

## EDUCATION

### BACHELOR OF SCIENCE: FILM AND VIDEO

*Minor:*

*Advertising & Public Relations*

GRAND VALLEY STATE UNIVERSITY

2018

## CAMERA EQUIPMENT

SONY FS7

PANASONIC PX380

JVC HM750

CANON 6D

CANON T6i

DJI MAVIC AIR

## SOFTWARE

PREMIERE PRO

AFTER EFFECTS

FINAL CUT PRO X

PHOTOSHOP

AVID MEDIA COMPOSER

EDIUS

## CONTACT

✉ [lauren.holt9@gmail.com](mailto:lauren.holt9@gmail.com)

☎ (810) 280-8768

🌐 [vimeo.com/laurenkline](https://vimeo.com/laurenkline)

## SOCIAL

📺 LH Filmmaking

📷 @lauren\_kline19

🐦 @lauren\_kline19

# LAUREN KLINE

## EXPERIENCE

### NEWS PHOTOGRAPHER

WKMG-NEWS 6 ORLANDO | April 2021 - Current

- Shoot and edit multiple news stories, on a day-of deadline, in a high-paced, top 20 TV news market.

### FREELANCE VIDEOGRAPHER & EDITOR

Freelance/Contract Based | Jul. 2017 - Current

- Produce, shoot, and edit videos for individual and client needs

### NEWS EDITOR

FOX35 ORLANDO | Jan. 2020 - April 2021

- Edit multiple daily news stories to the standards and expectations of the producers and executive producers for a daily 6-hour newscast.

### NEWS PHOTOGRAPHER/EDITOR

NBC25/FOX66 NEWS FLINT | Jan. 2019 - Sept. 2019

- Shoot and edit multiple daily news stories and work alongside reporters to create the final product.

### VIDEO PRODUCTION SPECIALIST

Fire Mic Media | Jul. 2018 - Nov. 2018

- Produce and shoot videos for a small, digital marketing firm

### AUDIO/VIDEO COORDINATOR

Fountain Street Church | Mar. 2017 - Jul. 2018

- Organized technical needs, such as lighting, audio, video production, and editing for all events.

## SPOTLIGHTED PROJECTS

### FORD MOTOR COMPANY: 2020 ESCAPE

Social Media Content Video | On-Site Production Assistant

### IT'S ON US: GREEK LEADERSHIP

Character Spotlight | Producer

*PUBLISHED IN A  
FORBES ARTICLE*



News Photographer

**Job Requisition** R50019492 News Photographer (Filled)  
**Job Family** TVST News  
**Start Date** 07/08/2022  
**End Date** 08/04/2022  
**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

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.

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



## View Job Posting Details

01:50 PM  
05/23/2023  
Page 2 of 2

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.

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



**FOX 2/WJBK**

**Job Posting  
News Photographer (Union Position)**

**09/26/2022**

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Monday, September 19, 2022 8:26 AM  
**To:** Dillon, Jay  
**Subject:** Current Job Postings  
**Attachments:** Updated Job Posting 09.19.2022.docx

**Importance:** High

Hi Jay,

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

Jobs to be added:

**Broadcast Technician (Regular, Full-Time) = 1 opening**

**News Photographer/Editor (Regular, Full-Time) = 1 opening**

Please remove the following:

None

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



September 19, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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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**1 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\\_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)

## **News Photographer/Editor** (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

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/Photographer-Editor\\_R50020265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Photographer-Editor_R50020265)

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

## **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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## ***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\\_R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50020230)

### **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\\_R50018891](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018891)

### **Stagehand (Regular, Full-Time)**

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces

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# JOB OPPORTUNITIES

for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

## **Broadcast Technician** (Regular, Full-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/Broadcast-Technician\\_R50020266](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Technician_R50020266)

## **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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# 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 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.

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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)

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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.

