 24

3. Position Applied For: OM

4. How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement _____ Name of Publication _____
- Community Organization _____ Name _____
- Other "heard about it around the industry"

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

Last SYMONDS

First DAVE

M.I.

2.

Date:

Day 3

Month 5

Year 21

3. Position Applied For:

DM

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Matt Denck

Advertisement

Name of Publication

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last Wibke First Boady M.I. _____ Day 4 Month 5 Year 21

3. Position Applied For: DM

4. How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement _____ Name of Publication _____
- Community Organization _____ Name _____
- Other Chris Siciliano at Capital Records

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last Murphy First Dawn Jewel M.I. _____ Day 3 Month 5 Year 21

3. Position Applied For: DM 4. How were you referred for employment?

- School _____
Name of School
- Agency _____
Name of Agency
- Employee _____
Name of Employee
- Advertisement Summit website
Name of Publication
- Community Organization _____
Name
- Other _____

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1. Name: _____ 2. Date: _____

Last V I D A		First J A S O N		M.I.		Day		Month		Year	
						5	5	21			

3. Position Applied For: SM _____

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School	
<input type="checkbox"/>	Agency	Name of Agency	
<input checked="" type="checkbox"/>	Employee	Name of Agency <u>Rick Thomas</u>	
<input type="checkbox"/>	Advertisement	Name of Employee	
<input type="checkbox"/>	Advertisement	Name of Publication	
<input type="checkbox"/>	Community Organization	Name	
<input type="checkbox"/>	Other		

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Operations Manager

FULL-TIME OR PART-TIME: Full Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. Indeed	0
2. Station Websites	1
3. Referral	6
4. Zip Recruiter	
5. Current Employee	1
6. Linked In Jobs	
7. Other (heard about it around the industry)	1
8. U of R	
9. VARTV.com	
10. VAB	
11. Hampton University	
12. George Mason University	
13. JMU	
14. VSU	
15. All Access	4

DATE POSITION WAS FILLED: 6/7/21

REFERRAL SOURCE OF APPLICANT HIRED: Referral

Marsenski
③

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

Personnel Requisition Form

Job Description/Job Posting

Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources

Completed Interviewed Applicant Referral Source Sheets

Completed Interviewed Applicants Tracking Log

Completed Recruitment Sources Contact and Referral Log

Copy of any newspaper advertisement (check for EOE/M/F clause)

Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

7/6/21

Date file completed

SummitMedia LLC
PERSONNEL REQUISITION POSITION APPROVAL

TO: Senior Vice President Finance

Date: 6/8/21

From: Bob Willoughby/Richmond Group

Dept: Richmond Sales

Job Title of Open Position: Marketing Strategy Lead

Date required: 6/8/21

Full Time X

Part Time

_____ x New Position

Budgeted ___ x Yes _____ No

Posting for internal board:

Overview

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

To apply, please submit a cover letter and resume to Careers.Richmond@summitmediacorp.com or send via snail mail to Summit Media Corp. 812 Moorefield Park Drive, Suite 300, Richmond, VA 23236. No calls please. Summit Media Corp. is an Equal Opportunity Employer.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Marketing Strategy Lead Name of Department: Sales
 Person Preparing This Report: _____ Location: Richmond
 Date Prepared: _____ Name/Title of Hiring Manager: Bob Willoughby

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
5/5/21	Lori Massengill	applied for digital journalist @ radio	2
4/28/21	Cameron Howard	radio	1
6/11/21	Heather	indeed	1
6/17/21	via ex Alpha mads	indeed	1
6/22/21	Caitlyn Porterfield	indeed	1
6/11/21	Brian Armstrong	indeed	

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

M A S S I N G I L L
Last First

2. Date:

Day Month Year

3. Position Applied For:

Account Executive / MSL

4.

How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other Applied for Digital Sales Mgr



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1. Name:

H	I	L	A	R	A														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Last

C	A	M	E	R	O	N													
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

 First

M.I.

2. Date:

2	8																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Day

4																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Month

2	1																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Year

3. Position Applied For: MSL

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement Radio _____ Name of Publication _____

Community Organization _____ Name _____

Other _____



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1. Name:

Last															First					M.I.

2. Date:

11	06	21
Day	Month	Year

3. Position Applied For: Account Executive/MSL

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input type="checkbox"/>	Employee	_____	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>Indeed</u>	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

WATSON
Last

V U R
First

M.I.

2. Date:

17 0 21
Day Month Year

3. Position Applied For:

Account Executive / MSU

4. How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement Indeed Name of Publication _____
- Community Organization _____ Name _____
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Last PORTER First CATLIN M.I. Date: 21 6 21 Year

3. Position Applied For: Account Executive / MSL 4. How were you referred for employment?

School Name of School

Agency Name of Agency

Employee Name of Employee

Advertisement Indeed

Name of Publication Name of Publication

Community Organization Name

Other Name



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

Last

A V M S t r o n g

First

Initials

M.I.

2. Date:

Day Month Year

3. Position Applied For:

Account Executive/MSL

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Account Executive/MSL

FULL-TIME OR PART-TIME: FULL-TIME **DATE:** 7/6/21

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement (EXAMPLE)	1
2. SummitMedia Website (EXAMPLE)	1
3. Indeed	4
4. VAB Online	0
5. Handshake	0

DATE POSITION WAS FILLED: 7/6/21

REFERRAL SOURCE OF APPLICANT HIRED: Station Website

(<http://summitmediacorp.com>)

◀ JOB OPENINGS

Account Executive - Richmond

The Account Managers primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager. Account Managers are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio. The Account Manager will be accountable for all aspects of the account list including: sales, service, internal and external

communications as well as collections owed to the Station. Account Managers will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients.

Account Managers other responsibilities will include but are not limited to:

- Generate new business for both broadcast and digital.
- Generate “Target” Account development.
- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.
- Achieve station and digital budgets
- Attend and execute station promotions as needed.
- Performing other related duties as may be assigned by the Sales Manager.

Other Qualifications:

- Outgoing personality
- Excellent communications skills
- Problem solving capabilities
- Creative thinking skills
- Microsoft Office proficiency
- Ability to work independently and within a team setting.

To apply, please submit a cover letter and resume to Careers.Richmond@summitmediacorp.com or send via snail mail to Summit Media Corp.

812 Moorefield Park Drive, Suite 300
Richmond, VA 23236.

No calls please. Summit Media Corp. is an Equal Opportunity Employer.

It is the policy of Summit Media to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Position Closes:

◀ RETURN

ABOUT US ([HTTP://SUMMITMEDIACORP.COM/ABOUT](http://summitmediacorp.com/about))
OUR STATIONS ([HTTP://SUMMITMEDIACORP.COM#STATIONS](http://summitmediacorp.com/#stations))
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Marketing Strategy Lead

SummitMedia LLC - Richmond, VA

Status: Open

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10

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0

Clicks this week

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Details

Created: June 8, 2021

Views: 0

Curated Candidates: 0 total

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Budget

Job budget: \$100.00 monthly

Cost: \$0.00

Edit job budget

View cost and performance

Candidates

Curated Candidates

0

Total (excluding rejected)

0

0 Rejected

Discover your top applicants faster by sending a free assessment

Get a more complete picture of each candidate by being able to view and compare their assessment score results when you turn on the assessment of your choice.

