

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please e-mail resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : kgodwin@cbs.com

Kimberly Godwin

CBS Broadcast Center - WCBS

524 W. 57th street

Rm. 2E18-7

New York, New York 10019

WGA Writer Positions

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as cultur weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the assi

Should contact by e-mail.

Freelance Writer Shifts Available

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact kquillinan@cbs.COM

CBS 2 Internships

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in spring, winter or summer season. To be considered for the program please complete the attached application a with a resume and cover letter to:

Ms. Vanessa Kenon-Hunt

WCBS-TV

524 West 57 Street

New York, NY 10019

You must be a matriculating college student to participate in the internship program.

Read about what it's like to intern at CBS 2

Download An Internship Application Form

Interested in a career in radio? Check for the latest openings at the CBS Radio Stations.

From Our Partners

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Jobs



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CBS 2 Jobs and Internships

If you're interested in a job at CBS 2 then this is the place to look.

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It attract and retain the best-qualified people available, without regard to race, color, religion, national sexual orientation, age, disability or status as a Special Disabled Veteran, Vietnam Era Veteran or otl veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

Position: News & Operations Finance Manager @ WCBS-TV

Purpose: Responsible for the day to day accounting function and financial analysis for three key departments w (News, Technical Operations and Engineering)

Responsibilities:

- Tracking and managing expenses for News, Technical Operations and Engineering including labor, travel and c variable costs related to daily operations and special broadcast projects (including capital)
- Prepare and monitor monthly expense forecasts and annual budget for above departments
- Perform monthly closing activities for above departments and prepare monthly variance reports (actuals vs lc budget, prior year)
- Supervise weekly payroll processing for 200+ employees
- Perform Sarbanes Oxley testing and ensure adherence to GAAP & CBS accounting policies
- Reports data relative to STD, LTD and Workmen's Comp claims for all employees within News, Tech Ops & En
- Coordinates and maintains a good working relationship with other departments

Requirements:

- Minimum of 5-7 years of financial business experience
- Accounting degree and broadcasting experience preferred.
- Strong working knowledge of GAAP and Sarbanes-Oxley
- Proficiency in using Excel, Power Point, Oracle and any similar related financial software

For consideration, please send resume and cover letter indicating position of interest to:

WCBS-TV
524 West 57th Street
4th Floor/Room#4412
New York, NY 10019

NO PHONE CALLS PLEASE

Engineering Maintenance Engineer

Requirements:

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast equipment component level, newsroom automation systems (iNews), NLE edit systems, Graphic Systems (e.g. Vizrt), tran control, familiarity with all television studio, master control and related automation systems, ENG/SNG and RF

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual's IT skill: expertise in LAN/WAN systems, servers and the ability to configure, install and maintain the IT/Digital infrastructure the backbone of this television station. The ability to work in an AutoCAD environment is also a requirement.

The candidate will perform all aspects as a seasoned team member in a unionized workplace providing support challenging, fast-paced 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

Please send cover letters and resumes to: kebinder@cbs.com

No phone calls please!

Position: Administrative Assistant to News Director, WCBS-TV

Requirements:

Experienced candidate must be discreet about proprietary information, have strong administrative skills and be professional and diplomatic in all dealings with the public and internal callers, Must be an expert multi-tasker, & pressure, prioritize projects and be adept at managing: busy phones and News Director's calendar, PC proficient Excel, Microsoft Outlook/ Word & Power Point. Candidate should have at least three years related experience in business environment which would require contact with all levels of employees including Newsroom personnel & CBS executives.

Responsibilities:

Complex Administrative support with very busy volume of phone calls daily, Extensive interaction with talent and CBS corporate staff, coordinate logistical details relative to any special functions or projects concerning station Management, Schedule on-air talent in conjunction with the News Director on a weekly basis, Book all travel and details for Newsroom management and talent, Order all office, hair and make-up supplies for Newsroom, Interact with Newsroom Business Manager on financial matters, Maintain, track, prioritize and organize: e-mail, postal mail, purchase orders, contracts and other time sensitive documents.

CBS Software/Systems include:

TREX and Eye on the Buy

Send e-mail responses to: cquintero@cbs.com
No Phone Calls Please

Weather Producer (Full-Time)

CBS 2 is looking for a talented weather producer with at least three years of big-market experience to produce segments for our main newscasts. The person should be skilled in weather forecasting and creative in helping tell the story of the day and week. Weather producers are responsible for forecasting, and should have an excellent eye for design. Applicants are also responsible for communication with on-air weather talent. The best applicants will possess hands-on experience, enthusiasm, motivation, and willingness to learn... as well as extensive knowledge of weather systems. Hours would be regular evening shifts Mon. through Fri. Experience with WSI and Baron's weather systems is a requirement.

Applicants should apply to jandrews@cbs.com

Sales Manager

Job Summary: Responsible for developing business and directing local sales account executives and National Representatives achieving budget goals for the WCBS-TV Web site.

Job Responsibilities:

- *Establish website sales strategies by way of monthly goals, weekly sales reports and input at weekly sales meetings
- *Will be responsible for aggressively pursuing digital media ad sales directly with interactive and traditional ad agencies as client direct.
- *Will act as liaison between CBS Television Stations Digital Media Group and WCBS TV
- *Work with Digital Media Group with regard to inventory control and pricing
- *Manage website sales with Local Account Executives through motivation and web sales training
- *Coordinate and maintain a strong working relationship with other departments at WCBS TV who are connected to WCBSTV.COM
- *Reports directly to WCBS-TV Vice President, Sales

Requirements:

BS/BA required
Prior website sales
Excellent presentation, negotiation, verbal and written communication skills.

Resumes may be sent to: lkaplan@cbs.com

Director

WCBS-TV is looking for a Director with a minimum of 5-10 years of directing experience in a major television newsroom. Experience directing newscasts, breaking news, taped programs and special events is essential. Knowledge of computer based playback systems a plus. Applicants must be able to work all shifts, including weekends. Applicants must work closely with other directors, anchors, reporters, producers, writers, editors, graphics artists, set designers and assignment desk.

E-mail responses may be sent to: Fbraatz@cbs.com

Please mail resume to:

WCBS-TV

524 West 57th Street Rm. 2E15-8

New York, NY 10019

Graphics Operator

WCBS-TV is looking for an experienced freelance Graphics Operator with direct experience in the Vizrt and Apris platforms with at least 3 years experience in a major television market utilizing PC/Windows based applications. Applicants should be comfortable controlling five channels of Vizrt and four channels of Chyron Apris as well as a thorough

iNews. Other qualifications include: Ability/desire to work under pressure and in live news environment, excellent operation skills, solid work ethic, excellent attention to detail and an overall positive attitude as well as working directors, associate directors, producers, graphic artists and news management. Applicant must be able to work including weekends.

