



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**July 27, 2022**

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

Individual will produce and write compelling news shows both digitally and on broadcast and have the ability to create and present on-camera streaming digital content. Will be responsible for generating stories, actively engaging in daily news gathering, writing accurate copy for multiple platforms including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for digital and air, and booth or present live during breaking news. Other duties as deemed appropriate. Bachelor's degree in a related field or equivalent work experience required. A minimum three years' experience as a television newscast producer in a medium to major market is preferred. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of broadcast and digital production techniques and newsroom computer systems required. Must be creative, detail-oriented and a problem solver. The ability to react quickly, multi-task, handle complex situations and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is a significant plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019720](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019720)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018697](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018697)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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## JOB OPPORTUNITIES

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer** (Regular, Full-Time)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer** (Regular, Full-Time)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchors\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchors_R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.

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- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Wednesday, July 27, 2022 1:11 PM  
**To:** 'antonc@gvsu.edu'; 'Harb@umich.edu'; 'purposefulwork@bates.edu';  
'Michael.barham@nbcuni.com'; 'jgranat@cityofsouthfield.com'; 'future@bu.edu';  
'Hoyle1ja@cmich.edu'; 'wbush@LTU.edu'; 'Hanson39@msu.edu'; 'Poulson@MSU.edu';  
'info@lahc.org'; 'ketelsen@oakland.edu'; 'jaclynfortier@oakland.edu';  
'muinfo@madonna.edu'; 'jobbank@michmab.com'; 'careerdevelopment@madonna.edu';  
'Casl-infor@mich.edu'; 'kvanover@umich.edu'; 'Anails@wayne.edu';  
'dspringga@emich.edu'; 'rdelph@emich.edu'; 'Richard.sylvester@kzoo.edu';  
'clacs@farris.edu'; 'dpiperalken@wayne.edu'; 'Euphemia.Franklin@semi.indians';  
'NAACP@NAACPDC.org'  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 07.27.2022.pdf

Good afternoon,

I have attached WJBK's current career opportunities.

**News Producer (Regular, Full-Time)=6 openings**

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

**New Photographer (Temporary, Part-Time)**

**New Photographer (Regular, Full-Time)= 2 openings**

**Reporter Anchor (Regular, Full-Time)**

**Sales Assistant (Regular, Full-Time)= 2 openings**

**Account & Finance Manager (Regular, Full-Time)=2 openings**

Thank you,



**Dalina Hayes**

Director of Human Resources

16550 West Nine Mile Rd.

Southfield, MI 48075

248.552.5233



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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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



## **JOB OPPORTUNITIES**

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018697](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018697)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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## JOB OPPORTUNITIES

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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



## JOB OPPORTUNITIES

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.

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



## JOB OPPORTUNITIES

- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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



## ***JOB OPPORTUNITIES***

perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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## ***JOB OPPORTUNITIES***

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Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Wednesday, July 27, 2022 1:11 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Frascella, Heather; Hanson, Heather; Morillo, Iraida; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Sierra, Iris; Rivers, Tracey; Dixon, Shartrise; BednarekHolke, Julie; Maldonado, Alexa; Davis, Regina  
**Subject:** Fox2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 07.27.2022.pdf  
**Importance:** High

Good afternoon,

Thank you for sharing Fox@-WJBK's current Job Opportunities with your staff.

**News Producer (Regular, Full-Time)=6 openings**  
**Broadcast Maintenance Engineer (Regular, Full-Time)**  
**New Photographer (Temporary, Part-Time)**  
**New Photographer (Regular, Full-Time)= 2 openings**  
**Reporter Anchor (Regular, Full-Time)**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account & Finance Manager (Regular, Full-Time)=2 openings**

Thank you,



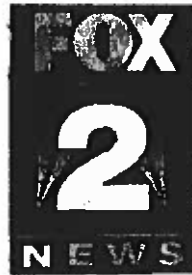
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



## JOB OPPORTUNITIES

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### WJBK-TV DETROIT



July 27, 2022

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

Individual will produce and write compelling news shows both digitally and on broadcast and have the ability to create and present on-camera streaming digital content. Will be responsible for generating stories, actively engaging in daily news gathering, writing accurate copy for multiple platforms including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for digital and air, and booth or present live during breaking news. Other duties as deemed appropriate. Bachelor's degree in a related field or equivalent work experience required. A minimum three years' experience as a television newscast producer in a medium to major market is preferred. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of broadcast and digital production techniques and newsroom computer systems required. Must be creative, detail-oriented and a problem solver. The ability to react quickly, multi-task, handle complex situations and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is a significant plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019720](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019720)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news.

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## JOB OPPORTUNITIES

Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

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

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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## **JOB OPPORTUNITIES**

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018697](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018697)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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



## JOB OPPORTUNITIES

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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## JOB OPPORTUNITIES

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchors\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchors_R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.

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



## JOB OPPORTUNITIES

- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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





## ***JOB OPPORTUNITIES***

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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## ***JOB OPPORTUNITIES***

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Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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**FOX 2/WJBK**

**Job Posting  
Sales Assistant**

**12/27/2022**

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Monday, December 5, 2022 11:26 AM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Frascella, Heather; Hanson, Heather; Morillo, Iraida; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Sierra, Iris; Rivers, Tracey; Dixon, Shartrise; BednarekHolke, Julie; Maldonado, Alexa; Davis, Regina  
**Subject:** RE: FOX 2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 12.05.2022.pdf

Good morning,

Thank you for sharing Fox@-WJBK's current Job Opportunities with your staff.

I have attached WJBK's current career opportunities.

**Relief Technician (Temporary, Part-Time) = 2 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 3 openings**  
**Reporter Anchor (Regular, Full-Time) = 1 openings**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account Executive (Regular, Full-Time)=1 openings**

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## **JOB OPPORTUNITIES**

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 5, 2022**

#### **Relief Technician (Temporary, Part-Time)**

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

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## **JOB OPPORTUNITIES**

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant (Regular, Full-Time)**

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

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## **JOB OPPORTUNITIES**

### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms. [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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## ***JOB OPPORTUNITIES***

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand

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





## ***JOB OPPORTUNITIES***

the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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



## ***JOB OPPORTUNITIES***

In the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Monday, December 5, 2022 11:27 AM  
**To:** antonc@gvsu.edu; Harb@umich.edu; purposefulwork@bates.edu; Michael.barham@nbcuni.com; jgranat@cityofsouthfield.com; future@bu.edu; Hoyle1ja@cmich.edu; wbush@LTU.edu; Hanson39@msu.edu; Poulson@MSU.edu; info@lahc.org; ketelsen@oakland.edu; muinfo@madonna.edu; jobbank@michmab.com; careerdevelopment@madonna.edu; Casl-infor@mich.edu; kvanover@umich.edu; Anails@wayne.edu; dspringga@emich.edu; rdelph@emich.edu; Richard.sylvester@kzoo.edu; clacs@farris.edu; dpiperalken@wayne.edu; Euphemia.Franklin@semi.indians; NAACP@NAACPDC.org  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 12.05.2022.pdf  
**Importance:** High

Good morning,

I have attached WJBK's current career opportunities.