Job Description

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
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- Ensure that all communication flows effectively
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Qualifications for Marketing Strategy Lead

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- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

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6/8/2021

Marketing Strategy Lead, Richmond, VA - Job Details | Indeed.com

national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Comm

Job Type: Full-time

Pay: \$30,000.00 - \$50,000.00 per hour

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Job Listing

Organization: SummitMedia, LLC

Department: Sales

Employment Type: Full Time

Location: Richmond, VA

Job Position Title: Marketing Strategy Lead

Times Viewed:

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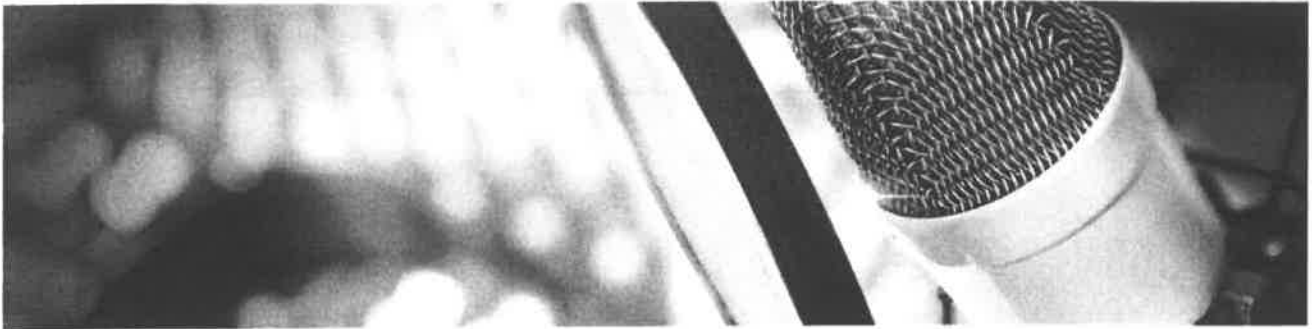
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i Preview how your job content will look to students before you post it.



Marketing Strategy Lead

SUMMITMEDIA LLC (/employers/71558)

(/employers/71558) Richmond, Virginia, United States

Full-Time Job

Paid

Advertising, PR & Marketing

250 - 1,000 employees

No on-campus interviews



Applications close on Jul 31 **i**

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Job Description

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About SUMMITMEDIA LLC

Headquarters
2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website
www.summitmediacorp.com (http://www.summitmediacorp.com/)

Division
Richmond

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**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

B. R. Gaps
EEO Manager

1/26/22
Date file completed

SummitMedia LLC
PERSONNEL REQUISITION POSITION APPROVAL

TO: Senior Vice President Finance

Date: 6/8/21

From: Bob Willoughby/Richmond Group

Dept: Richmond Sales

Job Title of Open Position: Marketing Strategy Lead

Date required: 7/7/21

Full Time **X**

Part Time

x New Position

Budgeted **x Yes** **No**

Posting for internal board:

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Responsibilities for Marketing Strategy Lead

- 1. Develop and lead a team of 2-3
- 2. Work with customers in person, via telephone, email, or video
- 3. Clarify and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges
- 4. Work with Strategy Team to develop an advertising campaign that meets the client's needs, objectives, and budget
- 5. Develop the marketing strategy for approval of modification
- 6. Coordinate all communication flows effectively
- 7. Manage budget and manage campaign assets and invoices
- 8. Analyze and communicate the effectiveness of campaigns
- 9. Develop ideas for clients and Strategy Team including scheduling meetings
- 10. Create page layouts
- 11. Meet with clients and new business development goals
- 12. Manage and lead key activity metrics

Qualifications for Marketing Strategy Lead

- 1. Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- 2. Excellent communication and interpersonal skills
- 3. Ability to handle multiple accounts
- 4. Ability to work with clients in a variety of settings and in a competitive market
- 5. Strong organizational skills
- 6. Ability to create a winning team and work with colleagues
- 7. Copy or three (3) years' professional experience
- 8. Self-motivated, determined, and goal focused
- 9. Proactive - rock star
- 10. Ready to adapt to industry evolution and development
- 11. Ability to train and learn new communication vehicles and technologies
- 12. Ability to work independently or in team environment

(Handwritten initials)
7/7/21

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ORDER



Radio-Richmond-WURV-F:

Orders
Order / Rev: 557933
Alt Order #:
Product Desc: Job Fair November 2021
Estimate:
Flight Dates: 10/25/21 - 11/07/21
Original Date / Rev: 10/13/21 / 10/13/21
Order Type: GENERAL

Primary AE: Julie Monafo
Sales Office: RADRI
Sales Region: LOC

Agency Name: Summitmedia
Buying Contact:
Billing Contact:
 2700 Corporate Drive
 Birmingham, AL 35209

Billing Type: Cash
Billing Calendar: Broadcast
Billing Cycle: EOM/EOC
Agency Commission: 0%

Advertiser Name: Summitmedia
Demographic: A18-54
Product Codes: OT Miscellaneous
Revenue Code 1: DIR
Revenue Code 2: Spot
Revenue Code 3: Spot
Priority: P-8

New Business Thru:
Advertiser External ID: 240785
Agency External ID: 129187
Unit Code: General
Order Separation: 00:10:00

Bill Plan

Start Date	End Date	# Spots	Gross Amount	Net Amount
09/27/21	10/31/21	25	\$0.00	\$0.00
11/01/21	11/07/21	25	\$0.00	\$0.00

Totals

Month	# Spots	Gross Amount	Net Amount	Rating
October 2021	25	\$0.00	\$0.00	0.00
November 2021	25	\$0.00	\$0.00	0.00
Totals	50	\$0.00	\$0.00	0.00

Account Executives

Account Executive	Sales Office	Sales Region	Start Date / End Date	Order %
Julie Monafo			Start Of Order - End Of Order	100%

Ln	Ch	Start	End	Inventory Code	Break	Start/End Time	Days	Len	Spots	Rate	Pri	Rtg	Type	Spots	Amount
N 1	WURV2	10/25/21	11/07/21	M-Sun 5a-12x M-Sun 5a-12x	CM	6:00 AM-7:00 PM (6:00 AM-7:00 PM)	MTWTFSS	:30	25	\$0.00	P-8	0.00	NM	50	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>		<u>Spots/Week</u>				<u>Rate</u>		<u>Rating</u>			
		Week: 10/25/21	10/31/21	MTWTFSS		25				\$0.00		0.00			
		Week: 11/01/21	11/07/21	MTWTFSS		25				\$0.00		0.00			
													Totals	50	\$0.00

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<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=204)		Longwood University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Pe (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=825)		Hollins University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Pe (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=993)		Norfolk State University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Pe (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=121)		University of Virginia (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=824)		Liberty University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=275)		University of Mary Washington (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=693)		Virginia Commonwealth University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Pe (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=687)		Virginia Tech (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=953)		Marymount University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=413)		Radford University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Pe (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=575)		Hampden-Sydney College (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)
<input type="checkbox"/>	5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=655)		George Mason University (/jobs/5876706)	2/19/2022 (/jobs/5876706)		Ap (/jc)

<input type="checkbox"/> ID ↕	Job ↕	Applicants ↕	School ↕	Expires ▼	Sta
<input type="checkbox"/> 5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=932)	Virginia Military Institute (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Pe: (/jc
<input type="checkbox"/> 5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=617)	Christopher Newport University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Pe: (/jc
<input type="checkbox"/> 5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=326)	Mary Baldwin University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Ap (/jc
<input type="checkbox"/> 5876706 (/jobs/5876706)	Marketing Strategy Lead (/jobs/5876706)	0 (/jobs/5876706/applications?schools[]=337)	James Madison University (/jobs/5876706)	2/19/2022 (/jobs/5876706)	Pe: (/jc

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Virginia Association of Broadcasters
Christina Sandridge
250 West Main Street
Suite 100
Charlottesville, Virginia 22902
434-977-3716

November 1, 2021

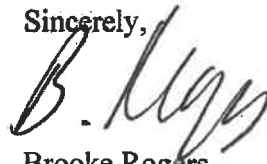
Ms. Sandridge:

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Thanks you in advance for your help. Please do not hesitate to contact me if you have any questions.