E-mail resume to: kebinder@cbs.com

Technical Director

WCBS-TV is looking for a freelance Technical Director with at least 5 years experience in a major television market. Applicant should have a working knowledge of all major production switchers with a concentration on the Grass Valley K2. Familiarity with Profile, Dveous, Vizrt, iNews and server based playback systems is also a requirement. Applicant must be able to work in a high pressure, live-to-air broadcast environment. Position will involve acting as a crew chief; managing control room and studio staff, as well as working closely with directors, associate directors, producers, graphic artists and news management. Applicant must be able to work all shifts, including weekends.

E-mail resume to: kebinder@cbs.com

Web Producer

Duties include, but are not limited to: producing daily news material for the station Web site, including story selection, copyediting, headline writing, video and still photo selection; Webcast line producing; creative ideas, managing content. Each producer/writer will cover a daily shift. Qualifications: college degree; online news experience preferred. Experience in print or with other online station networks such as IBS or World Now is helpful. Applicants must have excellent writing and additional skills in Web production are preferred. Writing test is mandatory.

Please send resumes to: cquintero@cbs.com or via fax to: 212-975-1568

On-Air Talent

Full Time - AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas for WCBS-TV Metro area viewers.

Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for daily newscasts.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting of the same.
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and projects as needed.
- May occasionally be called to do fill-in anchoring as necessary.
- Performs other essential functions for reporter role as assigned.

Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV

Kimberly Godwin

524 West 57th Street-2E-18-3

New York, NY 10019

News Producer

Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic newsroom leader

Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete compelling newscasts.

Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing and adding production values to stories, to produce the best possible newscast and maximize story value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance newscasts.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of newscast.

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

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Bachelor's degree in Broadcast Journalism or allied field preferred.

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Should have a strong command of all current events including local, national and world news.. as well as culture, weather and sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from the associated sources.

Should contact by e-mail.

Freelance Writer Shifts Available

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

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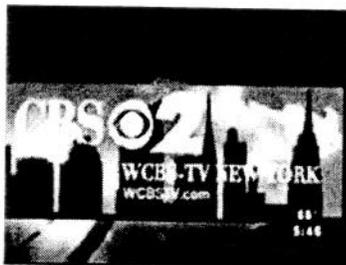
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Top News Stories

- Suspect Charged In N.J. Teen's Murder
- Terror Suspect Resurfaces, Raises FBI's Eyebrows
- 8 Countries To Hold Talks Without N. Korea
- Colorado Man Claims 48 Killings Across U.S.
- Landis Denies Cheating To Win Tour de France

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Quintero, Cecilia

From: Goldberg, Joel D (WCBS-TV)
Sent: Monday, August 28, 2006 10:22 AM
To: Quintero, Cecilia
Subject: FW: JOB POSTING

this is the basic job description for the research position that we need to post in the very near future (before we actually hire a new one)
it is taken from the same job at another one of our stations.

i assume that peter is the contact.

please have it ready to go as soon as i get the ok to post.
thanks

WCBS JOB POSTING

POSITION TITLE:

RESEARCH DIRECTOR

The qualified candidate should have strong analytical, quantitative and qualitative skills as well as good written and verbal communication skills.

Knowledge of Nielsen, Scarborough PrimeNext, Wrap, One Domain and AdViews.

Candidates must be extremely detail-oriented with excellent Word, Excel and PowerPoint skills.

QUALIFICATIONS REQUIRED:

5+ years experience preferred with broadcast TV (metered market)
Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Advviews, S.T.A.R./Stellar, Flow Studies, etc)
Proficient in use of Marketron (creating audience estimates and rationale for all station programming, sports & specials)
Strong knowledge of qualitative and quantitative research
Expertise with Excel and PowerPoint
Detail oriented and good organizational skills

- Ability to create professional quality sales and management presentations
- Strong analytical skills with extreme attention to detail

RESPONSIBILITIES:

- Maintain avail system; including inputting all station program changes, estimates, rationale and loading sweep books

9/6/2006

- Maintain the Wrap computer systems for utilization by sales, research and station management
- Nielsen/Advviews Reports
- Assist Sales Department in any area relating to sales pieces & sales presentations
- New Business Center information; Category one-sheets
- Presentations to clients using qualitative research (Scarborough)
- Analysis; Daily/Weekly Sweep analysis/tracking
- Provide research support to News, Programming & Promotion departments

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Jobs

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CBS 2 Jobs and Internships

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Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Advviews, S.T.A. Studies, etc)
Proficient in use of Marketron (creating audience estimates and rationale for all station programming specials)
Strong knowledge of qualitative and quantitative research
Expertise with Excel and PowerPoint

Detail oriented and good organizational skills

- **Ability to create professional quality sales and management presentations**
- **Strong analytical skills with extreme attention to detail**

RESPONSIBILITIES:

Maintain avail system; including inputting all station program changes, estimates, rationale and log books.

Maintain the Wrap computer systems for utilization by sales, research and station management

- **Nielsen/Advviews Reports**
- **Assist Sales Department in any area relating to sales pieces & sales presentations**
- **New Business Center information; Category one-sheets**
- **Presentations to clients using qualitative research (Scarborough)**
- **Analysis; Daily/Weekly Sweep analysis/tracking**
- **Provide research support to News, Programming & Promotion departments**

Contact: Please send resumes to tngregory@cbs.com

Handwritten: IT & SNG
Engineering Maintenance Engineer

Requirements:

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast systems to component level, newsroom automation systems (iNews), NLE edit systems, Graphic Systems (Vizrt), transmitter remote control, familiarity with all television studio, master control and related systems, ENG/SNG and RF systems.

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual must include expertise in LAN/WAN systems, servers and the ability to configure, install and maintain IT/Digital infrastructures that forms the backbone of this television station. The ability to work in a unionized environment is also a requirement.

The candidate will perform all aspects as a seasoned team member in a unionized workplace providing a versatile, challenging, fast-paced 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

Please send cover letters and resumes to: kebinder@cbs.com

No phone calls please!