**Relief Technician (Temporary, Part-Time) = 2 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 3 openings**  
**Reporter Anchor (Regular, Full-Time) = 1 openings**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account Executive (Regular, Full-Time)=1 openings**



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 5, 2022**

#### **Relief Technician (Temporary, Part-Time)**

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

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



## **JOB OPPORTUNITIES**

### **Relief Technician (Temporary, Part-Time)**

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Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant (Regular, Full-Time)**

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

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



## **JOB OPPORTUNITIES**

### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms. [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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



## **JOB OPPORTUNITIES**

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

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

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



## **JOB OPPORTUNITIES**

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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





## ***JOB OPPORTUNITIES***

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA--MI--Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA--MI--Remote/Account-Executive_R50013901-2)

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

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Tuesday, December 6, 2022 4:12 PM  
**To:** Dillon, Jay  
**Subject:** RE: Current Job Postings  
**Attachments:** Updated Job Posting 12.06.2022.docx

**Importance:** High

Hi Jay,

I have an update from yesterday job postings. Can you update Relief Technician R50020701 by changing the title to Maintenance Engineer and the job details to those listed in the job opportunities?



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233

**From:** HAYES, DALINA  
**Sent:** Monday, December 5, 2022 11:14 AM  
**To:** Dillon, Jay <jay.dillon@FOX.COM>  
**Subject:** Current Job Postings  
**Importance:** High

Hi Jay,

I have attached the current job postings for you to post or delete.

**Jobs to be added:**

**Relief Technician (Temporary, Part-Time) R50020900 = 1 opening**  
**General Accountant R50020958=1 opening**

**Please remove the following:**

**Relief Technician (Temporary, Part-Time) R50020663**  
**Producer/Writer R50020596**  
**Photographer/Editor R50019027**



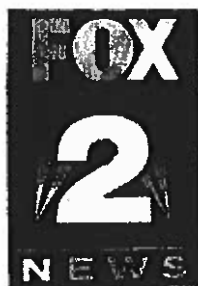
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 6, 2022**

#### **Maintenance Engineer (Temporary, Part-Time)**

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.

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



## JOB OPPORTUNITIES

- Ability to work effectively across different projects simultaneously.
  - Excellent communication skills to provide technical advice for a live news environment.
  - Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
  - Self-motivated, with a passion for the job, proactive and approachable.
  - Solid work ethic with proven technical expertise
  - Physical ability to remove and reinstall servers and similar objects when required.
  - Bachelor's Degree or related experience required or technical school training with electronics training and related experience.
  - At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
  - Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.
- [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **Relief Technician** (Temporary, Part-Time)

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant** (Regular, Full-Time)

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well

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E C O P R O T - U N I T Y E M P L O Y E R



## ***JOB OPPORTUNITIES***

as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

### **News Producer**

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



## ***JOB OPPORTUNITIES***

**(Regular, Full-Time)**

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

### **News Producer**

**(Regular, Full-Time)**

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

### **News Producer**

**(Regular, Full-Time)**

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news.

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**" E O E / M / F / V e t e r a n / D i s a b l e d " J O B O P P O R T U N I T Y E M P L O Y E R**



## ***JOB OPPORTUNITIES***

Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

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



## JOB OPPORTUNITIES

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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**FOX 2/WJBK**

**Job Posting  
News Producer**

**03/13/2023**

## Hayes, Dalina

---

**From:** Hayes, Dalina  
**Sent:** Monday, March 13, 2023 4:14 PM  
**To:** antonc@gvsu.edu; Harb@umich.edu; purposefulwork@bates.edu; Michael.barham@nbcuni.com; jgranat@cityofsouthfield.com; future@bu.edu; Hoyle1ja@cmich.edu; wbush@LTU.edu; Hanson39@msu.edu; Poulson@MSU.edu; info@lahc.org; ketelsen@oakland.edu; muinfo@madonna.edu; jobbank@michmab.com; careerdevelopment@madonna.edu; Casl-infor@mich.edu; kvanover@umich.edu; Anails@wayne.edu; dspringga@emich.edu; rdelph@emich.edu; Richard.sylvester@kzoo.edu; clacs@farris.edu; dpiperalken@wayne.edu; Euphemia.Franklin@semi.indians; NAACP@NAACPDC.org  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 03.13.23.pdf

Good afternoon,

I have attached WJBK's current career opportunities.

**News Photographer/Editor (Temporary, Part-Time) = 1 opening**  
**Maintenance Engineer (Temporary, Part-Time) = 1 opening**  
**Administrative Assistant (Regular, Full-Time) = 1 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**News Content Editor (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 2 openings**  
**Sales Assistant (Regular, Full-Time)= 1 openings**  
**Account Executive (Regular, Full-Time)=2 openings**

Thank you,



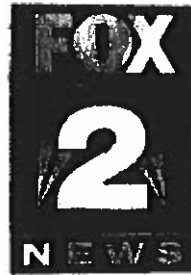
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**March 13, 2023**

#### **Administrative Assistant (Regular, Full-Time)**

Provide administrative support to a department and/or Manager (Executive or SVP, VP). Duties include general clerical, receptionist and updating project-based work. Project a professional company image through in-person and phone interaction.

**PRIMARY RESPONSIBILITIES:** Answer telephones and transfer to appropriate staff member. Meet and greet clients and visitors. Create and modify documents using Microsoft Office. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintain hard copy and electronic filing system. Sign for and distribute UPS/Fed Ex/Airborne packages. Research, price, and place orders for office supplies. Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys. Setup and coordinate meetings. Maintain and distribute staff weekly schedules. Support staff in updating projects, spreadsheets, schedules as assigned.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Administrative-Assistant\\_R50021760](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Administrative-Assistant_R50021760)

#### **News Photographer/Editor (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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## JOB OPPORTUNITIES

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

### **Maintenance Engineer** (Temporary, Part-Time)

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.

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## ***JOB OPPORTUNITIES***

- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
  - Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.
- [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **News Content Editor (Regular, Full-Time)**

An employee in this classification, under the supervision of the News Director and Assignment Content Manager, performs all assignment editor duties as directed in fast paced newsroom. Must be familiar with content of our newscast, able to determine newsworthiness of stories, able to direct photographers to scenes and able to interact with all of people calling newsroom.