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:** Monday, September 19, 2022 8:27 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;  
**Subject:** RE: WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 09.19.2022.pdf  
**Importance:** High

Good morning,

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**  
**News Photographer/Editor (Regular, Full-Time) = 1 opening**  
**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**  
**Broadcast Technician (Regular, Full-Time) 1 opening**

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



September 19, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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)**

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)

## **News Photographer/Editor (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

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/Photographer-Editor\\_R50020265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Photographer-Editor_R50020265)

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

## 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\\_R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50020230)

### 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)

### Stagehand (Regular, Full-Time)

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces

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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

for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

### **Broadcast Technician (Regular, Full-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/Broadcast-Technician\\_R50020266](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Technician_R50020266)

### **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.com1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](https://fox.com1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant_R50017262-1)

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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.com1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](https://fox.com1.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 relationship

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## JOB OPPORTUNITIES

[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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[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:** Monday, September 19, 2022 8:29 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 09.19.2022.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.

**DGA Director (Regular, Full-Time) = 1 opening**  
**Meteorologist (Regular, Full-Time) = 1 opening**  
**News Producer (Regular, Full-Time) = 3 openings**  
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**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**  
**Broadcast Technician (Regular, Full-Time) 1 opening**

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



September 19, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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



# 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.wdemyworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Meteorologist\\_R50019788](https://fox.wdemyworkdayjobs.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.wdemyworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019652](https://fox.wdemyworkdayjobs.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)

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 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://fox2detroit.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019719](https://fox2detroit.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 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://fox2detroit.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/News-Producer\\_R50019304](https://fox2detroit.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/News-Producer_R50019304)

## **News Photographer/Editor** (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 broadcast 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 the 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/Photographer-Editor\\_R50020265](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Photographer-Editor_R50020265)

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

## 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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# 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://fox2detroit.com/workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50020230](https://fox2detroit.com/workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50020230)

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

WJBK's News Department is seeking an individual for an immediate opportunity as a Reporter/Anchor. Must bring initiative, 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://fox2detroit.com/workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50018881](https://fox2detroit.com/workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50018881)

## Stagehand (Regular, Full-Time)

WJFK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, news tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces

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# JOB OPPORTUNITIES

for commercial public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery order and in good repair. Performs all the above for remote productions and other duties as deemed appropriate as assigned.

Production work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.  
[https://fox.wd1.workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

## Broadcast Technician (Regular, Full-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 staffs, 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. Valid Driver License. Must be able to lift 50 pounds.  
[http://fox.wd1.workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Broadcast-Technician\\_R50020266](http://fox.wd1.workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Broadcast-Technician_R50020266)

## Sales Assistant (Regular, Full-Time)

WJBL 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 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 rates; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming in the Nielsen games system and send out end times; update quarterly program schedules for WJBK; update and post sales one-sheet 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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# JOB OPPORTUNITIES

4-year college degree preferred; high school degree required. Knowledge of Microsoft Office products: Word, Excel and PowerPoint. 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.  
[http://www.fox2detroit.com/workdayjobs.com/Domestic/job/Southfield-Michigan-USA/Sales-Assistant\\_R50017262-1](http://www.fox2detroit.com/workdayjobs.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 and maintain monthly expense reports for both the General Sales Manager and National Sales Manager; maintain and track 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 card; update all sports schedules; and create presentations and one-sheets. Additionally, will update programming times system and send out end times; update quarterly program schedules for WJBK; update and post 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 PowerPoint. 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.  
[http://www.fox2detroit.com/workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Sales-Assistant\\_R50018845](http://www.fox2detroit.com/workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Sales-Assistant_R50018845)

## Account Executive (Regular, Full-Time)

We are seeking an experienced OTT salesperson to manage, develop, assist and service business for the Fox local OTT platform (FLX).

Proven ability to sell business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox 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 advertising marketplace and how they are adapting to new OTT channels. Sales Hunter.

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

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

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# JOB OPPORTUNITIES

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

## Account Executive (Regular, Full-Time)

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

Proven ability to grow business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox 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 advertising marketplace and how they are adapting to new OTT channels. Sales Hunter.