Sincerely,



Brooke Rogers
HR/Office Manager
804-327-0857

Enclosure



Marketing Strategy Lead

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434-977-3716

January 19, 2022

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A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

To apply, please submit a cover letter and resume to or send via snail mail to Summit Media Corp. 812 Moorefield Park Drive, Suite 300, Richmond, VA 23236 or submit cover letter and resume to Careers.Richmond@summitmediacorp.com. No calls please. Summit Media Corp. is an Equal Opportunity Employer.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: *MSL - Account Manager* Name of Department: *Sales*

Person Preparing This Report: Brooke Rogers Location: Richmond

Date Prepared: Name/Title of Hiring Manager:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
<i>9/29/21</i>	<i>Lauren modelski</i>	<i>radio station</i>	<i>1</i>
<i>10/11/21</i>	<i>Jessica Miller</i>	<i>Station Website</i>	<i>1</i>
<i>11/11/21</i>	<i>Scott Koehler</i>	<i>Station Website</i>	<i>1</i>
<i>11/19/21</i>	<i>Brad Dilen</i>	<i>Job Fair</i>	<i>1</i>
<i>11/10/21</i>	<i>Will Paolitto</i>	<i>Job Fair</i>	<i>1</i>
<i>1/18/22</i>	<i>Beth Franer</i>	<i>PH emp.</i>	<i>2</i>

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To applicant: Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. we seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will NOT be reviewed by managers making hiring decisions and is NOT part of your employment file. Please print firmly & legibly.

1. Name: _____ 2. Date: _____

Last										First										M.I.		Day		Month		Year	
M o d e s t e r										L a w r e n c e												29		9		21	

3. Position Applied For: MSL - Account Exec

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	

Radio Station



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last	M	I	V	E	R	First	J	E	S	S	I	C	A	M.I.	14	10	07
														Day	Month	Year	

3. Position Applied For: MSL - Account Executive

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input type="checkbox"/>	Employee	_____	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>Stepon website</u>	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last	K	O	E	H	L	E	R	First	S	C	O	T	L	M.I.							Day	11	Month	11	Year	21
------	---	---	---	---	---	---	---	-------	---	---	---	---	---	------	--	--	--	--	--	--	-----	----	-------	----	------	----

3. Position Applied For: MSL - ACCOUNT EXEC.

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement Station website Name of Publication _____

Community Organization _____ Name _____

Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

Last D I L E N First B r a d M.I. _____

2. Date:

19 11 21
Day Month Year

3. Position Applied For:

MSL - Account Executive

4. How were you referred for employment?

- School _____ Name of School
- Agency _____ Name of Agency
- Employee _____ Name of Employee
- Advertisement _____ Name of Publication
- Community Organization _____ Name
- Other Job Fair on 11/19/21



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To applicant: Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. we seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will NOT be reviewed by managers making hiring decisions and is NOT part of your employment file. Please print firmly & legibly.

1. Name:

Last Paoli First William

2. Date:

Day Month Year

3. Position Applied For: MSL Account Executive

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other job fair on 11/9/21



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name:

Last	F	R	A	Z	O	R								First	B	E	T	H											M.I.	Day	18	Month	1	Year	22
------	---	---	---	---	---	---	--	--	--	--	--	--	--	-------	---	---	---	---	--	--	--	--	--	--	--	--	--	--	------	-----	----	-------	---	------	----

2. Date:

3. Position Applied For: MSL - Account Exec.

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input checked="" type="checkbox"/>	Other	<u>Part time emp.</u>



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: AE-Marketing Strategt Leaad

FULL-TIME OR PART-TIME: FULL-TIME **DATE:** 1/26/22

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement (EXAMPLE)	1
2. SummitMedia Website (EXAMPLE)	2
3. Indeed	0
4. Other (Job Fair & current P/T employee)	3
5. Referral	0
6. All Access	0
7. RAMP	0
8. Handshake	0

DATE POSITION WAS FILLED: 1/18/22

REFERRAL SOURCE OF APPLICANT HIRED: Other-P/T Employee

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Account Executive - Richmond

The Account Managers primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager. Account Managers are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio. The Account Manager will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station. Account Managers will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients.

Account Managers other responsibilities will include but are not limited to:

- Generate new business for both broadcast and digital.
- Generate "Target" Account development.
- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.
- Achieve station and digital budgets
- Attend and execute station promotions as needed.
- Performing other related duties as may be assigned by the Sales Manager.

Other Qualifications:

- Outgoing personality
- Excellent communications skills
- Problem solving capabilities
- Creative thinking skills
- Microsoft Office proficiency
- Ability to work independently and within a team setting.

To apply, please submit a cover letter and resume to

Careers.Richmond@summitmediacorp.com or send via snail mail to Summit Media Corp.
812 Moorefield Park Drive, Suite 300
Richmond, VA 23236.

No calls please. Summit Media Corp. is an Equal Opportunity Employer.

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Position Closes:

 **RETURN**

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OUR STATIONS ([HTTPS://SUMMITMEDIACORP.COM#STATIONS](https://summitmediacorp.com#stations))

LISTEN ONLINE ([HTTPS://SUMMITMEDIACORP.COM#LISTEN_ONLINE](https://summitmediacorp.com#listen_online))

CONTACT US ([HTTPS://SUMMITMEDIACORP.COM/CONTACT_US](https://summitmediacorp.com/contact_us))

OUR DIGITAL ADVANTAGE ([HTTPS://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE](https://summitmediacorp.com/our_digital_advantage))

EMPLOYMENT ([HTTPS://SUMMITMEDIACORP.COM/EMPLOYMENT](https://summitmediacorp.com/employment))

PRESS RELEASES ([HTTPS://SUMMITMEDIACORP.COM/PRESS](https://summitmediacorp.com/press))

PRIVACY POLICY ([HTTPS://SUMMITMEDIACORP.COM/SECTION/PRIVACY-POLICY](https://summitmediacorp.com/section/privacy-policy))

VISITOR AGREEMENT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT](https://summitmediacorp.com/section/visitor-agreement))

OFFICIAL RULES ([HTTPS://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES](https://summitmediacorp.com/section/official-rules))

EEO REPORT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/EEO](https://summitmediacorp.com/section/eo))

Bassett
⑤

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

B. Mays
EEO Manager

5/10/21
Date file completed

Summit Media Richmond
PERSONNEL REQUISITION POSITION APPROVAL

TO: VP Finance

Date: March 17, 2021

From: Bob Willoughby

Dept: Summit Digital Richmond

Job Title of Open Position: Digital Sales Manager

Date required: March 2021

Full Time

Budgeted: Yes

Approved VP of Finance _____

Date _____

Digital Sales Manager

The primary responsibility of the Digital Sales Manager is to achieve monthly revenue goals through sales of digital resources. This is a key role for the SummitMedia organization due to the rapid growth and opportunity for digital advertising in the marketplace. Our DSM candidate must have a passion for sales, marketing, and digital media's strength in today's marketing landscape. If you can sell, coach, and believe in the effectiveness of digital advertising this is the perfect position for you.

Qualifications

- 2 years+ with a successful track record in B2B sales roles.
- 2 years+ in marketing or advertising industry.
- Prefer at least 1 year of experience in digital sales roll.
- Highly polished face to face and online presentation skills
- Strong understanding of digital marketing topics (SEO, PPC, Website Design, Display and Video Advertising, retargeting.)
- High level of comfort with general marketing topics (position, effective commercial messages, consumer behavior)
- Strong organizational and time management skills
- Bachelor's degree strongly preferred.

Compensation:

Salary plus Commission based on experience.

To Apply: Visit <http://apply.summitmediacorp.com/> or mail your resume Attn: Brooke Rogers to 812 Moorefield Park Drive, Suite 300 Richmond, VA 23236. Summit Media Corp. offers benefits which are among the best in the business, including Health, Dental, Vision insurance, and 401k. Summit Media Corp. is an Equal Opportunity Employer

It is the policy of Summit Media to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

(112)
2/17/21

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National Urban League
Black Executive Exchange Program
Attention: Yolanda Richardson
120 Wall Street
New York, NY. 10005
212 558 5300

March 23rd, 2021

Dear Ms. Richardson:

I am writing to let you know of an exciting new job opportunity at SummitMedia LLC Richmond. Enclosed is a job description of the position along with the position qualifications, response deadlines and procedures. We would appreciate it if you would make this information available to you members and encourage qualified individuals to seek to apply. It also would be most helpful if you would advise the people you refer to indicate your organization as the referred source.