Will investigate and set up stories for reporters on a daily basis and assign reporters and photographers with precise attention to logistics. Monitor police and fire scanners, websites, and social media. Will be expected to have command of local and national events and recognize important developments in those stories. The successful candidate will need to possess strong communication skills for interaction with viewers, government and law enforcement officials, public relations professionals, co-workers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprise stories unique to FOX 2. The successful candidate will possess complete reliability in accurately gathering, recording, and sharing information to our reporters, producers, on social media and to our website. Other responsibilities deemed necessary by Newsroom Managers.

Strong communication skills, strong logistical skills, ability to multi-task, Social Media platforms, including Facebook, Twitter, and Instagram. Ability to work with all types of people, flexible and willing to adapt to quick changes. Ability to make important decisions quickly and ability to problem solve on their own.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Content-Editor\\_R50021758](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Content-Editor_R50021758)

### **News Content Editor (Regular, Full-Time)**

An employee in this classification, under the supervision of the News Director and Assignment Content Manager, performs all assignment editor duties as directed in fast paced newsroom. Must be familiar with content of our newscast, able to determine newsworthiness of stories, able to direct photographers to scenes and able to interact with all of people calling newsroom.

Will investigate and set up stories for reporters on a daily basis and assign reporters and photographers with precise attention to logistics. Monitor police and fire scanners, websites, and social media. Will be expected to have command of local and national events and recognize important developments in those stories. The successful candidate will need to possess strong communication skills for interaction with viewers, government and law enforcement officials, public relations professionals, co-workers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprise stories unique to FOX 2. The successful candidate will possess complete reliability in accurately gathering, recording, and sharing information to our reporters, producers, on social media and to our website. Other responsibilities deemed necessary by Newsroom Managers.

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## ***JOB OPPORTUNITIES***

Strong communication skills, strong logistical skills, ability to multi-task, Social Media platforms, including Facebook, Twitter, and Instagram. Ability to work with all types of people, flexible and willing to adapt to quick changes. Ability to make important decisions quickly and ability to problem solve on their own.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Content-Editor\\_R50021757](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Content-Editor_R50021757)

### **Staff Accountant (Regular, Full-Time)**

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchors\\_R50021759-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchors_R50021759-2)

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



## **JOB OPPORTUNITIES**

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881)

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<https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant R50017262-1>

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



## ***JOB OPPORTUNITIES***

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research,
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.

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## ***JOB OPPORTUNITIES***

- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus).

Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

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

## Hayes, Dalina

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**From:** Hayes, Dalina  
**Sent:** Monday, March 13, 2023 4:15 PM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Frascella, Heather; Hanson, Heather; Morillo, Iraida; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Sierra, Iris; Rivers, Tracey; Dixon, Shartrise; BednarekHolke, Julie; Maldonado, Alexa; Davis, Regina; McCracken, Hailey  
**Subject:** FOX 2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 03.13.23.pdf  
**Importance:** High

Good afternoon,

Thank you for sharing Fox@-WJBK's current Job Opportunities with your staff.

I have attached WJBK's current career opportunities.

**News Photographer/Editor (Temporary, Part-Time) = 1 opening**  
**Maintenance Engineer (Temporary, Part-Time) = 1 opening**  
**Administrative Assistant (Regular, Full-Time) = 1 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**News Content Editor (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 2 openings**  
**Sales Assistant (Regular, Full-Time)= 1 openings**  
**Account Executive (Regular, Full-Time)=2 openings**

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## JOB OPPORTUNITIES

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### WJBK-TV DETROIT



March 13, 2023

#### **Administrative Assistant** (Regular, Full-Time)

Provide administrative support to a department and/or Manager (Executive or SVP, VP). Duties include general clerical, receptionist and updating project-based work. Project a professional company image through in-person and phone interaction.

**PRIMARY RESPONSIBILITIES:** Answer telephones and transfer to appropriate staff member. Meet and greet clients and visitors. Create and modify documents using Microsoft Office. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintain hard copy and electronic filing system. Sign for and distribute UPS/Fed Ex/Airborne packages. Research, price, and place orders for office supplies. Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys. Setup and coordinate meetings. Maintain and distribute staff weekly schedules. Support staff in updating projects, spreadsheets, schedules as assigned.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Administrative-Assistant\\_R50021760](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Administrative-Assistant_R50021760)

#### **News Photographer/Editor** (Temporary, Part-Time)

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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



## JOB OPPORTUNITIES

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

### **Maintenance Engineer** (Temporary, Part-Time)

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.

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



## ***JOB OPPORTUNITIES***

- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
  - Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.
- [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **News Content Editor (Regular, Full-Time)**

An employee in this classification, under the supervision of the News Director and Assignment Content Manager, performs all assignment editor duties as directed in fast paced newsroom. Must be familiar with content of our newscast, able to determine newsworthiness of stories, able to direct photographers to scenes and able to interact with all of people calling newsroom.

Will investigate and set up stories for reporters on a daily basis and assign reporters and photographers with precise attention to logistics. Monitor police and fire scanners, websites, and social media. Will be expected to have command of local and national events and recognize important developments in those stories. The successful candidate will need to possess strong communication skills for interaction with viewers, government and law enforcement officials, public relations professionals, co-workers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprise stories unique to FOX 2. The successful candidate will possess complete reliability in accurately gathering, recording, and sharing information to our reporters, producers, on social media and to our website. Other responsibilities deemed necessary by Newsroom Managers.

Strong communication skills, strong logistical skills, ability to multi-task, Social Media platforms, including Facebook, Twitter, and Instagram. Ability to work with all types of people, flexible and willing to adapt to quick changes. Ability to make important decisions quickly and ability to problem solve on their own.

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## **JOB OPPORTUNITIES**

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## JOB OPPORTUNITIES

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch\\_R50021759-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch_R50021759-2)

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





## ***JOB OPPORTUNITIES***

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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



## JOB OPPORTUNITIES

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA--MI--Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA--MI--Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research,
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.

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## View Job Posting Details

03:42 PM

05/23/2023

Page 1 of 2

### News Producer

Job Requisition	R50019652 News Producer (Filled)
Job Family	TVST News
Start Date	12/20/2022
End Date	02/27/2023
Primary Posting	No
Description	

#### OVERVIEW OF THE COMPANY

##### Fox TV Stations

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

#### JOB DESCRIPTION

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

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

At FOX, we foster a culture and environment where everyone feels welcome and can thrive. We are deeply committed to diversity, equity, and inclusion, including attracting, retaining, and promoting diverse talent across our company. We live in a diverse world, with different ideas and different perspectives that come together to spark new ideas and make great things happen. That means reflecting the diversity of the world around us is critical to our company's success. We ensure that our viewers, communities and employees feel heard, represented, and celebrated both on screen and off.