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

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

Apply at: [https://www.workdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Account-Executive\\_R50016265](https://www.workdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Account-Executive_R50016265)

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**FOX 2/WJBK**

**Job Posting  
News Producer**

**10/10/2022**

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Tuesday, May 10, 2022 1:56 PM  
**To:** Dillon, Jay  
**Subject:** RE: Current Job Postings  
**Attachments:** Updated Job Posting 05.10.2022.docx

Hi Jay,

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

Thank you,



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

**From:** HAYES, DALINA  
**Sent:** Thursday, April 28, 2022 4:34 PM  
**To:** Dillon, Jay <jay.dillon@FOX.COM>  
**Subject:** Current Job Postings

Hi Jay,

Please post the attached positions. The below positions can be removed.

**Relief Tech (1) Part Time**  
**Per Diem Assignment Editor**

Thank you,



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

**From:** HAYES, DALINA  
**Sent:** Friday, April 8, 2022 3:14 PM  
**To:** Dillon, Jay <jay.dillon@FOX.COM>  
**Subject:** RE: Current Job Postings

Hi Jay,

Can you remove the following job posts?

**Account Executive (Regular, Full-Time)**  
**Sales Assistant-FLX (Regular, Full-Time)**  
**Director Engineering (Regular, Full-Time)**  
**Account & Finance Manager (Regular, Full-Time)**

Thank you,



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

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**From:** HAYES, DALINA  
**Sent:** Monday, March 21, 2022 4:18 PM  
**To:** Dillon, Jay <[jay.dillon@FOX.COM](mailto:jay.dillon@FOX.COM)>  
**Subject:** RE: Current Job Postings

Thank you,



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

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**From:** Dillon, Jay <[jay.dillon@FOX.COM](mailto:jay.dillon@FOX.COM)>  
**Sent:** Monday, March 21, 2022 3:53 PM  
**To:** HAYES, DALINA <[dalina.hayes@FOX.com](mailto:dalina.hayes@FOX.com)>  
**Subject:** RE: Current Job Postings

These are updated.

Thanks Dalinal

---

**From:** HAYES, DALINA <[dalina.hayes@FOX.com](mailto:dalina.hayes@FOX.com)>  
**Sent:** Monday, March 21, 2022 3:48 PM  
**To:** Dillon, Jay <[jay.dillon@FOX.COM](mailto:jay.dillon@FOX.COM)>  
**Subject:** Current Job Postings  
**Importance:** High

Hi Jay,

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

**Executive Producer (Regular, Full-Time)**  
**Relief Technician (Temporary, Part-Time) = 2 openings**  
**New Photographer (Temporary, Part-Time)**  
**Reporter Anchor (Regular, Full-Time)**  
**Per Diem Assignment Editor (Temporary, Part-Time)**  
**Sales Assistant (Regular, Full-Time)**  
**Account & Finance Manager (Regular, Full-Time)**  
**Director Engineering (Regular, Full-Time)**  
**Sales Assistant-FLX (Regular, Full-Time)**  
**Account Executive (Regular, Full-Time)**

Please remove the following:

**News Photographer (Regular, Full-time)**  
**Promotion Producer Digital (Regular, Full-Time)**

**Dalina Hayes**



**Director of Human Resources**

**16550 West Nine Mile Rd.**

**Southfield, MI 48075**

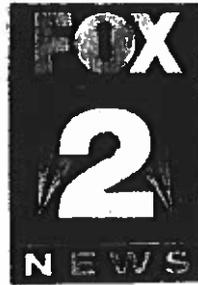
**248.552.5233**



# 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



May 10, 2022

### Assignment Editor (Temporary, Part-Time)

WJBK's News department is seeking an individual for an immediate opportunity as a Per Diem Assignment Editor. This person will investigate and set-up stories for reporters 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 communications skills for interaction with viewers, government and law enforcement officials, public relations professionals, coworkers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprising stories unique to Fox 2. The successful candidate will possess complete reliability in accurately gathering, recording and sharing information with our reporters, producers, on social media and to our website. Will be expected to research, gather, and produce relevant, timely original content, including breaking news for use on digital, social, streaming and broadcast platforms.