(Newscoast)
Director

offering
(6x11 pm)

WCBS-TV is looking for a Director with a minimum of 5-10 years of directing experience in a major market. Control room experience directing newscasts, breaking news, taped programs and special events is essential. Knowledge of server based playback systems a plus. Applicants must be able to work all shifts including weekends. Applicants must also be able to work closely with other directors, anchors, reporters, producers, writers, editors, graphics artists, set designers and the assignment desk.

E-mail responses may be sent to: fbraatz@cbs.com
Please mail resume to:
WCBS-TV
524 West 57th Street Rm. 2E15-8
New York, NY 10019

Graphics Operator

full time / part time / weekends / evenings

WCBS-TV is looking for an experienced freelance Graphics Operator with direct experience in the Visual Information Systems graphics platforms with at least 3 years experience in a major television market utilizing PC/Windows applications. Ideal candidate should be comfortable controlling five channels of Vizrt and four channels of Avid as well as a thorough knowledge of iNews. Other qualifications include: Ability/desire to work under pressure and in live news environment, excellent computer/PC operation skills, solid work ethic, excellent attention to detail and an overall positive attitude as well as working closely with directors, associate producers, graphic artists and news management. Applicant must be able to work all shifts, including weekends.

E-mail resume to: kebinder@cbs.com

Technical Director

WCBS-TV is looking for a freelance Technical Director with at least 5 years experience in a major television market. Applicant should have a working knowledge of all major production switchers with a concentration on the Valley Kalypto switcher. Familiarity with Profile, Dveous, Vizrt, iNews and server based playback systems is a requirement. Applicants must be able to work in a high pressure, live-to-air broadcast environment and may involve acting as a crew chief; managing the control room and studio staff, as well as working closely with directors, associate directors, producers, graphic artists and news management. Applicant must be able to work all shifts, including weekends.

E-mail resume to: kebinder@cbs.com

On-Air Talent

(not on MJD SA)

Full Time - AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas of interest to New York Metro area viewers.

Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for day.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related community projects as needed.

- May occasionally be called to do fill-in anchoring as necessary.
- Performs other essential functions for reporter role as assigned.

Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:
WCBS-TV
Kimberly Godwin
524 West 57th Street-2E-18-3
New York, NY 10019

NewsCast
News Producer — *Evening/Weekends* —

Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic and creative newsroom leader

Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide accurate, and compelling newscasts.

Works with anchors, associate producers, executive producers, reporters and editors in refining, generating, enhancing, and adding production values to stories, to produce the best possible newscast and maximize value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance viewership.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation of the newscast.

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

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(not posted none open)

5 years Minimum experience in TV News writing.

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Able to respond instantly to breaking news: writing copy and cutting tape.
Should have a strong command of all current events including local, national and world news.. as w
affairs, weather and sports.
Must know how to research a story, log feeds and raw tape and gather updated news information fr
assignment desk.
Contact: kquillinan@cbs.com

Freelance Writer Shifts Available *(Postal)*

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.
Contact kquillinan@cbs.com

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Successful 1 year certification program. Request catalog, start today.
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QUALIFICATIONS REQUIRED:

5+ years experience preferred with broadcast TV (metered market)
Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Adviews, S.T.A.
Proficient in use of Marketron (creating audience estimates and rationale for all station programming)
Strong knowledge of qualitative and quantitative research
Expertise with Excel and PowerPoint

Detail oriented and good organizational skills

- Ability to create professional quality sales and management presentations
- Strong analytical skills with extreme attention to detail

RESPONSIBILITIES:

Maintain avail system; including inputting all station program changes, estimates, rationale and load
Maintain the Wrap computer systems for utilization by sales, research and station management

- Nielsen/Adviews Reports
- Assist Sales Department in any area relating to sales pieces & sales presentations
- New Business Center information; Category one-sheets
- Presentations to clients using qualitative research (Scarborough)
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Engineering Maintenance Engineer

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The candidate will perform all aspects as a seasoned team member in a unionized workplace providing fast-paced 24x7x365 news production environment.

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Director

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Responsibilities:

- **Must be a professional who can communicate compelling, credible and accurate stories on our-air.**
- **Covers news events, sporting events, always cultivates sources, writes stories and prepares for da**
- **Researches information for accuracy**
- **Generates enterprising and relevant story ideas and follows through the production and reporting**
- **Reports live from various locations even under difficult work/weather conditions.**
- **Gathers sound for stories as needed.**
- **Makes public appearances and represents WCBS-TV at charitable events, special cause related can needed.**
- **May occasionally be called to do fill-in anchoring as necessary.**
- **Performs other essential functions for reporter role as assigned.**

Minimum Education and Experience Requirements:

- **Five years related experience preferred.**
- **Journalism or related degree a plus.**

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV
Kimberly Godwin
524 West 57th Street-2E-18-3
New York, NY 10019

News Producer

Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic leader

Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide newscasts.

Works with anchors, associate producers, executive producers, reporters and editors in refining, grading production values to stories, to produce the best possible newscast and maximize story value and interest.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional newscasts.

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please e-mail resume and cover letter indicating position of interest, and send to E-mails accepted at : kgodwin@cbs.com

Kimberly Godwin
CBS Broadcast Center - WCBS
524 W. 57th street
Rm. 2E18-7
New York, New York 10019

WGA Writer Positions

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for TV News.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as sports.

Must know how to research a story, log feeds and raw tape and gather updated news information for TV News.

Contact: kquillinan@cbs.com

Freelance Writer Shifts Available

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact kquillinan@cbs.com

CBS 2 Internships

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CBS 2 Jobs and Internships

If you're interested in a job at CBS 2 then this is the place to look.

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other characteristics. Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

RESEARCH DIRECTOR - WCBS-TV

The qualified candidate should have strong analytical, quantitative and qualitative skills as well as research skills.

Knowledge of Nielsen, Scarborough PrimeNext, Wrap, One Domain and AdViews.

Candidates must be extremely detail-oriented with excellent Word, Excel and PowerPoint skills.