[Click here](#) to learn more about the diverse communities of people behind our brands.



## View Job Posting Details

03:42 PM  
05/23/2023  
Page 2 of 2

<b>Worker Sub-Type</b>	Regular
<b>Remote Type</b>	Onsite
<b>Location</b>	Southfield, Michigan, USA
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Evening News (Greg Easterly (Inherited))



## ***JOB OPPORTUNITIES***

- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus).

Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

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

## Hayes, Dalina

---

**From:** Hayes, Dalina  
**Sent:** Monday, March 13, 2023 4:11 PM  
**To:** Dillon, Jay  
**Subject:** Current Job Postings  
**Attachments:** Updated Job Posting 03.13.23.docx  
  
**Importance:** High

Hi Jay,

I have attached the current job postings for you to post or delete.

Jobs to be added:

**News Content Editor, R50021757 (Regular, Full-Time) = 2 opening**  
**Reporter/Anchor, R50021759 (Regular, Full-Time) = 1 opening**  
**Administrative Assistant, R500217600 (Regular, Full-Time) = 1 opening**

Please remove the following:

**Newscast Director, R50021251 (Temporary, Part-Time)**  
**Relief Technician, R50020900 (Temporary, Part-Time)**  
**News Producer, R50019652 (Regular, Full-Time)**

Thank you,



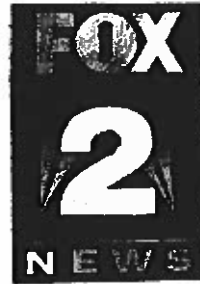
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**March 13, 2023**

#### **Administrative Assistant (Regular, Full-Time)**

Provide administrative support to a department and/or Manager (Executive or SVP, VP). Duties include general clerical, receptionist and updating project-based work. Project a professional company image through in-person and phone interaction.

**PRIMARY RESPONSIBILITIES:** Answer telephones and transfer to appropriate staff member. Meet and greet clients and visitors. Create and modify documents using Microsoft Office. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintain hard copy and electronic filing system. Sign for and distribute UPS/Fed Ex/Airborne packages. Research, price, and place orders for office supplies. Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys. Setup and coordinate meetings. Maintain and distribute staff weekly schedules. Support staff in updating projects, spreadsheets, schedules as assigned.  
[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Administrative-Assistant\\_R50021760](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Administrative-Assistant_R50021760)

#### **News Photographer/Editor (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must

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<https://www.fox2detroit.com/jobs>

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



## ***JOB OPPORTUNITIES***

operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

### **Maintenance Engineer (Temporary, Part-Time)**

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.

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... .. A B I L I T Y T V E M P L O Y E R





## ***JOB OPPORTUNITIES***

- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
  - Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.
- [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **News Content Editor (Regular, Full-Time)**

An employee in this classification, under the supervision of the News Director and Assignment Content Manager, performs all assignment editor duties as directed in fast paced newsroom. Must be familiar with content of our newscast, able to determine newsworthiness of stories, able to direct photographers to scenes and able to interact with all of people calling newsroom.

Will investigate and set up stories for reporters on a daily basis and assign reporters and photographers with precise attention to logistics. Monitor police and fire scanners, websites, and social media. Will be expected to have command of local and national events and recognize important developments in those stories. The successful candidate will need to possess strong communication skills for interaction with viewers, government and law enforcement officials, public relations professionals, co-workers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprise stories unique to FOX 2. The successful candidate will possess complete reliability in accurately gathering, recording, and sharing information to our reporters, producers, on social media and to our website. Other responsibilities deemed necessary by Newsroom Managers.

Strong communication skills, strong logistical skills, ability to multi-task, Social Media platforms, including Facebook, Twitter, and Instagram. Ability to work with all types of people, flexible and willing to adapt to quick changes. Ability to make important decisions quickly and ability to problem solve on their own.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Content-Editor\\_R50021758](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Content-Editor_R50021758)

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



## JOB OPPORTUNITIES

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### **Staff Accountant** (Regular, Full-Time)

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchors\\_R50021759-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchors_R50021759-2)

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EQUAL OPPORTUNITY EMPLOYER



## ***JOB OPPORTUNITIES***

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

<https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant R50017262-1>

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



## ***JOB OPPORTUNITIES***

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Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

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[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research,
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.

To apply for a specific open position, click the link following each posting or go to

<https://www.fox2detroit.com/jobs>

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## ***JOB OPPORTUNITIES***

- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus).

Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

To apply for a specific open position, click the link following each posting or go to

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



**FOX 2/WJBK**

**Job Posting  
Meteorologist**

**04/24/2023**

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Thursday, September 15, 2022 5:06 PM  
**To:** 'antonc@gvsu.edu'; 'Harb@umich.edu'; 'purposefulwork@bates.edu';  
'Michael.barham@nbcuni.com'; 'jgranat@cityofsouthfield.com'; 'future@bu.edu';  
'Hoyle1ja@cmich.edu'; 'wbush@LTU.edu'; 'Hanson39@msu.edu'; 'Poulson@MSU.edu';  
'info@lahc.org'; 'ketelsen@oakland.edu'; 'muinfo@madonna.edu';  
'jobbank@michmab.com'; 'careerdevelopment@madonna.edu'; 'Casl-infor@mich.edu';  
'kvanover@umich.edu'; 'Anails@wayne.edu'; 'dspringga@emich.edu'; 'rdelph@emich.edu';  
'Richard.sylvester@kzoo.edu'; 'clacs@farris.edu'; 'dpiperalken@wayne.edu';  
'Euphemia.Franklin@semi.indians'; 'NAACP@NAACPDC.org'  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Importance:** High

Good afternoon,

I have attached WJBK's current career opportunities.

**DGA Director (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 3 openings**  
**New Photographer/Editor (Temporary, Part-Time) = 1 opening**  
**Reporter Anchor (Regular, Full-Time) = 2 openings**  
**Stagehand (Regular, Full-Time) = 1 opening**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account & Finance Manager (Regular, Full-Time)=2 openings**

Thank you,



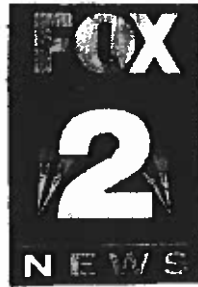
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**August 3, 2022**

#### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms.  
[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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<https://www.fox2detroit.com/jobs>

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





## ***JOB OPPORTUNITIES***

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

Individual will produce and write compelling news shows both digitally and on broadcast and have the ability to create and present on-camera streaming digital content. Will be responsible for generating stories, actively engaging in daily news gathering, writing accurate copy for multiple platforms including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for digital and air, and booth or present live during breaking news. Other duties as deemed appropriate. Bachelor's degree in a related field or equivalent work experience required. A minimum three years' experience as a television newscast producer in a medium to major market is preferred. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of broadcast and digital production techniques and newsroom computer systems required. Must be creative, detail-oriented and a problem solver. The ability to react quickly, multi-task, handle complex situations and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is a significant plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019720](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019720)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a

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



## ***JOB OPPORTUNITIES***

medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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



## ***JOB OPPORTUNITIES***

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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**J O B O P P O R T U N I T I E S E M P L O Y E R**



## ***JOB OPPORTUNITIES***

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.