SummitMedia LLC, Inc. is an Equal Opportunity Employer. We encourage all qualified individuals without regard to race, color, religion, national origin, age or sex to seek to apply for available positions at our company.

Thanks you in advance for your help. Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Rogers", written over the word "Sincerely,".

Brooke Rogers
HR/Office Manager
804-327-0857

Enclosure

The primary responsibility of the Digital Sales Manager is to achieve monthly revenue goals through sales of digital resources. This is a key role for the SummitMedia organization due to the rapid growth and opportunity for digital advertising in the marketplace. Our DSM candidate must have a passion for sales, marketing, and digital media's strength in today's marketing landscape. If you can sell, coach, and believe in the effectiveness of digital advertising this is the perfect position for you.

Qualifications

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- 2 years+ in marketing or advertising industry.
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Compensation:

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SummitMedia, LLC

812 Moorefield Park Drive, #300
Richmond, VA 23236

Open Positions

Digital Sales Manager

Read More

Production/Creative Services Manager

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What digital sales manager

Where va

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Date Posted Remote Salary Estimate Job Type Location Company Experience Level

Upload your resume - Let employers find you

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Sort by: relevance - date

Page 1 of 508 jobs

new

Digital Sales Manager

SummitMedia LLC
Richmond, VA 23236

From \$60,000 a year

Easily apply

- Prefer at least 1 year of experience in digital sales roll
- The primary responsibility of the Digital Sales Manager is to achieve monthly revenue goals through...

today • More...

Marketing Manager

National School Boards Association
Alexandria, VA 22314 (King St. Metro-Eisenhower Ave. area) • Temporarily remote

\$70,000 - \$85,000 a year

Easily apply Urgently hiring

- Bachelor's degree in Marketing, Business, or a related field or an equivalent combination of education and experience; direct experience with digital marketing;...

9 days ago

Digital Printing/Direct Mail Account Manager

Data Integrators, Inc
Virginia

\$35,000 - \$60,000 a year

Easily apply

- Identifies new opportunities and implements strategies to drive future demand of company products and services that increase sales revenue and improves...

Messages



(https://listen.streamon.fm/wkhk)



(https://twitter.com/K95Richmond)



(https://www.facebook.com/K95Richmond)



(https://instagram.com/k95)

JOBS AT K95

Equal Employment Opportunity Statement

Summit Media Corp Richmond is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of Summit Media Richmond job vacancies as they occur. If your organization would like to be notified such vacancies, please contact Brooke Rogers at Summit Media Richmond: 812 Moorefield Park Dr Suite 300 Richmond, VA 23236. Each organization that wishes to be given notice of job vacancies must provide its name, mailing address, email address, telephone, and contact person, and identify the category or categories of vacancies of which it requests notice.

To request more information or to submit your resume, [click here](#) (<mailto:brooke.rogers@summitmediacorp.com>).

Summit Media Corp is an Equal Opportunity Employer.

Digital Sales Manager

Summit Media Corp has a digital division focused on providing local and regional client solutions designed to help them with digital marketing. Candidates for the Digital Sales Manager position must have 5 years sales experience in the digital space and be able to step in and drive the company's revenue.

The candidate must be able to demonstrate a strong track record of new business development, lead generation, pipeline management, management of teams and vendor relationships.

Essential duties and responsibilities include the following:

- Participate on sales calls with local sales team
- Consult with local and regional businesses to understand their needs and goals so that tailored solutions can be designed and executed
- Develop a sales strategy that ensures attainment of company digital revenue goals

Send your resume to: brooke.rogers@summitmediacorp.com
(mailto:brooke.rogers@summitmediacorp.com) or come fill out an application on the Southside:

Summit Media Corp
812 Moorefield Park Drive, Suite 300
Richmond, VA 23236

Account Executive

The Account Executive's primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.

Account Executives are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio.

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- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.
- Achieve station and digital budgets
- Attend and execute station promotions as needed.
- Performing other related duties as may be assigned by the Sales Manager.

Digital Sales Manager

[Job Details \(/jobs/4578556\)](/jobs/4578556)
[Edit \(/jobs/4578556/edit\)](/jobs/4578556/edit)
[Matches \(/jobs/4578556/matches\)](/jobs/4578556/matches)
[Applicants \(/jobs/4578556/applications\)](/jobs/4578556/applications)

Job postings

Search your schools to add job postings

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Schools	Status	Interview on campus?	Apply start date	Expiration date	
University of Virginia	Pending		2021-03-23 4:	2021-05-01 5:	
Virginia Commonwealth University	Pending		2021-03-24 3:	2021-04-30 3:	
Virginia State University	Pending		2021-03-24 3:	2021-04-30 3:	
George Mason University	Pending		2021-03-24 3:	2021-04-30 3:	
Longwood University	Pending		2021-03-24 3:	2021-04-30 3:	
Cancel Virginia Tech Approved Next 			2021-03-24 3:	2021-04-30 3:	Delete Save

#4578556 Digital Sales Manager

[Job Details \(/jobs/4578556\)](#) [Edit \(/jobs/4578556/edit\)](#) [Matches \(/jobs/4578556/matches\)](#) [Applicants \(/jobs/4578556/applicants\)](#)

Job [Preview job posting \(/jobs/4578556/edit?initial_page=4\)](#)

Applicants

[Edit Details \(/jobs/4578556/edit\)](#) [Expire Job](#)

[Review 0 Applicants \(/jobs/4578556/applicants\)](#)

[Duplicate job \(/jobs/4578556/duplicate?job_id=4578556\)](#)

[View profiles and download application documents.](#)

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them.

Advertising Sales Agents

School	Applications	Last Update	Status	Comments
University of Virginia	0	Requested a day ago	Pending	0

< 1/1 >

 **Digital Sales Manager**
(employers/71558) SUMMITMEDIA LLC (employers/71558)

[Favorite Job](#)

About this Job

The primary responsibility of the Digital Sales Manager is to achieve monthly revenue goals through sales of digital resources. This is a key role for the SummitMedia organization due to the rapid growth and opportunity for digital advertising in the marketplace. Our DSM candidate must have a passion for sales, marketing, and digital media's strength in today's marketing landscape. If you can sell, coach, and believe in the effectiveness of digital advertising this is the perfect position for you.

Qualifications

- 2 years+ with a successful track record in B2B sales roles.
- 2 years+ in marketing or advertising industry.
- Prefer at least 1 year of experience in digital sales roll.
- Highly polished face to face and online presentation skills
- Strong understanding of digital marketing topics (SEO, PPC, Website Design, Display and Video Advertising, retargeting.)
- High level of comfort with general marketing topics (position, effective commercial messages, consumer behavior)
- Strong organizational and time management skills
- Bachelor's degree strongly preferred.

Compensation:

Salary plus Commission based on experience.

To Apply: Visit <http://apply.summitmediacorp.com/> or mail your resume Attn: Brooke Rogers to 812 Moorefield Park Drive, Suite 300 Richmond, VA 23236. Summit Media Corp. offers benefits which are among the best in the business, including Health, Dental, Vision Insurance, and 401k. Summit Media Corp. is an Equal Opportunity Employer

It is the policy of Summit Media to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in

all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency."