QUALIFICATIONS REQUIRED:

5+ years experience preferred with broadcast TV (metered market)
Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Advviews, S.T.A.)
Proficient in use of Marketron (creating audience estimates and rationale for all station programming)
Strong knowledge of qualitative and quantitative research

Expertise with Excel and PowerPoint

Detail oriented and good organizational skills

- **Ability to create professional quality sales and management presentations**
- **Strong analytical skills with extreme attention to detail**

RESPONSIBILITIES:

**Maintain avail system; including inputting all station program changes, estimates, rationale and load
Maintain the Wrap computer systems for utilization by sales, research and station management**

- **Nielsen/Advies Reports**
- **Assist Sales Department in any area relating to sales pieces & sales presentations**
- **New Business Center information; Category one-sheets**
- **Presentations to clients using qualitative research (Scarborough)**
- **Analysis; Daily/Weekly Sweep analysis/tracking**
- **Provide research support to News, Programming & Promotion departments**

Contact: Please send resumes to tngregory@cbs.com

Engineering Maintenance Engineer

Requirements:

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast level, newsroom automation systems (iNews), NLE edit systems, Graphic Systems (e.g. Vizrt), transmission all television studio, master control and related automation systems, ENG/SNG and RF systems.

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual must have LAN/WAN systems, servers and the ability to configure, install and maintain the IT/Digital infrastructure at the television station. The ability to work in an AutoCAD environment is also a requirement.

The candidate will perform all aspects as a seasoned team member in a unionized workplace providing a fast-paced 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

Please send cover letters and resumes to: kebinder@cbs.com

No phone calls please!

Director

WCBS-TV is looking for a Director with a minimum of 5-10 years of directing experience in a major broadcast market. Experience directing newscasts, breaking news, taped programs and special events is essential. Knowledge of production systems a plus. Applicants must be able to work all shifts, including weekends. Applicants must also have experience working with news anchors, reporters, producers, writers, editors, graphics artists, set designers and the assistant news director.

E-mail responses may be sent to: Fbraatz@cbs.com
Please mail resume to:
WCBS-TV
524 West 57th Street Rm. 2E15-8
New York, NY 10019

Graphics Operator

WCBS-TV is looking for an experienced freelance Graphics Operator with direct experience in the VIZRT. At least 3 years experience in a major television market utilizing PC/Windows based applications. Ideal candidate will have the ability to control five channels of Vizrt and four channels of Chyron Aprisa as well as a thorough knowledge of Vizrt. Ability/desire to work under pressure and in live news environment, excellent computer/PC operation skills, attention to detail and an overall positive attitude as well as working closely with directors, associate directors and news management. Applicant must be able to work all shifts, including weekends.

E-mail resume to: kebinder@cbs.com

Technical Director

WCBS-TV is looking for a freelance Technical Director with at least 5 years experience in a major television market. Working knowledge of all major production switchers with a concentration on the Grass Valley Kally Dveous, Vizrt, iNews and server based playback systems is also a requirement. Applicants must be able to work in a live air broadcast environment. Position will involve acting as a crew chief; managing the control room; working closely with directors, associate directors, producers, graphic artists and news management. Applicant must be able to work all shifts, including weekends.

E-mail resume to: kebinder@cbs.com

On-Air Talent

Full Time - AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas of interest to our viewers.

Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for day-to-day news.
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related can be needed.
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New York, NY 10019

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Full Time Position

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Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas.

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional newscasts.

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

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**Kimberly Godwin
CBS Broadcast Center - WCBS
524 W. 57th street
Rm. 2E18-7
New York, New York 10019**

WGA Writer Positions

5 years Minimum experience in TV News writing.

Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for TV News.

Able to respond instantly to breaking news: writing copy and cutting tape.

Should have a strong command of all current events including local, national and world news.. as well as sports.

Must know how to research a story, log feeds and raw tape and gather updated news information from various sources.

Contact: kquillinan@cbs.com

Freelance Writer Shifts Available

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.

Contact kquillinan@cbs.com

CBS 2 Internships

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WCBS-TV
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www.debtreliefexperts.com

Quintero, Cecilia

Subject: FW: Please post on our website and release to our external sources--thanks!

From: Kenon-Hunt, Vanessa

Sent: Tuesday, August 08, 2006 2:57 PM

To: Quintero, Cecilia

Subject: RE: Please post on our website and release to our external sources--thanks!

**Digital Sales Manager
WCBS TV
New York**

Job Summary: Responsible for developing business and directing local sales account executives and National Rep towards achieving budget goals for the WCBS TV website.

Job Responsibilities:

- Establish website sales strategies by way of monthly goals, weekly sales reports and input at weekly sales meetings.
- Will be responsible for aggressively pursuing digital media ad sales directly with interactive and traditional ad agencies, as well as client direct.
- Will act as liaison between CBS Television Stations Digital Media Group and WCBS TV
- Work with Digital Media Group with regard to inventory control and pricing
- Manage website sales with Local Account Executives through motivation and web sales training
- Coordinate and maintain a strong working relationship with other departments at WCBS TV who are connected with WCBSTV.COM
- Reports directly to WCBS TV Vice President, Sales

Requirements:

- BS/BA required
- Prior website sales
- Excellent presentation, negotiation, verbal and written communication skills.

Resumes may be sent to: lkaplan@cbs.com
No Phone calls please!

Quintero, Cecilia

From: Quintero, Cecilia
Sent: Wednesday, December 14, 2005 6:20 PM
To: Shapiro, Adam; Kenon-Hunt, Vanessa
Cc: O'Brien, Philip; Pass, Audrey; Benes, Alex; Booker, Michelle
Subject: Please post on WCBS-TV website and to our external sources. Pls advise when released.
Thnx

INVESTIGATIVE PRODUCER

The Investigative Producer will work independently to find, report, write and produce investigative stories as assigned by the assignment desk AND THE EXECUTIVE PRODUCER OF INVESTIGATIVE REPORTING. The single most important quality that the successful candidate must possess is the ability to enterprise stories and to check out tips. For that, the successful candidate must have especially good contacts throughout New York City government and service agencies. The ideal candidate will have at least 5 years of reporting experience in New York City and television news production experience. Contact: Abenes@cbs.com

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CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other characteristics. We are an Equal Opportunity Employer. Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

Digital Sales Manager WCBS TV - New York

Job Summary: Responsible for developing business and directing local sales account executives and National RWCBS TV website.

Job Responsibilities:

- Establish website sales strategies by way of monthly goals, weekly sales reports and input at weekly sales meetings
- Will be responsible for aggressively pursuing digital media ad sales directly with interactive and traditional advertising agencies
- Will act as liaison between CBS Television Stations Digital Media Group and WCBS TV
- Work with Digital Media Group with regard to inventory control and pricing

- Manage website sales with Local Account Executives through motivation and web sales training
- Coordinate and maintain a strong working relationship with other departments at WCBS TV who are connecte
- Reports directly to WCBS TV Vice President, Sales

Requirements:

- BS/BA required
- Prior website sales
- Excellent presentation, negotiation, verbal and written communication skills.