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



## ***JOB OPPORTUNITIES***

- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

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



## ***JOB OPPORTUNITIES***

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Wednesday, August 3, 2022 10:00 AM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Frascella, Heather; Hanson, Heather; Morillo, Iraida; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Sierra, Iris; Rivers, Tracey; Dixon, Shartrise; BednarekHolke, Julie; Maldonado, Alexa; Davis, Regina  
**Subject:** Fox2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 08.03.2022.docx  
**Importance:** High

Good morning,

Thank you for sharing Fox@-WJBK's current Job Opportunities with your staff.

I have attached WJBK's current career opportunities.

**Meteorologist (Regular, Full-Time) = 1**  
**News Producer (Regular, Full-Time) = 4 openings**  
**Broadcast Maintenance Engineer (Regular, Full-Time) = 1**  
**New Photographer (Temporary, Part-Time) = 1**  
**New Photographer (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 1**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account & Finance Manager (Regular, Full-Time)=2 openings**

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



## **JOB OPPORTUNITIES**

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**August 3, 2022**

#### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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





## ***JOB OPPORTUNITIES***

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

Individual will produce and write compelling news shows both digitally and on broadcast and have the ability to create and present on-camera streaming digital content. Will be responsible for generating stories, actively engaging in daily news gathering, writing accurate copy for multiple platforms including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for digital and air, and booth or present live during breaking news. Other duties as deemed appropriate. Bachelor's degree in a related field or equivalent work experience required. A minimum three years' experience as a television newscast producer in a medium to major market is preferred. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of broadcast and digital production techniques and newsroom computer systems required. Must be creative, detail-oriented and a problem solver. The ability to react quickly, multi-task, handle complex situations and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is a significant plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019720](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019720)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a

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**EQUAL OPPORTUNITY EMPLOYER**



## ***JOB OPPORTUNITIES***

medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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



## JOB OPPORTUNITIES

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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**A F O X 2 D E T R O I T J O B O P P O R T U N I T Y E M P L O Y E R**



## JOB OPPORTUNITIES

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch_R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.

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



## ***JOB OPPORTUNITIES***

- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

### **Sales Assistant (Regular, Full-Time)**

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

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



## **JOB OPPORTUNITIES**

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

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Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Wednesday, August 3, 2022 9:55 AM  
**To:** Dillon, Jay  
**Subject:** RE: Current Job Postings  
**Attachments:** Updated Job Posting 08.03.2022.docx

**Importance:** High

Hi Jay,

I have attached the current job postings for you to post or delete.

Jobs to be added:

**Meteorologist (Regular, Full-Time) = 1 opening**

Please remove the following:

**News Producer (Regular, Full-Time) = R50019304**

**News Producer (Regular, Full-Time) = R50018697**

Thank you,



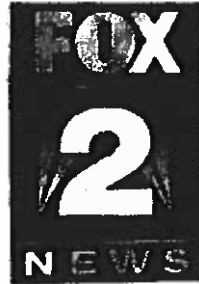
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**August 3, 2022**

#### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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





## ***JOB OPPORTUNITIES***

### **News Producer**

(Regular, Full-Time)

Individual will produce and write compelling news shows both digitally and on broadcast and have the ability to create and present on-camera streaming digital content. Will be responsible for generating stories, actively engaging in daily news gathering, writing accurate copy for multiple platforms including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for digital and air, and booth or present live during breaking news. Other duties as deemed appropriate. Bachelor's degree in a related field or equivalent work experience required. A minimum three years' experience as a television newscast producer in a medium to major market is preferred. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of broadcast and digital production techniques and newsroom computer systems required. Must be creative, detail-oriented and a problem solver. The ability to react quickly, multi-task, handle complex situations and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is a significant plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019720](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019720)

### **News Producer**

(Regular, Full-Time)

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

### **News Producer**

(Regular, Full-Time)

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a

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



## ***JOB OPPORTUNITIES***

medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019719)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50018617-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50018617-2)

### **News Photographer (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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



## JOB OPPORTUNITIES

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50019027](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50019027)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019492-2](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019492-2)

### **News Photographer (Regular, Full-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience

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



## JOB OPPORTUNITIES

with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Photographer\\_R50019490](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Photographer_R50019490)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881)

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

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom, automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PCs).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast-paced high-pressure environment, and to meet deadlines both individually, and as part of a team.

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



## ***JOB OPPORTUNITIES***

- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise.
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience preferred.
- Three 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment preferred.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer\\_R50018959](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Maintenance-Engineer_R50018959)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

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



## JOB OPPORTUNITIES

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Wednesday, August 3, 2022 9:59 AM  
**To:** antonc@gvsu.edu; Harb@umich.edu; purposefulwork@bates.edu; Michael.barham@nbcuni.com; jgranat@cityofsouthfield.com; future@bu.edu; Hoyle1ja@cmich.edu; wbush@LTU.edu; Hanson39@msu.edu; Poulson@MSU.edu; info@lahc.org; ketelsen@oakland.edu; muinfo@madonna.edu; jobbank@michmab.com; careerdevelopment@madonna.edu; Casl-infor@mich.edu; kvanover@umich.edu; Anails@wayne.edu; dspringga@emich.edu; rdelph@emich.edu; Richard.sylvester@kzoo.edu; clacs@farris.edu; dpiperalken@wayne.edu; Euphemia.Franklin@semi.indians; NAACP@NAACPDC.org  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 08.03.2022.docx

Good afternoon,

I have attached WJBK's current career opportunities.