Location

Richmond, Virginia, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing Industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

<https://www.facebook.com/SummitMediaCorp>

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

CONTACTS

Brooke Rogers

Attachments (/jobs/4578556/attachments)

New Attachment (/jobs/4578556/attachments/new)
Posted to 1 School
<input type="radio"/> 1 pending posting <input checked="" type="radio"/> This job is live to students until May 01, 2021 at 5:30pm.
✎ Target More Schools (/jobs/4578556/edit?initial_page=3)

CONTRACT



WJSR-FM
812 Moorefield Park Drive
Suite 300
Richmond, VA 23236
(804) 330-5700

And:

Summitmedia
2700 Corporate Drive
Suite 115
Birmingham, AL 35209

<u>Contract / Revision</u> 542333 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WJSR-FM	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agy Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WJSR	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	-----+				30	\$0.00			
Week:		04/19/21	04/25/21	++++++				70	\$0.00			
Week:		04/26/21	05/02/21	++++++				70	\$0.00			
Week:		05/03/21	05/09/21	++++++				70	\$0.00			
N 2	WJSR	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	-----+				36	\$0.00			
Week:		04/19/21	04/25/21	++++++				84	\$0.00			
Week:		04/26/21	05/02/21	++++++				84	\$0.00			
Week:		05/03/21	05/09/21	++++++				84	\$0.00			
Totals											528	\$0.00

Time Period	# of Spots	Gross Amount	Net Amount
03/29/21 -04/25/21	220	\$0.00	\$0.00
04/26/21 -05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ **Date:** _____

(* Line Transactions: N = New, E = Edited, D = Deleted)

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CONTRACT



WURV-FM
 812 Moorefield Park Drive
 Suite 300
 Richmond, VA 23236
 (804) 330-5700

<u>Contract / Revision</u> 542331 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WURV-FM	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agy Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

And:

Summitmedia
 2700 Corporate Drive
 Suite 115
 Birmingham, AL 35209

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WURV	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	----++				30	\$0.00			
Week:		04/19/21	04/25/21	+++++				70	\$0.00			
Week:		04/26/21	05/02/21	+++++				70	\$0.00			
Week:		05/03/21	05/09/21	+++++				70	\$0.00			
N 2	WURV	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	----++				36	\$0.00			
Week:		04/19/21	04/25/21	+++++				84	\$0.00			
Week:		04/26/21	05/02/21	+++++				84	\$0.00			
Week:		05/03/21	05/09/21	+++++				84	\$0.00			
Totals											528	\$0.00

Time Period	# of Spots	Gross Amount	Net Amount
03/29/21 -04/25/21	220	\$0.00	\$0.00
04/26/21 -05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ Date: _____

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CONTRACT



WKLR-FM
 812 Moorefield Park Drive
 Suite 300
 Richmond, VA 23236
 (804) 330-5700

<u>Contract / Revision</u> 542330 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WKLR-FM	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agency Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

And:

Summitmedia
 2700 Corporate Drive
 Suite 115
 Birmingham, AL 35209

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WKLR	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	04/12/21	04/18/21	----++				30	\$0.00			
	Week:	04/19/21	04/25/21	+++++				70	\$0.00			
	Week:	04/26/21	05/02/21	+++++				70	\$0.00			
	Week:	05/03/21	05/09/21	+++++				70	\$0.00			
N 2	WKLR	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	04/12/21	04/18/21	----++				36	\$0.00			
	Week:	04/19/21	04/25/21	+++++				84	\$0.00			
	Week:	04/26/21	05/02/21	+++++				84	\$0.00			
	Week:	05/03/21	05/09/21	+++++				84	\$0.00			
Totals											528	\$0.00

Time Period	# of Spots	Gross Amount	Net Amount
03/29/21 -04/25/21	220	\$0.00	\$0.00
04/26/21 -05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ Date: _____

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CONTRACT



WKHK-FM
 812 Moorefield Park Drive
 Suite 300
 Richmond, VA 23236
 (804) 330-5700

<u>Contract / Revision</u> 542329 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WKHK-FM	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

And:

Summitmedia
 2700 Corporate Drive
 Suite 115
 Birmingham, AL 35209

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WKHK	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	04/12/21	04/18/21	----++				30	\$0.00			
	Week:	04/19/21	04/25/21	+++++				70	\$0.00			
	Week:	04/26/21	05/02/21	+++++				70	\$0.00			
	Week:	05/03/21	05/09/21	+++++				70	\$0.00			
N 2	WKHK	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	04/12/21	04/18/21	----++				36	\$0.00			
	Week:	04/19/21	04/25/21	+++++				84	\$0.00			
	Week:	04/26/21	05/02/21	+++++				84	\$0.00			
	Week:	05/03/21	05/09/21	+++++				84	\$0.00			
Totals											528	\$0.00

Time Period	# of Spots	Gross Amount	Net Amount
03/29/21 - 04/25/21	220	\$0.00	\$0.00
04/26/21 - 05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ **Date:** _____

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CONTRACT



WKHK-F2
812 Moorefield Park Drive
Suite 300
Richmond, VA 23236
(804) 330-5700

<u>Contract / Revision</u> 542338 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WKHK-F2	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agency Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

And:

Summitmedia
2700 Corporate Drive
Suite 115
Birmingham, AL 35209

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WKHK	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	----++				30	\$0.00			
Week:		04/19/21	04/25/21	+++++				70	\$0.00			
Week:		04/26/21	05/02/21	+++++				70	\$0.00			
Week:		05/03/21	05/09/21	+++++				70	\$0.00			
N 2	WKHK	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		04/12/21	04/18/21	----++				36	\$0.00			
Week:		04/19/21	04/25/21	+++++				84	\$0.00			
Week:		04/26/21	05/02/21	+++++				84	\$0.00			
Week:		05/03/21	05/09/21	+++++				84	\$0.00			
Totals											528	\$0.00

Time Period	# of Spots	Gross Amount	Net Amount
03/29/21 - 04/25/21	220	\$0.00	\$0.00
04/26/21 - 05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ **Date:** _____

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CONTRACT



WURV-F2
 812 Moorefield Park Drive
 Suite 300
 Richmond, VA 23236
 (804) 330-5700

<u>Contract / Revision</u> 542339 /		<u>Alt Order #</u>
<u>Advertiser</u> Summitmedia		<u>Original Date / Revision</u> 04/15/21 / 04/15/21
<u>Contract Dates</u> 04/16/21 - 05/09/21	<u>Estimate #</u>	
<u>Product</u> Digital Sales Manager Recruitment		
<u>Billing Cycle</u> EOM/EOC	<u>Billing Calendar</u> Broadcast	<u>Cash/Trade</u> Cash
<u>Property</u> WURV-F2	<u>Account Executive</u> Richmond Radio Hou	<u>Sales Office</u> Radio-Richmond
<u>Special Handling</u>		
<u>Demographic</u> Adults 18-54		
<u>Agency Code</u>	<u>Advertiser Code</u>	<u>Product 1/2</u>
<u>Agency Ref</u> 129187	<u>Advertiser Ref</u> 240785	

And:

Summitmedia
 2700 Corporate Drive
 Suite 115
 Birmingham, AL 35209

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WURV	04/16/21	05/09/21	M-Sun 12a-6a	12:00 AM-5:00 AM		:30			NM	240	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
	Week:	04/12/21	04/18/21	-----+				30	\$0.00			
	Week:	04/19/21	04/25/21	++++++				70	\$0.00			
	Week:	04/26/21	05/02/21	++++++				70	\$0.00			
	Week:	05/03/21	05/09/21	++++++				70	\$0.00			
N 2	WURV	04/16/21	05/09/21	M-Sun 5a-12x	6:00 AM-12:00 XM		:30			NM	288	\$0.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
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03/29/21 -04/25/21	220	\$0.00	\$0.00
04/26/21 -05/09/21	308	\$0.00	\$0.00
Totals	528	\$0.00	\$0.00

Signature: _____ Date: _____

(* Line Transactions: N = New, E = Edited, D = Deleted)

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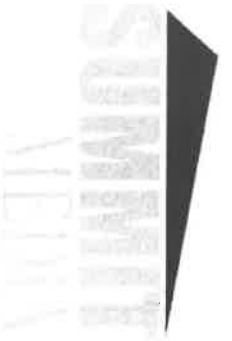
INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Digital Sales manager Name of Department: Digital
 Person Preparing This Report: Brooke Rogers Location: Richmond
 Date Prepared: 5/10/21 Name/Title of Hiring Manager: Bob Willoughby

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
3/25/21	Brian Armstrong	Indeed	1
3/25/21	Caitlyn Porter-Hotel	Indeed	1
4/22/21	Zack Williams	Indeed	2
4/22/21	Hilli Bissett	Indeed	2
4/27/21	Joni Massengill	Radio Station Adv	commercial 1
4/28/21	Cameron Hillard	Radio Station Adv	commercial 1
5/3/21	Luz Del Alba Matos	Indeed	1

- ** DISPOSITION**
1. Interviewed, no offer
 2. Interviewed, offer extended, and hired
 3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To applicant: Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. we seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will NOT be reviewed by managers making hiring decisions and is NOT part of your employment file. Please print firmly & legibly.