Bachelor's degree in a related field or equivalent work experience required. Three years of assignment desk experience strongly preferred. Must have strong knowledge of television news and digital production techniques, as well as newsroom computer systems. Candidate must demonstrate strong news judgment, problem-solving skills, and commitment to journalistic principles. We require a command of social media involvement with viewers and users. A geographical and historical knowledge of Metro Detroit is a strong plus. The candidate needs to be available to work various shifts both weekdays, weekends, and holidays. Candidate must be a good communicator who will support and collaborate with co-workers in a team environment.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor\\_R50018700](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor_R50018700)

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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)

### **Broadcast Technician** (Regular, Full-Time)

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Director of Broadcast Operations, candidate must show proficiency in the operation of the Sony ELC production automation system, Grass Valley ITX, as well as various types of broadcast equipment. Work as a Master Control Operator, a TD or an Audio Operator during all Live News, Sports, Local Productions and daily On-Air Programming transmission integrated with commercial content.

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**EQUAL OPPORTUNITY EMPLOYER**



## JOB OPPORTUNITIES

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.

40% Operate various automated 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 possible quality On-Air production.

40% 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.

15% 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.

5% Perform other related duties as assigned by the Engineering Managers

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Nabet-Technician\\_R50018378](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Nabet-Technician_R50018378)

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

The Promotions Photographer will shoot and post-produce high-end station promotional spots, Public Service campaigns, presentations, commercials, programs, and a variety of other creative on-air and off-air pieces. They will also act as a departmental videographer, shooting basic and high-end promo footage. The position will also be required to be "hands-on" during the creative process, providing input during the idea development and writing phases of various projects.

This position requires strong production and post-production skills. Must be experienced and proven on non-linear based editing systems, compositing software packages, proficient with HD video cameras and associated technical gear, and have previous experience in a team-oriented creative environment. Bachelor's degree or equivalent broadcast experience required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Promotions-Photographer\\_R50018313](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Promotions-Photographer_R50018313)

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

The Executive Producer will oversee and manage news personnel including producers, assignment editors, writers, video editors and photographers, reporters and anchors. The candidate will lead the editorial process and manage changes to daily news gathering as breaking news develops. The Executive Producer will work under the direction of the News Director and Assistant News Director to carry out the team's daily plan. The Executive Producer will need to be prepared to write news stories or booth broadcasts when needed. They may be relied on to take on schedules for different groups of employees.

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# JOB OPPORTUNITIES

The Executive Producer must possess strong broadcast writing skills for on-air and online as well as other digital platforms. They must be able to assemble news material in a logical, organized fashion and present stories in an engaging manner so consumers can comprehend local, national and international news. Ability to contribute ideas on a daily basis and recognize the types of stories make compelling television. Ability to adapt to a fast paced quickly changing environment and to react to live situations to cover breaking news. Must demonstrate strong leadership and communication skills.

**A. Education:**

Bachelor's degree in journalism or related field required

**B. Experience**

Must have experience as a broadcast producer (three to five minimum preferred).  
Must be able to meet aggressive deadlines while still completing high quality stories.  
Management experience is a plus.

**C. Social Media enthusiast, friendly, respectful, hardworking and competitive**

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Executive-Producer\\_R50018368](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Executive-Producer_R50018368)

## **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/Domestic/job/Southfield-Michigan-USA/Relief-Technician\\_R50017248-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Relief-Technician_R50017248-1)

## **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 N O U N C I N G 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/Domestic/job/Southfield-Michigan-USA/News-Photographer--temporary-part-time-R50017250-1>

### **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/Domestic/job/Southfield-Michigan-USA/Reporter-Anch R50016889-1>

### **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

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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

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).