Resumes may be sent to: lkaplan@cbs.com

No Phone calls please!

WCBS-TV NEW YORK -Account Executive

Must have...

- * **At least five years of media sales experience.**
- ***Strong PC skills.**
- * **Proven track record in developing business by selling promotions and sponsorships including spo**
- * **Excellent communication & organizational skills.**
- * **Understanding of how to present and increase web sales.**
- * **Professional telephone skills along with strong & effective presentation skills, and lead generatin**
- * **Valid driver's license required.**

Please send resume:

WCBS-TV

Att:Lee Kaplan

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / or

Email to lkaplan@cbs.com

RESEARCH DIRECTOR - WCBS-TV

The qualified candidate should have strong analytical, quantitative and qualitative skills as well as research skills.

Knowledge of Nielsen, Scarborough PrimeNext, Wrap, One Domain and AdViews.

Candidates must be extremely detail-oriented with excellent Word, Excel and PowerPoint skills.

QUALIFICATIONS REQUIRED:

5+ years experience preferred with broadcast TV (metered market)
Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Advviews, S.T.A.
Proficient in use of Marketron (creating audience estimates and rationale for all station programming)
Strong knowledge of qualitative and quantitative research
Expertise with Excel and PowerPoint

Detail oriented and good organizational skills

- Ability to create professional quality sales and management presentations
- Strong analytical skills with extreme attention to detail

RESPONSIBILITIES:

Maintain avail system; including inputting all station program changes, estimates, rationale and load
Maintain the Wrap computer systems for utilization by sales, research and station management

- Nielsen/Advviews Reports
- Assist Sales Department in any area relating to sales pieces & sales presentations
- New Business Center information; Category one-sheets
- Presentations to clients using qualitative research (Scarborough)
- Analysis; Daily/Weekly Sweep analysis/tracking
- Provide research support to News, Programming & Promotion departments

Contact: Please send resumes to tngregory@cbs.com

Engineering Maintenance Engineer

Requirements:

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast level, newsroom automation systems (iNews), NLE edit systems, Graphic Systems (e.g. Vizrt), transmission all television studio, master control and related automation systems, ENG/SNG and RF systems.

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual must be familiar with LAN/WAN systems, servers and the ability to configure, install and maintain the IT/Digital infrastructure of the television station. The ability to work in an AutoCAD environment is also a requirement.

The candidate will perform all aspects as a seasoned team member in a unionized workplace providing fast-paced 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

WGA Writer Positions

5 years Minimum experience in TV News writing.

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**Should have a strong command of all current events including local, national and world news.. as w
sports.**

Must know how to research a story, log feeds and raw tape and gather updated news information fr

Contact: kquillinan@cbs.com

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The 2006 Intern Newscast

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Managing Editor, CBS2 News - New York

Responsible for overseeing daily editorial content for a major market TV newsroom. Among his/her duties, the oversee assignment desk, assign reporters and review scripts. Will work closely with Executive Producers on cc News Director and Assistant News director on coordinating coverage with overall goals of the department. Must contribute to story ideas and development and be able to motivate and constructively criticize employees. He/s experience in a top ten TV news department.

For consideration, please send resume, cover letter indicating position of interest and TAPE to:

WCBS-TV
ATT:K.Godwin
524 West 57th,2E-18-3
New York, NY 10019

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- Work with Digital Media Group with regard to inventory control and pricing
- Manage website sales with Local Account Executives through motivation and web sales training
- Coordinate and maintain a strong working relationship with other departments at WCBS TV who are connecte
- Reports directly to WCBS TV Vice President, Sales

Requirements:

- BS/BA required
- Prior website sales
- Excellent presentation, negotiation, verbal and written communication skills.

Resumes may be sent to: lkaplan@cbs.com

No Phone calls please!

WCBS-TV NEW YORK -Account Executive

Must have...

- * At least five years of media sales experience.
- *Strong PC skills.
- * Proven track record in developing business by selling promotions and sponsorships including sports.
- * Excellent communication & organizational skills.
- * Understanding of how to present and increase web sales.
- * Professional telephone skills along with strong & effective presentation skills, and lead generating qualities.
- * Valid driver's license required.

Please send resume:

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Att:Lee Kaplan

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / or

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Detail oriented and good organizational skills

- Ability to create professional quality sales and management presentations
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The candidate will perform all aspects as a seasoned team member in a unionized workplace providing support 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

Please send cover letters and resumes to: kebinder@cbs.com

No phone calls please!

Graphics Operator

WCBS-TV is looking for an experienced freelance Graphics Operator with direct experience in the Vizrt and Apris experience in a major television market utilizing PC/Windows based applications. Ideal candidate should be comfortable with four channels of Chyron Apris as well as a thorough knowledge of iNews. Other qualifications include: Ability to work in a news environment, excellent computer/PC operation skills, solid work ethic, excellent attention to detail and ability to work closely with directors, associate directors, producers, graphic artists and news management. Applicant must be able to provide an E-mail resume to: kebinder@cbs.com

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On-Air Talent

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Objective: To gather information, prepare and deliver news stories about a variety of subject areas for WCBS-TV

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- Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and
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- Performs other essential functions for reporter role as assigned.

Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

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WCBS-TV

Kimberly Godwin
524 West 57th Street-2E-18-3
New York, NY 10019

News Producer

Full Time Position

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Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete

Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing stories, to produce the best possible newscast and maximize story value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation.

Performs other essential functions as assigned.

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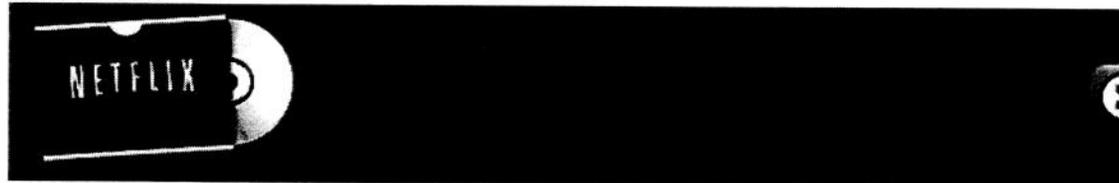
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The 2006 Intern Newscast

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Jobs

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CBS 2 Jobs and Internships

If you're interested in a job at CBS 2 then this is the place to look.