1. Name: _____ 2. Date: _____

Last	A	V	M	S	K	R	O	N	G	First	B	R	I	A	N	M.I.					Day	25	Month	3	Year	21
------	---	---	---	---	---	---	---	---	---	-------	---	---	---	---	---	------	--	--	--	--	-----	----	-------	---	------	----

3. Position Applied For: Digital Sales Manager

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement in need Name of Publication _____

Community Organization _____ Name _____

Other _____



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1. Name: _____ 2. Date: _____

Last	P	O	R	W							M.I.	Day	25	Month	3	Year	21
First	C	A	T	L	Y	N											

3. Position Applied For: Digital Sales Manager

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input checked="" type="checkbox"/>	Employee	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	Name of Publication <u>Indeed</u>
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last	W	I	L	L	I	A	M	S	First	T	A	C	K	M.I.	Day	22	Month	4	Year	21
------	---	---	---	---	---	---	---	---	-------	---	---	---	---	------	-----	----	-------	---	------	----

3. Position Applied For: Digital Sales Manager

4. How were you referred for employment?

<input type="checkbox"/>	School	_____	Name of School
<input type="checkbox"/>	Agency	_____	Name of Agency
<input checked="" type="checkbox"/>	Employee	_____	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>Indeed</u>	Name of Publication
<input type="checkbox"/>	Community Organization	_____	Name
<input type="checkbox"/>	Other	_____	



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1. Name: _____ 2. Date: _____

Last Bassett First Wald M.I. _____ Day 20 Month 4 Year 21

3. Position Applied For: Digital Sales Manager 4. How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement Media Name of Publication _____
- Community Organization _____ Name _____
- Other _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

Last	M	a	s	s	e	n	g	i	l	l	First	V	O	V	I	M.I.	Day	27	Month	4	Year	21
------	---	---	---	---	---	---	---	---	---	---	-------	---	---	---	---	------	-----	----	-------	---	------	----

3. Position Applied For: Digital Sales Manager

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	<u>Radio Station</u>
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: _____ 2. Date: _____

last	A	I	L	A	R	D	First	C	H	A	M	A	R	B	E	R	M.I.					Day	28	Month	4	Year	21
------	---	---	---	---	---	---	-------	---	---	---	---	---	---	---	---	---	------	--	--	--	--	-----	----	-------	---	------	----

3. Position Applied For: Digital

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input type="checkbox"/>	Employee	Name of Employee
<input checked="" type="checkbox"/>	Advertisement	Name of Publication <u>Radio Station</u>
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	



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1. Name: _____ 2. Date: _____

Last					First					M.I.			Day		Month		Year		
M	A	T	O	S	V	W	D	E	L	A	L	B	A				3	5	24

3. Position Applied For: Digital Sales Manager

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input checked="" type="checkbox"/>	Employee	Name of Employee
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: **Digital Sales Manager**

FULL-TIME OR PART-TIME: **FULL-TIME** DATE: **5/10/21**

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Radio advertisement (EXAMPLE)	2
2. SummitMedia Website (EXAMPLE)	0
3. Indeed	5
4. VAB Online	0
5. Handshake	0

DATE POSITION WAS FILLED: **5/10/21**

REFERRAL SOURCE OF APPLICANT HIRED: **Indeed**

M. Lofa-Boehr
⑤



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

Michelle Fraser
EEO Manager

7-14-22
Date file completed



Summit Media Richmond

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 5/18/22

From: Bob Willoughby

Dept: G&A

Job Title of Open Position: Office Manager/Administrative Assistant

Date required: Immediate

Full Time Yes

Budgeted No

Job Description

Office Manager & Administrative Assistant

SUMMITMEDIA, LLC

About this Job

Overview: SummitMedia Richmond is seeking a full-time Office Manager & Administrative Assistant. This position will assist the General Manager, Business Manager, Director of Sales, and Account Managers with a variety of duties to support our Richmond office. Office setting: Monday-Friday 8:30am-5:30pm.

The Company: SummitMedia Richmond is a dynamic radio & digital company, serving our local customers with focus-based messages that deliver results. With six radio stations (K95, Classic Rock 96.5, Awesome 100.9, 103.7 Your Variety, ESPN 106.1, and 104.3 Classic Country), six websites, digital product suite, and a team of passionate, creative, and talented professionals, we customize message development strategies for clients to share with thousands of potential customers through creative and diversified products on-air, online, and on location. We recruit, develop, empower, and retain motivated employees who identify opportunities to create solutions that benefit their customers and the communities they serve. By initiating future growth (professionally and personally), company-wide openness, strategic innovation, and personal ownership, SummitMedia Richmond strives to surpass client expectations. We embrace a professional family atmosphere, where a healthy work-life balance is supported by a culture founded on Respect, Integrity, Customer Focus, and having Fun!

Ideal Candidate: A self-motivated and detail-oriented individual who has a desire to learn and grow in a team environment. Successful candidates are dependable team members who are well-organized, have strong written/verbal communication skills, and are eager to support the Business and Sales department with a wide range of tasks.



Core Responsibilities:

- Oversee and support all administrative duties in the office and ensure the office is operating smoothly
- Assist with managing and maintaining office equipment
- Manage contracts and relationships with vendors and service providers
- Work with Corporate HR and Business Manager to maintain office policies as necessary
- Manage office supplies inventory and work with the Business Manager to place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Update and maintain shared files, keep internal forms updated and available
- Organize and plan special events for staff and clients
- Generate reports for General Manager and Director of Sales
- Create materials including radio station positioning pieces, sales packages, sales proposals, informational one-sheets, etc.
- Assist account managers with client research
- Revise sales pieces and qualitative information frequently for general use by Account Managers
- Other duties as assigned

Qualifications:

- Minimum 1-year related experience
- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

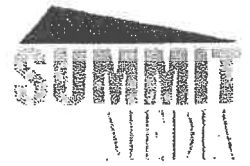
- Paid vacation
- Benefits including a 401K, medical packages including optional dental and vision
- On-going training in both group meetings and individual one-on-one support

Application Information:

To apply for this position, please email a resume and cover letter to Careers.Richmond@summitmediacorp.com with the subject line: Office Manager

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.



It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

AW
5/19/22



Office Manager & Administrative Assistant

SUMMITMEDIA, LLC

About this Job

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Core Responsibilities:

- Oversee and support all administrative duties in the office and ensure the office is operating smoothly
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- Manage contracts and relationships with vendors and service providers
- Work with Corporate HR and Business Manager to maintain office policies as necessary
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- Organize and plan special events for staff and clients
- Generate reports for General Manager and Director of Sales
- Create materials including radio station positioning pieces, sales packages, sales proposals, informational one-sheets, etc.
- Assist account managers with client research
- Revise sales pieces and qualitative information frequently for general use by Account Managers
- Other duties as assigned



Qualifications:

- Minimum 1-year related experience
- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

- Paid vacation
- Benefits including a 401K, medical packages including optional dental and vision
- On-going training in both group meetings and individual one-on-one support

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INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Office Manager Name of Department: GTA

Person Preparing This Report: Michelle Fraser Location: Richmond

Date Prepared: 7-14-22 Name/Title of Hiring Manager: Bob Willoughby
Market President