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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## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Tuesday, May 10, 2022 2:00 PM  
**To:** Rosas, Denise; Barranda, Roselyn; Pritchett, Adrienne; Robles, Nicole; Baker, Murphy; Rivers, Tracey; Davis, Regina; Hanson, Heather; O'Hara, Kate; Morillo, Iraida; Cordes, Lisa; Dixon, Shartrise; Bednarek-Holke, Julie; Frascella, Heather  
**Subject:** Fox2-WJBK Job Opportunities  
**Attachments:** Updated Job Posting 05.10.2022.docx  
**Importance:** High

Good afternoon,

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

**Assignment Editor (Temporary, Part-Time)**  
**News Producer (Regular, Full-Time) (2)**  
**Broadcast Technician (Regular, Full-Time)**  
**Executive Producer (Regular, Full-Time)**  
**Relief Technician (Temporary, Part-Time)**  
**New Photographer (Temporary, Part-Time)**  
**Creative Services Editor/Videographer (Regular, Full-Time)**  
**Reporter Anchor (Regular, Full-Time)**  
**Sales Assistant (Regular, Full-Time)**  
**Account Executive (Regular, Full-Time)**

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



May 10, 2022

### Assignment Editor (Temporary, Part-Time)

WJBK's News department is seeking an individual for an immediate opportunity as a Per Diem Assignment Editor. This person will investigate and set-up stories for reporters 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 communications skills for interaction with viewers, government and law enforcement officials, public relations professionals, coworkers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprising stories unique to Fox 2. The successful candidate will possess complete reliability in accurately gathering, recording and sharing information with our reporters, producers, on social media and to our website. Will be expected to research, gather, and produce relevant, timely original content, including breaking news for use on digital, social, streaming and broadcast platforms.

Bachelor's degree in a related field or equivalent work experience required. Three years of assignment desk experience strongly preferred. Must have strong knowledge of television news and digital production techniques, as well as newsroom computer systems. Candidate must demonstrate strong news judgment, problem-solving skills, and commitment to journalistic principles. We require a command of social media involvement with viewers and users. A geographical and historical knowledge of Metro Detroit is a strong plus. The candidate needs to be available to work various shifts both weekdays, weekends, and holidays. Candidate must be a good communicator who will support and collaborate with co-workers in a team environment.

[https://fox.wd1.myworkday.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor\\_R50018700](https://fox.wd1.myworkday.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor_R50018700)

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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.

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

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## **Broadcast Technician** (Regular, Full-Time)

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Director of Broadcast Operations, candidate must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX, as well as various types of broadcast equipment. Work as a Master Control Operator, a TD or an Audio Operator during all Live News, Sports, Local Productions and daily On-Air Programming transmission integrated with commercial content.

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**AN EQUAL OPPORTUNITY EMPLOYER**



## JOB OPPORTUNITIES

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.

40% Operate various automated 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 possible quality On-Air production.

40% 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.

15% 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.

5% Perform other related duties as assigned by the Engineering Managers

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### **Creative Services Editor/Videographer** (Regular, Full-Time)

The Promotions Photographer will shoot and post-produce high-end station promotional spots, Public Service campaigns, presentations, commercials, programs, and a variety of other creative on-air and off-air pieces. They will also act as a departmental videographer, shooting basic and high-end promo footage. The position will also be required to be "hands-on" during the creative process, providing input during the idea development and writing phases of various projects.

This position requires strong production and post-production skills. Must be experienced and proven on non-linear based editing systems, compositing software packages, proficient with HD video cameras and associated technical gear, and have previous experience in a team-oriented creative environment. Bachelor's degree or equivalent broadcast experience required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Promotions-Photographer\\_R50018313](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Promotions-Photographer_R50018313)

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## JOB OPPORTUNITIES

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**A. Education:**

Bachelor's degree in journalism or related field required

**B. Experience**

Must have experience as a broadcast producer (three to five minimum preferred).  
Must be able to meet aggressive deadlines while still completing high quality stories.  
Management experience is a plus.