**Meteorologist (Regular, Full-Time) = 1**  
**News Producer (Regular, Full-Time) = 4 openings**  
**Broadcast Maintenance Engineer (Regular, Full-Time) = 1**  
**New Photographer (Temporary, Part-Time) = 1**  
**New Photographer (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 1**  
**Sales Assistant (Regular, Full-Time)= 2 openings**  
**Account & Finance Manager (Regular, Full-Time)=2 openings**

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
248.552.5233



**FOX 2/WJBK**

**Job Posting  
Account Executive**

**05/01/2023**



## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Monday, December 19, 2022 9:33 AM  
**To:** Dillon, Jay  
**Subject:** Current Job Postings  
**Attachments:** Updated Job Posting 12.19.2022.docx

**Importance:** High

Hi Jay,

I have attached the current job postings for you to post or delete.

Jobs to be added:

**News Photographer/Editor (Temporary, Part-Time) R50021046 = 1 opening**

**Account Executive R50020961=1 opening**

Please remove the following:

Thank you,



**Dalina Hayes**

Director of Human Resources

16550 West Nine Mile Rd.

Southfield, MI 48075

Phn: 248.552.5233

Fax: 248-557-2155



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 19, 2022**

#### **News Photographer/Editor (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

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



## ***JOB OPPORTUNITIES***

### **Maintenance Engineer (Temporary, Part-Time)**

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various layouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.
- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **Relief Technician (Temporary, Part-Time)**

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television

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



## JOB OPPORTUNITIES

production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant** (Regular, Full-Time)

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

### **Weather Meteorologist** (Regular, Full-Time)

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

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



## ***JOB OPPORTUNITIES***

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms. [https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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



## **JOB OPPORTUNITIES**

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881)

### **Sales Assistant** (Regular, Full-Time)

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

<https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant R50017262-1>

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

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



## JOB OPPORTUNITIES

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research,
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.
- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus). Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

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

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Monday, December 19, 2022 9:37 AM  
**To:** antonc@gvsu.edu; Harb@umich.edu; purposefulwork@bates.edu; Michael.barham@nbcuni.com; jgranat@cityofsouthfield.com; future@bu.edu; Hoyle1ja@cmich.edu; wbush@LTU.edu; Hanson39@msu.edu; Poulson@MSU.edu; info@lahc.org; ketelsen@oakland.edu; muinfo@madonna.edu; jobbank@michmab.com; careerdevelopment@madonna.edu; Casl-infor@mich.edu; kvanover@umich.edu; Anails@wayne.edu; dspringga@emich.edu; rdelph@emich.edu; Richard.sylvester@kzoo.edu; clacs@farris.edu; dpiperalken@wayne.edu; Euphemia.Franklin@semi.indians; NAACP@NAACPDC.org  
**Subject:** WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 12.19.2022.pdf  
**Importance:** High

Good morning,

I have attached WJBK's current career opportunities.

**News Photographer/Editor (Temporary, Part-Time) = 1 opening**  
**Maintenance Engineer (Temporary, Part-Time) = 1 opening**  
**Relief Technician (Temporary, Part-Time) = 1 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 1 openings**  
**Sales Assistant (Regular, Full-Time)= 1 openings**  
**Account Executive (Regular, Full-Time)=2 openings**

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155





## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 19, 2022**

#### **News Photographer/Editor (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

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



## ***JOB OPPORTUNITIES***

### **Maintenance Engineer (Temporary, Part-Time)**

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.
- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, iTX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **Relief Technician (Temporary, Part-Time)**

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television

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



## ***JOB OPPORTUNITIES***

production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant (Regular, Full-Time)**

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

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## **JOB OPPORTUNITIES**

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[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50018881)

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4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

<https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant R50017262-1>

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



## JOB OPPORTUNITIES

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research.
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.
- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus). Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

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EQUAL OPPORTUNITY EMPLOYER

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Monday, December 19, 2022 9:38 AM  
**To:** Baker, Murphy; Barranda, Roselyn; Cordes, Lisa; Frascella, Heather; Hanson, Heather; Morillo, Iraida; O'Hara, Kate; Pritchett, Adrienne; Robles, Nicole; Rosas, Denise; Sierra, Iris; Rivers, Tracey; Dixon, Shartrise; BednarekHolke, Julie; Maldonado, Alexa; Davis, Regina  
**Subject:** FOX 2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 12.19.2022.pdf  
**Importance:** High

Good morning,

Thank you for sharing Fox@-WJBK's current Job Opportunities with your staff.

I have attached WJBK's current career opportunities.

**News Photographer/Editor (Temporary, Part-Time) = 1 opening**  
**Maintenance Engineer (Temporary, Part-Time) = 1 opening**  
**Relief Technician (Temporary, Part-Time) = 1 opening**  
**General Accountant (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 2 openings**  
**Reporter Anchor (Regular, Full-Time) = 1 openings**  
**Sales Assistant (Regular, Full-Time)= 1 openings**  
**Account Executive (Regular, Full-Time)=2 openings**

Thank you,



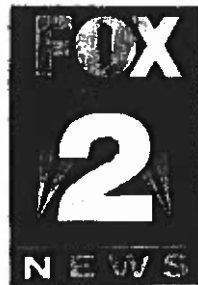
**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155



## ***JOB OPPORTUNITIES***

The following represents a brief description. It is not intended, nor should be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills for each position.

### **WJBK-TV DETROIT**



**December 19, 2022**

#### **News Photographer/Editor (Temporary, Part-Time)**

A Photographer/Editor operates camera and editing equipment for the purpose of gathering the news and documenting society. The primary role of the photographer/editor is the comprehensive depiction of the subject at hand. This individual will both shoot and edit material for station broadcasts and operate the equipment responsible for transmitting gathered material back to the station. Candidate will shoot and edit news stories and special events. They must operate live truck and other ENG equipment, as well as establish live shots, as required by the news department. The individual must operate communications equipment in live trucks. They must operate equipment in ENG receive including tuning in microwave and live shots; utilizing machines for record/dub/edit purposes; downlinking satellite transmissions. This person must utilize various communications equipment for both in-house and field communications. This person must also understand the use of good lighting, photographic, audio and editing techniques as required in the production of quality news. Must have ability to help plan major event coverage including site checks, troubleshooting and follow-up. Perform other duties as deemed appropriate and as assigned.

Bachelor's degree or equivalent in communications, journalism or broadcasting required. Minimum of five years' experience as a news photographer/editor. Knowledge of basic journalism and digital production techniques. Experience with the operation of a P2 camera, P2 editing equipment, and non-linear experience. Demonstrated ability to work as a team with other journalists. Must have an understanding of how to utilize social media to gain more newscast viewers and draw more consumers to fox2detroit.com and the Fox 2 Facebook page. A geographical and/or historical knowledge of Metro Detroit is a plus. Must have a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor\\_R50021046-1](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-News-Photographer-Editor_R50021046-1)

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





## ***JOB OPPORTUNITIES***

### **Maintenance Engineer (Temporary, Part-Time)**

Do you have a Broadcasting or IT engineering background? If so, we have a part-time position for a Broadcast Maintenance Engineer. In this role, you will be an important member of a team supporting the News Operation, Production, Master Control, and the entire television station. FOX is an exciting place to work where we are breaking barriers.