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
1/6/14	Steven Tyler	Monster	3
1/7/14	Katie Perry	ABA Website	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
5/20/22	Sarah McBee	Internal Posting	1
5/27/22	Jennifer Milota-Boehm	Indeed	2
6/2/22	Sharon Weatherly	Indeed	1
6/3/22	Alexandra Pathy	Indeed	1
6/3/22	Jessica Newcomb	Indeed	1
6/1/22	Angela Roberts	Indeed	1
6/7/22	Eliza Walsh	Indeed	1
6/9/22	Diana Lindgren	Indeed	1
6/13/22	Brittany Vzzell	Indeed	1
6/12/22	Lisa Caterbury	Indeed	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Sarah McBee 2. Date: 5/20/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement _____
Name of Publication

Community Organization _____
Name

Other Internal



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Jennifer Milota-Boehm 2. Date: 5/27/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Sharon weatherly 2. Date: 6/2/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement _____
Name of Publication

Community Organization _____
Name

Other Indeed



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1. Name: Alexandra Patty 2. Date: 6/3/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement _____
Name of Publication

Community Organization _____
Name

Other Indeed



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1. Name: Jessica Newcomb 2. Date: 6/3/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

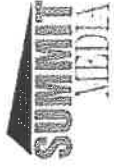
Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Angela Roberts 2. Date: 6/1/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Eliza Walsh 2. Date: 6/7/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Diana Lindgren 2. Date: 6/9/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Brittany Vzzell 2. Date: 8/13/22

3. Position Applied For: Office Manager

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement _____ Name of Publication

Community Organization _____ Name

Other Indeed



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1. Name: Lisa Caterbury 2. Date: 6/12/22

3. Position Applied For: Office Manager

4. How were you referred for employment?
- School _____ Name of School
 - Agency _____ Name of Agency
 - Employee _____ Name of Employee
 - Advertisement _____ Name of Publication
 - Community Organization _____ Name
 - Other Indeed



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Office Manager

FULL-TIME OR PART-TIME: Full-Time

RECRUITMENT SOURCES	NUMBER OF REFERRED APPLICANTS INTERVIEWED
1. Internal Posting	1
2. Indeed	9
3. All ACCESS	-
4. Station websites	-
5. Handshake	-
6. VAB	-
7. Virginia Workforce Connection	-
8.	
9.	
10.	

DATE POSITION WAS FILLED: 8/1/22

REFERRAL SOURCE OF APPLICANT HIRED: Indeed

← Back to all jobs

Office Manager & Administrative Assistant

SummitMedia LLC - Richmond, VA

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

10
8
5
3
0

Clicks this week 

—

Sponsor job for more clicks

Improve job description

0
Views

0
Budget

0
Cost

Candidates

Awaiting Review
0

Total (excluding rejected)
0

0 Rejected



Discover your top applicants faster by sending a free assessment



Discover your top applicants faster by sending a free assessment

Get a more complete picture of each candidate by being able to view and compare their assessment score results when you turn on the assessment of your choice.

Choose assessment

Job description

About this Job

Overview: SummitMedia Richmond is seeking a full-time Office Manager & Administrative Assistant. This position will assist the General Manager, Business Manager, Director of Sales, and Account Managers with a variety of duties to support our Richmond office. Office setting: Monday-Friday 8:30am-5:30pm.

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- Manage office supplies inventory and work with the Business Manager to place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
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- Create materials including radio station positioning pieces, sales packages, sales proposals, informational one-sheets, etc.
- Assist account managers with client research

- Revise sales pieces and qualitative information frequently for general use by Account Managers
- Other duties as assigned

Qualifications:

- Minimum 1-year related experience
- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

- Paid vacation
- Benefits including a 401K, medical packages including optional dental and vision
- On-going training in both group meetings and individual one-on-one support

Application Information:

To apply for this position, please email a resume and cover letter

About SUMMITMEDIA LLC

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Job Type: Full-time

Free Post Sponsor job

Edit job

Open 

Details

Created: May 27, 2022

Views: 0

Candidates: 0 total

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Budget

Job budget: Not sponsored

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Office Manager & Administrative Assistant

Job #6527830 • Created 5/27/2022 by Michelle Fraser • Expires 6/30/2022

Edit
(/emp/jobs/6527830/edit)

More Actions ▾

Overview (/emp/jobs/6527830) Schools (/emp/jobs/6527830/schools) Matches

Basic Information

Locations

Richmond, Virginia, United States

Compensation

Paid

Duration

Permanent

Job Roles

Edit

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. Learn more (https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Advertising Sales Agents

Office and Administrative Support Workers

Job Description

Edit
(/emp/jobs/6527830/edit?initial_page=1)

Office Manager & Administrative Assistant

SUMMITMEDIA, LLC

About this Job

Overview: SummitMedia Richmond is seeking a full-time Office Manager & Administrative Assistant. This position will assist the General Manager, Business Manager, Director of Sales, and Account Managers with a variety of duties to support our Richmond office. Office setting: Monday-Friday 8:30am-5:30pm.

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Ideal Candidate: A self-motivated and detail-oriented individual who has a desire to learn and grow in a team environment. Successful candidates are dependable team members who are well-organized, have strong written/verbal communication skills, and are eager to support the Business and Sales department with a wide range of tasks.

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Qualifications:

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- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
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Preferences

[Edit](#)
(/emp/jobs/6527830/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

Company Details

Industry

Advertising, PR & Marketing

Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

Size

250 - 1,000 employees

Website

<http://www.summitmediacorp.com/>
(<http://www.summitmediacorp.com/>)

Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>

(<https://www.linkedin.com/company/summitmedia-llc/about/>)

<https://www.facebook.com/SummitMediaCorp>

(<https://www.facebook.com/SummitMediaCorp>)

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

New Attachment (</emp/jobs/6527830/attachments/new>)

Labels

Add label

Create new label

Notes

View and add notes

Tracking Code

No tracking code added

Applicant Package Recipients

Will be listed as "Contacts" for Universities

Michelle Fraser

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Targeted schools

[Post to more schools \(/emp/jobs/6527830/edit?initial_page=3\)](/emp/jobs/6527830/edit?initial_page=3)

- Pending (10)
- Approved (6)

School	Status	Applications	Comments	Apply Start	Expiration	
Christopher Newport University	Pending	0	0	5/27/22	6/30/22	☰
George Mason University	Approved	0	0	5/27/22	6/30/22	☰
Hampden-Sydney College	Pending	0	0	5/27/22	6/30/22	☰
Hollins University	Pending	0	0	5/27/22	6/30/22	☰
James Madison University	Pending	0	0	5/27/22	6/30/22	☰
Liberty University	Approved	0	0	5/27/22	6/30/22	☰
Longwood University	Pending	0	0	5/27/22	6/30/22	☰
Mary Baldwin University	Approved	0	0	5/27/22	6/30/22	☰
Marymount University	Pending	0	0	5/27/22	6/30/22	☰

Norfolk State
University

Pending

0

0

5/27/22

6/30/22



< | 1/2 | >

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Targeted schools

Post to more schools (/emp/jobs/6527830/edit?initial_page=3)

Search for a school

Pending (10)

Approved (6)

School	Status	Applications	Comments	Apply Start	Expiration	
Radford University	Pending	0	0	5/27/22	6/30/22	☰
University of Mary Washington	Approved	0	0	5/27/22	6/30/22	☰
University of Virginia	Approved	0	0	5/27/22	6/30/22	☰
Virginia Commonwealth University	Pending	0	0	5/27/22	6/30/22	☰
Virginia Military Institute	Pending	0	0	5/27/22	6/30/22	☰
Virginia Tech	Approved	0	0	5/27/22	6/30/22	☰



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Office Manager & Administrative Assistant

Moderators: shawnski, jdenver, mpaulsen68

Forum rules
 You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.
 No voiceover, voicetracking, or other business plugs, please!

1 post • Page 1 of 1

msfraser [edit] [x] [!]