**C. Social Media enthusiast, friendly, respectful, hardworking and competitive**

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### **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.

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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/Domestic/job/Southfield-Michigan-USA/News-Photographer--temporary-part-time-R50017250-1>

### **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/Domestic/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50016889-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Reporter-Anchor_R50016889-1)

### **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

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# JOB OPPORTUNITIES

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).

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 COMMITMENT TO DIVERSITY AND OPPORTUNITY EMPLOYER

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Thursday, May 12, 2022 12:52 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; muiinfo@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; willijud@gvsu.edu; dpiperalken@wayne.edu;  
Euphemia.Franklin@semi.indians; NAACP@NAACPDC.org  
**Subject:** RE: WJBK, FOX 2 Current Job Postings

Good afternoon,

I have attached WJBK's current career opportunities.

**Assignment Editor (Regular, Full-Time)**  
**Assignment Editor (Temporary, Part-Time)**  
**News Producer (Regular, Full-Time) (2)**  
**Broadcast Technician (Regular, Full-Time)**  
**Executive Producer (Regular, Full-Time)**  
**Relief Technician (Temporary, Part-Time)**  
**New Photographer (Temporary, Part-Time)**  
**Creative Services Editor/Videographer (Regular, Full-Time)**  
**Reporter Anchor (Regular, Full-Time)**  
**Sales Assistant (Regular, Full-Time)**  
**Account Executive (Regular, Full-Time)**

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



May 10, 2022

### Assignment Editor (Temporary, Part-Time)

WJBK's News department is seeking an individual for an immediate opportunity as a Per Diem Assignment Editor. This person will investigate and set-up stories for reporters 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 communications skills for interaction with viewers, government and law enforcement officials, public relations professionals, coworkers, and others. Must cultivate and maintain sources for newsgathering purposes and conceive enterprising stories unique to Fox 2. The successful candidate will possess complete reliability in accurately gathering, recording and sharing information with our reporters, producers, on social media and to our website. Will be expected to research, gather, and produce relevant, timely original content, including breaking news for use on digital, social, streaming and broadcast platforms.

Bachelor's degree in a related field or equivalent work experience required. Three years of assignment desk experience strongly preferred. Must have strong knowledge of television news and digital production techniques, as well as newsroom computer systems. Candidate must demonstrate strong news judgment, problem-solving skills, and commitment to journalistic principles. We require a command of social media involvement with viewers and users. A geographical and historical knowledge of Metro Detroit is a strong plus. The candidate needs to be available to work various shifts both weekdays, weekends, and holidays. Candidate must be a good communicator who will support and collaborate with co-workers in a team environment.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor\\_R50018700](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Per-Diem-Assignment-Editor_R50018700)

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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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)

## **Broadcast Technician** (Regular, Full-Time)

An employee in this classification, working under the direction of the VP of Engineering and under the direct supervision of the Director of Broadcast Operations, candidate must show proficiency in the operation of the Sony ELC production automation system, Grass Valley iTX, as well as various types of broadcast equipment. Work as a Master Control Operator, a TD or an Audio Operator during all Live News, Sports, Local Productions and daily On-Air Programming transmission integrated with commercial content.

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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 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.

40% Operate various automated 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 possible quality On-Air production.

40% 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.

15% 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.

5% Perform other related duties as assigned by the Engineering Managers

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Nabet-Technician\\_R50018378](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Nabet-Technician_R50018378)

### **Creative Services Editor/Videographer** (Regular, Full-Time)

The Promotions Photographer will shoot and post-produce high-end station promotional spots, Public Service campaigns, presentations, commercials, programs, and a variety of other creative on-air and off-air pieces. They will also act as a departmental videographer, shooting basic and high-end promo footage. The position will also be required to be "hands-on" during the creative process, providing input during the idea development and writing phases of various projects.