CBS is an Equal Opportunity/Affirmative Action Employer committed to diversity in our workforce. It best-qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other characteristics. We are an Equal Opportunity Employer. Special Disabled Veteran, Vietnam Era Veteran or other qualifying veteran.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

Managing Editor, CBS2 News - New York

Responsible for overseeing daily editorial content for a major market TV newsroom. Among his/her duties, the candidate will oversee assignment desk, assign reporters and review scripts. Will work closely with Executive Producers on cc News Director and Assistant News Director on coordinating coverage with overall goals of the department. Must contribute to story ideas and development and be able to motivate and constructively criticize employees. He/she must have experience in a top ten TV news department.

For consideration, please send resume, cover letter indicating position of interest and TAPE to:

WCBS-TV
ATT:K.Godwin
524 West 57th, 2E-18-3
New York, NY 10019

Digital Sales Manager WCBS TV - New York

Job Summary: Responsible for developing business and directing local sales account executives and National R WCBS TV website.

Job Responsibilities:

- Establish website sales strategies by way of monthly goals, weekly sales reports and input at weekly sales me
- Will be responsible for aggressively pursuing digital media ad sales directly with interactive and traditional ad
- Will act as liaison between CBS Television Stations Digital Media Group and WCBS TV
- Work with Digital Media Group with regard to inventory control and pricing
- Manage website sales with Local Account Executives through motivation and web sales training
- Coordinate and maintain a strong working relationship with other departments at WCBS TV who are connecte
- Reports directly to WCBS TV Vice President, Sales

Requirements:

- BS/BA required
- Prior website sales
- Excellent presentation, negotiation, verbal and written communication skills.

Resumes may be sent to: lkaplan@cbs.com

No Phone calls please!

WCBS-TV NEW YORK -Account Executive

Must have...

- * At least five years of media sales experience.
- *Strong PC skills.
- * Proven track record in developing business by selling promotions and sponsorships including sports.
- * Excellent communication & organizational skills.
- * Understanding of how to present and increase web sales.
- * Professional telephone skills along with strong & effective presentation skills, and lead generating qualities.
- * Valid driver's license required.

Please send resume:

WCBS-TV

Att:Lee Kaplan

524 West 57th Street

New York, NY 10019

Bldg 513 / 3rd Floor / or

Email to lkaplan@cbs.com

RESEARCH DIRECTOR - WCBS-TV

The qualified candidate should have strong analytical, quantitative and qualitative skills as well as good written Knowledge of Nielsen, Scarborough PrimeNext, Wrap, One Domain and AdViews.

Candidates must be extremely detail-oriented with excellent Word, Excel and PowerPoint skills.

QUALIFICATIONS REQUIRED:

5+ years experience preferred with broadcast TV (metered market)

Expertise with Nielsen Ratings and related software packages (Wrap, Scarborough, Advviews, S.T.A.R./Stellar, F

Proficient in use of Marketron (creating audience estimates and rationale for all station programming, sports &

Strong knowledge of qualitative and quantitative research

Expertise with Excel and PowerPoint

Detail oriented and good organizational skills

- Ability to create professional quality sales and management presentations
- Strong analytical skills with extreme attention to detail

RESPONSIBILITIES:

Maintain avail system; including inputting all station program changes, estimates, rationale and loading sweep
Maintain the Wrap computer systems for utilization by sales, research and station management

- Nielsen/Advviews Reports
- Assist Sales Department in any area relating to sales pieces & sales presentations
- New Business Center information; Category one-sheets
- Presentations to clients using qualitative research (Scarborough)
- Analysis; Daily/Weekly Sweep analysis/tracking
- Provide research support to News, Programming & Promotion departments

Contact: Please send resumes to tngregory@cbs.com

Engineering Maintenance Engineer

Requirements:

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast equipment automation systems (iNews), NLE edit systems, Graphic Systems (e.g. Vizrt), transmitter remote control, family control and related automation systems, ENG/SNG and RF systems.

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual's IT skills: systems, servers and the ability to configure, install and maintain the IT/Digital infrastructures that forms the backbone to work in an AutoCAD environment is also a requirement.

The candidate will perform all aspects as a seasoned team member in a unionized workplace providing support 24x7x365 news production environment.

Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

Please send cover letters and resumes to: kebinder@cbs.com

No phone calls please!

Graphics Operator

WCBS-TV is looking for an experienced freelance Graphics Operator with direct experience in the Vizrt and Apris experience in a major television market utilizing PC/Windows based applications. Ideal candidate should be comfortable with four channels of Chyron Apris as well as a thorough knowledge of iNews. Other qualifications include: Ability to work in a news environment, excellent computer/PC operation skills, solid work ethic, excellent attention to detail and ability to work closely with directors, associate directors, producers, graphic artists and news management. Applicant must be able to work in a hybrid analog/digital environment. E-mail resume to: kebinder@cbs.com

No phone calls please!

Engineering Maintenance Engineer

WCBS-TV seeks an individual who possesses a broad range of engineering maintenance experience:

This should include, but is not limited to, basic Audio/Video protocols, troubleshoot standard broadcast equipment automation systems (iNews), NLE edit systems, Graphic Systems (e.g. Vizrt), transmitter remote control, family control and related automation systems, ENG/SNG and RF systems.

The candidate must also possess advanced PC & Mac skills with a solid background in IT. The individual's IT skills: systems, servers and the ability to configure, install and maintain the IT/Digital infrastructures that forms the backbone to work in an AutoCAD environment is also a requirement. The candidate will perform all aspects as a seasoned team member in a unionized workplace providing support for a versatile, challenging, fast-paced 24x7x365 news production environment. Optimally, the candidate must be familiarized working in a hybrid analog/digital environment.

E-mail resume to: kebinder@cbs.com

On-Air Talent

Full Time - AFTRA Positions (News, Sports Reporters & News Anchors)

Objective: To gather information, prepare and deliver news stories about a variety of subject areas for WCBS-TV

Responsibilities:

- Must be a professional who can communicate compelling, credible and accurate stories on our-air.
- Covers news events, sporting events, always cultivates sources, writes stories and prepares for daily newscasts
- Researches information for accuracy
- Generates enterprising and relevant story ideas and follows through the production and reporting of the same
- Reports live from various locations even under difficult work/weather conditions.
- Gathers sound for stories as needed.
- Makes public appearances and represents WCBS-TV at charitable events, special cause related campaigns and
- May occasionally be called to do fill-in anchoring as necessary.
- Performs other essential functions for reporter role as assigned.

Minimum Education and Experience Requirements:

- Five years related experience preferred.
- Journalism or related degree a plus.