#### **Duties & Responsibilities:**

- Support production and studio equipment, incl. robotic cameras systems, automated master control, automated newsroom automated audio and similar.
- Troubleshooting and maintenance of technical equipment both IT and hardware, including network systems, switches, routers, and computers (Servers and PC).
- Occasionally assist the IT department with supporting Windows computers and network as needed.
- Experience with Cisco switches, networking infrastructure and Microsoft Office O365 is a major plus.
- Maintain and update equipment documentation, standard operating procedures, and preventative maintenance procedures as required.
- Must be able to document daily tasks, projects, and coordinate CAD documentation. Other duties as assigned.
- Knowledge of Broadcast and IT technical principles, including production workflows, broadcast equipment and systems including, but not limited to, cameras, sound, vision, graphics, post-production, media management, MCR and various playouts including streaming and OTT.
- Enthusiastic and self-motivated, able to prioritize a daily workload in a fast paced high-pressure environment, and to meet deadlines both individually, and as part of a team.
- Ability to work effectively across different projects simultaneously.
- Excellent communication skills to provide technical advice for a live news environment.
- Understanding of and acceptance of the 24/7 staffing requirements associated with the Broadcast industry.
- Self-motivated, with a passion for the job, proactive and approachable.
- Solid work ethic with proven technical expertise
- Physical ability to remove and reinstall servers and similar objects when required.
- Bachelor's Degree or related experience required or technical school training with electronics training and related experience.
- At least 3 years' experience with the setup, operation and troubleshooting of professional broadcast & IT equipment.
- Experience with the following equipment preferred: iNews, Sony's ELC, Chyron graphic systems, SSL audio, VM Ware work environment, Harmonic, WSI, TVU/LiveU, ITX or related broadcast computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020701](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020701)

### **Relief Technician (Temporary, Part-Time)**

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Engineering Director of Operations, must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX (or similar programs), as well as various types of broadcast equipment for the purpose of producing Live News, Sports, Local Productions, and daily On-Air Programming transmission integrated with commercial content. Operate various automated television production equipment to maintain On-Air television production equipment to maintain On-Air television operations. Interact with and follow quickly changing instructions from Local Sales and Traffic, as well as Hub-based personnel to produce the highest quality On-Air production. Operate various television

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



## ***JOB OPPORTUNITIES***

production equipment to produce daily Newscasts. Positive interaction with and proven ability to follow quickly changing instructions from News Directors and Producers to create the highest quality newscast possible. Operate various television production equipment to produce local sports and public affairs productions. Interact with and follow quickly changing instructions from Sports and Local Production Producers to create the highest quality Sports and local productions possible. Perform other related duties as deemed appropriate and as assigned. Associate Degree or equivalent broadcast experience required.

Bachelor's Degree in a related field preferred. Three to four years' experience working in a medium to major broadcast environment. Ability to adapt to a fast-paced, quickly changing technical environment and high stress situations. Valid Driver License. Must be able to lift 50 pounds.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Relief-Technician\\_R50020900](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Relief-Technician_R50020900)

### **General Accountant (Regular, Full-Time)**

Fox Television Stations, LLC, a division of Fox Corporation, is seeking a dynamic individual to join its team. The General Ledger Accountant will work in partnership with Finance management in preparation of monthly, quarterly and annual financial statements. This position will own the month-end close process via preparation of journal entries and coordination of intercompany activity with the corporate office and other stations. The General Ledger Accountant will prepare monthly balance sheet account reconciliations, ensuring that account balances are properly supported and recorded in accordance with GAAP and company policies. This position will be involved in the annual budget process as well as submission of tax and audit packages to the corporate office. Will have responsibility for daily log posting as well as weekly and monthly billing. Will assist with various ad-hoc reporting requests and implementation of new policies and procedures.

Bachelor's degree in accounting or finance with 2-3 years of public or private corporate accounting experience required. The successful candidate must have strong analytical skills along with excellent oral and written communication skills. The candidate must possess a strong work ethic and be able to prioritize multiple projects with a high degree of accuracy. Strong Microsoft Excel skills with knowledge of advanced functions is required. Knowledge of Workday or similar software is a plus. Broadcasting industry experience is a plus.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/General-Accountant\\_R50020958](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/General-Accountant_R50020958)

### **Weather Meteorologist (Regular, Full-Time)**

WJBK/Fox 2 is seeking an energetic and motivated team player to join WJBK's Weather Authority Team. Primary responsibility to gather and interpret weather data for on-air weather reports used in newscasts, online and social media channels. This includes generating graphics, writing and/or producing packages for air and reporting weather news both live and on tape for on-air broadcast purposes. Additionally, will represent the station at Fox 2 events (e.g., school visits, serve as host at charity events, and other station projects). Must have demonstrated command and reliability in forecasting and presenting weather. Also, the position requires personality, energy, and a positive on-air presence in delivering to our viewers and interacting with other talent. Knowledge and use of social media as a method of delivering weather information on all platforms is mandatory. Must be calm and authoritative in breaking situations. Local knowledge a significant plus.

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



## ***JOB OPPORTUNITIES***

Bachelor's degree in Meteorology or equivalent broadcast experience forecasting weather on-air required. Minimum three years working in the field of communications as a weathercaster. Must be able to provide examples of on-air severe weather coverage, on-air or web weathercasts, and evidence of engagement with users of digital platforms. Familiarity with winter weather forecasting is preferred. Proven ability to gather, interpret, prepare, and present weather information during live newscasts and other station productions. Strong writing and producing skills are also essential. Ability to contribute ideas on a daily basis and be able to troubleshoot operational issues related to the weather department and to communicate effectively with newsroom management on any unresolved issues. Knowledge of local market and the weather patterns in our area will allow the Meteorologist to offer expertise to the newsroom staff regarding coverage plan on severe weather days. Ability to establish and maintain harmonious relationships with peers and news management and other contacts outside the station. AMS, CBM, NWA sealed meteorologist preferred. Must have the technical capability to operate content-generating systems associated with reporting weather for broadcast and on digital platforms.  
[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Meteorologist_R50019788)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019652)