Office Manager & Administrative Assistant

Wed Jun 01, 2022 8:48 am

Office Manager & Administrative Assistant
 SUMMITMEDIA, LLC

About this Job
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- Other duties as assigned

Qualifications:

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- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

- Paid vacation



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Application Information:

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1 post • Page 1 of 1



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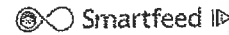
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Board index

All times are UTC-07:00

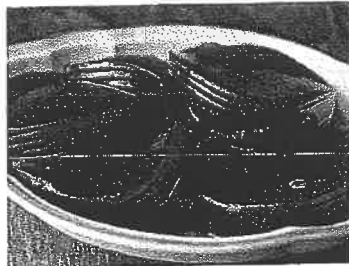
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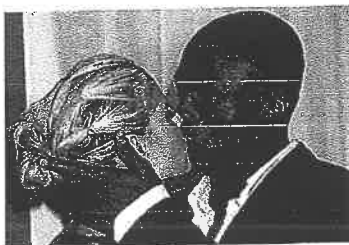


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SummitMedia LLC - Michelle Fraser

FROM: POSTMASTER
CREATED BY: POSTMASTER
SENT: Wednesday, June 1, 2022 12:41:00 PM

TO: SummitMedia LLC - Michelle Fraser
SUBJECT: New Job Orders added to System

The following Job Order(s) have been added to the Virginia Workforce Connection.

Job(s) information:
Job #: 2859932
Job Title: Office Manager & Administrative Assistant
Current Status: Pending Employer Verification

This is an automated email notification. Please do not respond.



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Job Listing

Organization: WKHK-FM

Department: Business / Admin

Employment Type: Full Time

Location: Richmond, VA

Job Position Title: Office Manager & Administrative Assistant

Times Viewed:

Job Description:

Office Manager & Administrative Assistant

SUMMITMEDIA, LLC

[About this Job](#)

Overview: SummitMedia Richmond is seeking a full-time Office Manager & Administrative Assistant. This position will assist the General Manager, Business Manager, Director of Sales, and Account Managers with a variety of duties to support our Richmond office. Office setting: Monday-Friday 8:30am-5:30pm.

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- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

- Paid vacation
- Benefits including a 401K, medical packages including optional dental and vision
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Application Information:

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Office Manager - Richmond

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Administration

Promotions Director - > Greenville

Corporate Office

2700 Corporate Drive, Suite 115,
Birmingham, AL 35242
(205) 322-2987

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Contact Us



(https://www.1037yourvariety.com)



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Ryan Seacrest

(https://www.1037yourvariety.com/show/on-air-with-ryan-seacrest/)

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Employment

Equal Employment Opportunity Statement

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Account Executive



ON AIR
Sammy G.
Mon - Fri: 10:00 AM - 02:00 PM



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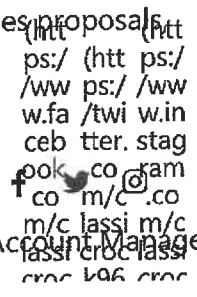


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- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

Compensation/Benefits:

- Paid vacation
- Benefits including a 401K, medical packages including optional dental and vision
- On-going training in both group meetings and individual one-on-one support

Application Information:

To apply for this position, please email a resume and cover letter to Careers.Richmond@summitmediacorp.com (mailto:Careers.Richmond@summitmediacorp.com) with the subject line: Office Manager

Account Executive

The Account Managers primary responsibilities are to provide all levels of services to Advertisers. This position will report to the General Sales Manager.

Account Managers are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital.

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(<https://www.k95country.com>)

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(<https://www.k95country.com>)



(<https://listen.streamon.fm/wkhk>)



(<https://twitter.com/K95Richmond>)



(<https://www.facebook.com/K95Richmond>)



(<https://instagram.com/k95richmond>)

EMPLOYMENT

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To request more information or to submit your resume, [click here \(mailto:brooke.rogers@summitmediacorp.com\)](#).

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Office Manager & Administrative Assistant



MENU

(<https://www.k95country.com>)

Managers with a variety of duties to support our Richmond office. Office setting: Monday-Friday 8:30am-5:30pm.

The Company: SummitMedia Richmond is a dynamic radio & digital company, serving our local customers with focus-based messages that deliver results. With six radio stations (K95, Classic Rock 96.5, Awesome 100.9, 103.7 Your Variety, ESPN 106.1, and 104.3 Classic Country), six websites, digital product suite, and a team of passionate, creative, and talented professionals, we customize message development strategies for clients to share with thousands of potential customers through creative and diversified products on-air, online, and on location. We recruit, develop, empower, and retain motivated employees who identify opportunities to create solutions that benefit their customers and the communities they serve. By initiating future growth (professionally and personally), company-wide openness, strategic innovation, and personal ownership, SummitMedia Richmond strives to surpass client expectations. We embrace a professional family atmosphere, where a healthy work-life balance is supported by a culture founded on Respect, Integrity, Customer Focus, and having Fun!

Ideal Candidate: A self-motivated and detail-oriented individual who has a desire to learn and grow in a team environment. Successful candidates are dependable team members who are well-organized, have strong written/verbal communication skills, and are eager to support the Business and Sales department with a wide range of tasks.

Core Responsibilities:

- Oversee and support all administrative duties in the office and ensure the office is operating smoothly
- Assist with managing and maintaining office equipment
- Manage contracts and relationships with vendors and service providers
- Work with Corporate HR and Business Manager to maintain office policies as necessary
- Manage office supplies inventory and work with the Business Manager to place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Update and maintain shared files, keep internal forms updated and available
- Organize and plan special events for staff and clients
- Generate reports for General Manager and Director of Sales
- Create materials including radio station positioning pieces, sales packages, sales proposals, informational one-sheets, etc.



MENU

(<https://www.k95country.com>)
Please see this page for qualitative information frequently for general use by Account Managers

- Other duties as assigned

Qualifications:

- Minimum 1-year related experience
- College degree preferred
- Excellent Microsoft Office skills (Excel, Word, Outlook, PowerPoint)
- Strong organizational skills with high attention to detail
- Ability to meet deadlines in a fast-paced environment
- Outgoing personality with excellent verbal and written communication skills

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Account Managers are responsible for securing new revenue and developing mutually beneficial relationships with various local businesses, agencies, and/or individuals that have a desire to reach our audience through the media opportunity offered by the Station(s) as well as Digital portfolio.

The Account Manager will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station.



(<https://www.awesome100.9.com>)

Employment

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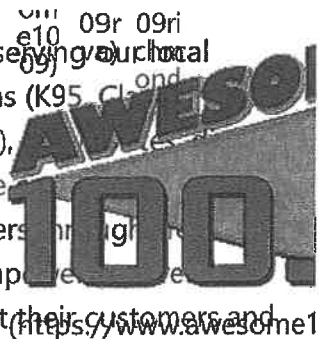
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- Assist account managers with client research
- Revise sales pieces and qualitative information frequently for general use by Account Managers
- Other duties as assigned

Qualifications:

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- College degree preferred
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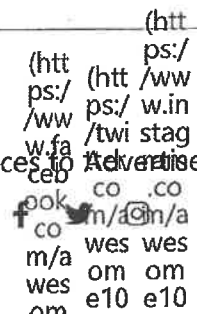
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Account Executive

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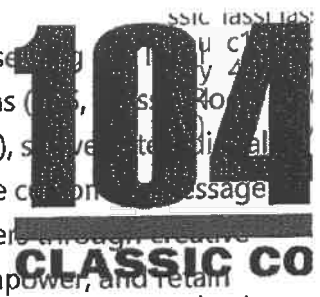
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Managers

- Other duties as assigned

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The Account Manager will be accountable for all aspects of the account list including: sales, service, internal and external communications as well as collections owed to the Station. Account Managers will also need to interact with a variety of businesses throughout the Richmond area to develop winning advertising campaigns that deliver results for their clients.

Account Managers other responsibilities will include but are not limited to:

- Generate new business for both broadcast and digital.
- Generate "Target" Account development.
- Complete any and all sales training elements needed.
- Maintain great customer service inside and outside of the organization.

- Achieve station and digital budgets
- Attend and execute station promotions as needed.