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV

Kimberly Godwin

524 West 57th Street-2E-18-3

New York, NY 10019

News Producer

Full Time Position

Position Purpose: To produce WCBS-TV newscasts. Must be a great writer and an informed, energetic, enthusiastic

Primary Responsibilities:

Continuously gathers, evaluates, writes and assembles stories into newscast form, in order to provide complete

Works with anchors, associate producers, executive producers, reporters and editors in refining, graphically enhancing stories, to produce the best possible newscast and maximize story value and impact.

Offers enterprise story ideas during editorial meetings, to provide interesting and innovative story ideas to enhance

Oversees and times newscasts in the control room on a daily basis, to ensure smooth and professional presentation

Performs other essential functions as assigned.

Minimum Education and Experience Requirements:

Minimum five(5) years as a line producer in a medium or large market, preferred.

Bachelor's degree in Broadcast Journalism or allied field preferred.

Excellent organizational and communication skills required.

Must be results-oriented, innovative and demonstrate teamwork.

For consideration, please e-mail resume and cover letter indicating position of interest, and send tape to:

E-mails accepted at : kgodwin@cbs.com

Kimberly Godwin

CBS Broadcast Center - WCBS
524 W. 57th street
Rm. 2E18-7
New York, New York 10019

WGA Writer Positions

5 years Minimum experience in TV News writing.
Proficiency in writing and cutting voice-overs, voice-over to sound and packages under deadline for air.
Able to respond instantly to breaking news: writing copy and cutting tape.
Should have a strong command of all current events including local, national and world news.. as well as cultur
Must know how to research a story, log feeds and raw tape and gather updated news information from the assi
Contact: kquillinan@cbs.com

Freelance Writer Shifts Available

Minimum of 5 years experience writing stories and packages for TV News Broadcasts.
Contact kquillinan@cbs.com

CBS 2 Internships

CBS 2 offers college students the opportunity to intern in one of our many departments. Internships can be in a
season. To be considered for the program please complete the attached application and mail it along with a res

Ms. Vanessa Kenon-Hunt
WCBS-TV
524 West 57 Street
New York, NY 10019

You must be a matriculating college student to participate in the internship program.

Read about what it's like to intern at CBS 2

Watch Our 2006 Interns At Work:
The 2006 Intern Newscast

[Download An Internship Application Form](#)

Interested in a career in radio? Check for the latest openings at the CBS Radio Stations.

Quintero, Cecilia

From: Quintero, Cecilia
Sent: Wednesday, January 03, 2007 5:23 PM
To: Lipinsky, Tara; Kenon-Hunt, Vanessa
Cc: Goldberg, Joel D (WCBS-TV); Shelley, Dan; Friend, David; Godwin, Kim
Subject: managing editor- Please Post & release to our usual sources. Thanks
Importance: High

Managing Editor CBS2 News

Responsible for overseeing daily editorial content for a major market TV newsroom. Among his/her duties, the Managing Editor will plan daily coverage, oversee assignment desk, assign reporters and review scripts. Will work closely with Executive Producers on content and direction of coverage and with News Director and Assistant News director on coordinating coverage with overall goals of the department. Must exhibit strong and confident leadership, contribute to story ideas and development and be able to motivate and constructively criticize employees. He/she will have 10+ years of senior managerial experience in a top ten TV news department.

For consideration, please send resume, cover letter indicating position of interest and TAPE to:

WCBS-TV, ATT:K.Godwin, 524 West 57th-2E-18-3, New York, NY 10019

Quinteró, Cecilia

For consideration, please send resume, cover letter indicating position of interest, and TAPE to:

WCBS-TV

Kimberly Godwin

524 West 57th Street-2E-18-3

New York, NY 10019

6/12.

Quintero, Cecilia

From: Friend, David
Sent: Tuesday, December 19, 2006 3:12 PM
To: Quintero, Cecilia
Subject: FW: managing editor description

Here's the job descrip

From: Godwin, Kim
Sent: Tuesday, December 19, 2006 3:07 PM
To: Friend, David
Subject: RE: managing editor description

david,
i added one line. are you cool with it.

also, what is the deal with jerry today?

-----Original Message-----

From: Friend, David
Sent: Tuesday, December 19, 2006 1:35 PM
To: Godwin, Kim
Subject: managing editor description

Want to add/modify and send to Cecilia?

Managing Editor CBS2 News

Responsible for overseeing daily editorial content for a major market TV newsroom. Among his/her duties, the Managing Editor will plan daily coverage, oversee assignment desk, assign reporters and review scripts. Will work closely with Executive Producers on content and direction of coverage and with News Director and Assistant News director on coordinating coverage with overall goals of the department. Must exhibit strong and confident leadership, contribute to story ideas and development and be able to motivate and constructively criticize employees. He/she will have 10+ years of senior managerial experience in a top ten TV news department.

David M. Friend
VP/News Director CBS2
524 W. 57th St.
New York, NY 10019
212-975-2079
DFriend@cbs.com

Clack, Alan

From: Quintero, Cecilia
Sent: Thursday, September 21, 2006 11:50 AM
To: Dunn, Peter; Bona, Robin M
Cc: Clack, Alan
Subject: THIS IS THE LATEST REVISED JOB DESCRIPTION FOR HELEN'S EXPANDED ROLE & RESPONSIBILITIES. IS THIS OK?

Importance: High

Director of Sales Marketing

Objective: Generate new revenue, increase client base.

Requirements/ Responsibilities:

Position reports directly to Vice President of Sales as well as Station President, General Manager.

- **Build strategic Marketing plan for long term sales revenue growth including but not limited to: Television & Web opportunities.**
- **Establish our brand and story via station capabilities deck with advertisers focusing on client direct level presentations.**
- **Create & present innovative advertising opportunities both on-air & on-line and programs that differentiate WCBS-TV from our competition.**
- **Cultivate client direct relationships that result in measurable revenue success.**
- **Develop, create, implement, close and monitor all sales marketing/promotional campaigns on-air, on-line and on site.**
- **Lead, create and direct the execution of a clearly defined internal team sales/marketing strategy, to drive new revenue, grow incremental share and widen existing customer base.**
- **Coordinate with client and appropriate departments on marketing programs, budgets and timelines for the most effective use of station resources. Establish sales/marketing calendar for all station projects & network television specials with aggressive pre-planning for successful results & maximum revenue.**
- **Communicate and implement a strategic vision to the WCBS sales team to grow customer base by identifying untapped categories.**
- **Work with community affairs to develop substantial deal models of potential revenue prospects through boards, exclusive partnerships and third party opportunities.**
- **Act as official gatekeeper to ensure we fulfill all sales commitments with regard to station campaigns, on-air promotions, contests and on-site events.**
- **Develop proof of performance package upon completion of client sales campaigns or on-air promotions and events on WCBS-TV.**

2007-10-05
(read by: [unclear])
D.C.