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

Individual will produce and write compelling newscasts. Will be responsible for generating stories, actively engaged in daily news gathering, writing accurate broadcast copy for multiple platforms, including website and social media. Also responsible for coordinating coverage with the assignment desk and reporters. May be called upon to field produce or write for other newscasts. Will create graphics and edit video for air, and booth live newscasts during breaking news. Other duties as deemed appropriate to be assigned. Bachelor's degree in a related field or equivalent work experience required. The candidate must possess a minimum three years' experience as a television newscast producer in a medium to major market. Candidate must have strong news judgment, good writing skills, knowledge of current events and excellent communication and people skills. Must handle pressure well including the ability to handle breaking news. Knowledge of TV production techniques and newsroom computer systems required. Must be creative, detail-oriented, and a problem solver. Exceptional news judgment a must. The ability to react quickly, multi-task, handle situations, and meet deadlines in a fast-paced, dynamic environment is essential. A working knowledge of Metro Detroit history and culture is preferred.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

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



## **JOB OPPORTUNITIES**

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring hustle, originality, innovations, and commitment to the job every day. Will be expected to establish contacts and develop original story ideas. Must write and report with fairness and clarity and be an outstanding storyteller and on-air performer. Must have demonstrated proficiency in the use of social media to interact with news viewers and expand the reach of our news operation. We require an individual who communicates with a diverse audience in a concise yet comfortable manner. This person will be able to recognize important issues and meaningful developments in continuing stories. The job requires composure in breaking news situations and command of a spectrum of topics including hard news, entertainment, and popular culture. Knowledge of the Detroit market a plus. Other duties as deemed appropriate to be assigned.

Bachelor's degree in Communications and Journalism or related field or equivalent experience required. A minimum of three years of journalism background and television reporting experience required. Must possess strong social media skills. Must have a broad working knowledge of police procedures, the court system, and municipal, state and federal operations. Also, must have strong knowledge of legal and ethical parameters of reporting for mass media. Strong working knowledge of the technical aspects of television news production required, including digital and web-based newsgathering tools. Must be able to use newsroom computer systems.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

### **Sales Assistant** (Regular, Full-Time)

WJBK's Sales Department is seeking an individual for an immediate opportunity as a Sales Assistant. Individual will perform administrative and office support activities for the V.P. General Sales Manager and the Research Director. Will assist the General Sales Manager with various tasks which include answer telephones, receive and direct visitors; coordinate travel and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain political tracking and upload orders on the FCC file; and update trade agreement book. Will also assist the Research Director with various tasks which include maintain all sports tracking reports; update the regular and political rate guides; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen Enames system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheets, presentations and tracking reports on BOX; and provide back-up to the sales assistants for the Local Sales Manager and National Sales Manager.

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and Power Point. Knowledge of Nielsen ratings and Wide Orbit products are a plus. Minimum of 2 years' experience working in an office environment. Strong communication skills, detailed and organized.

[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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

We're looking for an experienced OTT salesperson to manage, develop, assist and service business for the Fox local extension OTT platform (FLX).

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



## JOB OPPORTUNITIES

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

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

Two - Three years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills.

Preferred Qualifications: Existing relationships with senior level client or agency decision makers. Digital agency relationships.

[https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST\\_EAST/job/USA---MI---Remote/Account-Executive\\_R50013901-2](https://fox.wd1.myworkdayjobs.com/en-US/FOXTVST_EAST/job/USA---MI---Remote/Account-Executive_R50013901-2)

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

Maintain and improve existing clients and target prospective customers to sell comprehensive advertising campaigns utilizing all platforms including television, and digital performing the following duties:

- Responsible for obtaining revenue goals in all facets including existing accounts, new business, zero share business and digital.
- Meet regularly with sales management and digital team to communicate sales goals, new business development and forecasts.
- Proficient in negotiation skills utilizing NSI LPM ratings, and qualitative research,
- Possess strong written and oral communication skills including strong presentation skills.
- Ability to identify and target new business opportunities and hit quarterly sales goals as assigned.
- Call on prospective clients and present outlines of various programs, packages and opportunities for both linear and non-linear platforms.
- Create and present marketing plans to encourage the use of FOX in their advertising mix.
- Process all paperwork related to account lists accurately, completely and in a timely manner.
- Work with Credit Manager to ensure appropriate credit references are furnished and timely payments are received for business sold.
- Demonstrate responsibility for any and all equipment issued by FOX.
- Represent WJBK FOX 2 in a professional manner at all times.
- Regular attendance.
- Comply with all 21st Century computer requirements – myfoxpay, Navigator training, password protection, computer usage, etc.
- Comply with all 21st Century and Station policies – Anti-Bribery & Anti-Corruption, Insider Trading, etc.
- Duties as assigned.
- Entertain clients.
- Local/regional travel.

Bachelor's degree (B.A.) from a four-year college or university preferred.

Two to five year's sales/advertising experience. Possess proficient skills in Word, Excel and Power Point (a plus). Knowledge of Wide Orbit preferred. Extremely organized, self-motivated, sales driven, team-oriented, works well under pressure in a fast-paced environment. Good listening skills along with relationship building qualities. Must maintain a valid driver's license.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50020961](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50020961)

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

## Hayes, Dalina

---

**From:** Nelson, Mike  
**Sent:** Tuesday, November 1, 2022 2:20 PM  
**To:** Fuentes, Jean; HAYES, DALINA  
**Cc:** Frascella, Heather; Easterly, Greg; Ringler, Chelsea  
**Subject:** RE: Approval to Post-Account Executive

Okay with finance.

**From:** Fuentes, Jean <Jean.Fuentes@FOX.COM>  
**Sent:** Tuesday, November 1, 2022 9:53 AM  
**To:** HAYES, DALINA <dalina.hayes@FOX.com>; Nelson, Mike <Mike.Nelson@fox.com>  
**Cc:** Frascella, Heather <Heather.Frascella@FOX.COM>; Easterly, Greg <John.Easterly@FOX.COM>; Ringler, Chelsea <Chelsea.Ringler@FOX.COM>  
**Subject:** RE: Approval to Post-Account Executive

ok

**From:** HAYES, DALINA <dalina.hayes@FOX.com>  
**Sent:** Tuesday, November 1, 2022 8:24 AM  
**To:** Fuentes, Jean <Jean.Fuentes@FOX.COM>; Nelson, Mike <Mike.Nelson@fox.com>  
**Cc:** Frascella, Heather <Heather.Frascella@FOX.COM>; Easterly, Greg <John.Easterly@FOX.COM>; Ringler, Chelsea <Chelsea.Ringler@FOX.COM>  
**Subject:** Approval to Post-Account Executive  
**Importance:** High

Hello,

We are requesting your approval to post and recruit for one Account Executive who has resigned.

May we please proceed?

Thank you,



**Dalina Hayes**  
Director of Human Resources  
16550 West Nine Mile Rd.  
Southfield, MI 48075  
Phn: 248.552.5233  
Fax: 248-557-2155