Quintero, Cecilia

From: Pass, Audrey
Sent: Monday, June 27, 2005 11:30 AM
To: Shapiro, Adam; Kenon-Hunt, Vanessa; Quintero, Cecilia
Subject: Job Posting

Adam--Please post the following job description on our website. It is copied below and a word document id also attached.

Vanessa--Please email it to our distribution list and review for your own information.

Cecilia-- Is there anyone else I need to notify of this open position?

**JOB DESCRIPTION:
MANAGER, STATION SERVICES AND COMMUNITY AFFAIRS**

Overall Description:

Support the operation and various initiatives of the Public Relations and Community Affairs/Station Services departments
Reports to the Director of Communications and Public Affairs

Specific Responsibilities:

Create, develop and execute community outreach projects
Liaison between on-camera talent, public relations department and community
Set up appearances, review scripts, coordinate logistics for public appearances
Leverage community events and public service initiatives
Represent the station in the community and at a broad variety of public events
Manage viewer communications
Prepare reports relating to station FCC compliance and eminence of public file documents
Prepare programming reports
Manage public files
Other duties as needed

Skills Needed:

Strong inter-personal skills and ability to communicate effectively with community groups and the general public
Team-player with ability to work across many platforms
Must have ability to work under pressure and handle multiple assignments simultaneously
Must be willing to work flexible hours as needed, including evenings and occasional weekends
Knowledge of FCC guidelines and broadcast standards preferred
Strong computer skills
Excellent oral and writing skills
Managerial experience in similar capacity preferred

Send Resumes to:
Audrey Pass, Director of Communications and Public Affairs
WCBS-TV
524 W. 57th St.

DIRECTOR OF NEWS ENGINEERING:

RESPONSIBILITIES:

Oversee all aspects of Engineering for the WCBS-TV News Department. Supervise and manage the studio and control room technicians. Maintain technical infrastructure, order equipment and supervise engineering projects. Support the Vice President of Engineering in the maintenance and master control areas. Must possess strong organizational and time management skills, as well as have the ability to successfully manage multiple projects at one time. Candidate must have a strong understanding of computer / digital protocol to continue our conversion into a fully digital workplace. Knowledge of CAD systems is a plus

DUTIES:

- Assess the daily needs of the news department.
- Oversee all engineering projects in the newsroom.
- Oversee all technical aspects of news remotes and special events.



WCBS-TV NEW YORK

cbsnewyork.com

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- Brett's Blog
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- HealthWatch
- Parent 2 Parent
- Sports Wire
- Features
- Tony Tantillo
- Photo Album / Tour
- Water Cooler Talk
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Thurs., July 14

All Times ET/PT

8:00 Big Brother 6

9:00 CSI:

10:00 Without a Trace



CBS 2 Jobs and Internships

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If you're interested in a job at CBS 2 then this is the place to look.

WCBS-TV is an equal opportunity employer and women and minorities are encouraged to apply for all positions. Interested candidates will be considered on a non-discriminatory basis.

PLEASE NOTE: CBS 2 does not accept employment inquiries over the phone.

WCBS-TV- Assistant News Director: Posted 7-8-05

Objective:WCBS-TV is seeking a highly experienced journalist to assist in overseeing the news department for this #1 market VTSG station. This position will report directly to the News Director/SVP-News Programming for WCBS-TV.

Scope & Responsibilities:

Duties include overseeing daily reporting assignments, supervising & training editorial staff, mentoring talent, reporters, producers.

Must play an integral role in helping develop and manage operation and all discretionary costs within approved Newsroom budget.

Hire, manage and develop high potential employees for promotional opportunities within organization.

Must supervise and coordinate next steps with appropriate shop stewards, unions, HR in progressive disciplinary proceedings.

Must be cognizant and mindful of FCC, CBS and industry guidelines, practices and policies, i.e. ethics, indecency training

Must be a collaborative partner with managers in thinking beyond Programming when the need arises in areas such as the Web and Sales to exploit potential marketing opportunities for station.

Needs to be a strong Administrator and operational partner for News Director.

Requirements:

Professional journalist with at least 5-10 years of experience in TV News.

In-depth knowledge of New York metropolitan area a +.

Complete knowledge of production and editorial process required.

Must have excellent interpersonal skills and ability to lead a diverse workforce of on-air reporters, anchors, assignment managers, producers and writers, editors and field technicians.



CBS Evening News

Please send resumes to: cquintero@cbs.com or via fax to: 212-9751568
No phone calls please.
WCBS-TV is an Equal Opportunity Employer.

Director of News Engineering: Posted 7-1-05



RESPONSIBILITIES:

Oversee all aspects of engineering for the WCBS-TV News Department. Supervise and manage the studio and control room technicians. Maintain technical infrastructure, order equipment and supervise engineering projects. Support the Vice President of Engineering in the maintenance and master control areas. Must possess strong organizational and time management skill, as well as have the ability to successfully manage multiple projects at one time. Candidate must have a strong understanding of computer/digital protocol to continue our conversion into a fully digital workplace. Knowledge of CAD systems is a plus.

MAIN DUTIES:

- Assess the daily technical needs of the news department.
- Oversee all engineering projects in the newsroom.
- Oversee all technical aspects of news remotes and special events.
- Schedule studio and control personnel.

REQUIREMENTS:

- Prior local TV station experience preferred.
- Valid Driver's license
- Computer proficiency with standard office software and aptitude for learning new programs.

CONTACT via e-mail only: spair@cbs.com (No Phone Calls Please)

WCBS-TV is an Equal Opportunity Employer

Manager, Station Services And Community Affairs: Posted 6-27-05

Overall Description:

Support the operation and various initiatives of the Public Relations and Community Affairs/Station Services departments
Reports to the Director of Communications and Public Affairs

Specific Responsibilities:

- Create, develop and execute community outreach projects
- Liaison between on-camera talent, public relations department and community
- Set up appearances, review scripts, coordinate logistics for public appearances
- Leverage community events and public service initiatives
- Represent the station in the community and at a broad variety of public events
- Manage viewer communications
- Prepare reports relating to station FCC compliance and eminence of public file documents
- Prepare programming reports