This position requires strong production and post-production skills. Must be experienced and proven on non-linear based editing systems, compositing software packages, proficient with HD video cameras and associated technical gear, and have previous experience in a team-oriented creative environment. Bachelor's degree or equivalent broadcast experience required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Promotions-Photographer\\_R50018313](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Promotions-Photographer_R50018313)

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

The Executive Producer will oversee and manage news personnel including producers, assignment editors, writers, video editors and photographers, reporters and anchors. The candidate will lead the editorial process and manage changes to daily news gathering as breaking news develops. The Executive Producer will work under the direction of the News Director and Assistant News Director to carry out the team's daily plan. The Executive Producer will need to be prepared to write news stories or booth broadcasts when needed. They may be relied on to take on schedules for different groups of employees.

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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 Executive Producer must possess strong broadcast writing skills for on-air and online as well as other digital platforms. They must be able to assemble news material in a logical, organized fashion and present stories in an engaging manner so consumers can comprehend local, national and international news. Ability to contribute ideas on a daily basis and recognize the types of stories make compelling television. Ability to adapt to a fast paced quickly changing environment and to react to live situations to cover breaking news. Must demonstrate strong leadership and communication skills.

**A. Education:**

Bachelor's degree in journalism or related field required

**B. Experience**

Must have experience as a broadcast producer (three to five minimum preferred).

Must be able to meet aggressive deadlines while still completing high quality stories.

Management experience is a plus.

**C. Social Media enthusiast, friendly, respectful, hardworking and competitive**

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Executive-Producer\\_R50018368](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Executive-Producer_R50018368)

### **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/Domestic/job/Southfield-Michigan-USA/Relief-Technician\\_R50017248-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Relief-Technician_R50017248-1)

### **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/Domestic/job/Southfield-Michigan-USA/News-Photographer--temporary-part-time-R50017250-1>

### **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.

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[https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Reporter-Anchor\\_R50016889-1](https://fox.wd1.myworkdayjobs.com/Domestic/job/Southfield-Michigan-USA/Reporter-Anchor_R50016889-1)

### **Sales Assistant** (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

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).

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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EQUAL OPPORTUNITY EMPLOYER



**FOX 2/WJBK**

**Job Posting  
Newscast Director (Union Position)**

**10/17/2022**

## 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



September 15, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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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**W E B A C C E S S I B I L 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-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)

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

## 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\\_R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50020230)

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A " F O " A ' C P P O R T " N ' Y E M P L O Y E R



# JOB OPPORTUNITIES

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.

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[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)

## **Stagehand** (Regular, Full-Time)

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

## **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

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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

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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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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EMPLOYER



## **JOB OPPORTUNITIES**

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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.

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

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**From:** HAYES, DALINA  
**Sent:** Thursday, September 15, 2022 5:10 PM  
**To:** Dillon, Jay  
**Subject:** RE: Current Job Postings  
**Attachments:** Updated Job Posting 09.15.2022.docx  
  
**Importance:** High

Hi Jay,

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

Jobs to be added:

**DGA Director (Regular, Full-Time) = 1 opening**  
**Stagehand (Regular, Full-Time) = 1 opening**  
**Reporter Anchor (Regular, Full-Time) = 1 opening = R50020230**  
**News Producer (Regular, Full-Time) = 1 opening = R50019304**

Please remove the following:

**News Producer (Regular, Full-Time) = R50018617**  
**Broadcast Engineer (Regular, Full-Time) = R50018959**

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



**September 15, 2022**

### **DGA Director (Regular, Full-Time)**

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.  
[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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

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# JOB OPPORTUNITIES

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## **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

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[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)

## Stagehand (Regular, Full-Time)

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

## 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

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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)

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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 R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anch R50020230)

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# JOB OPPORTUNITIES

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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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 " 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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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

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**From:** HAYES, DALINA  
**Sent:** Thursday, September 15, 2022 5:14 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 09.15.2022.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.

**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



**September 15, 2022**

### **DGA Director (Regular, Full-Time)**

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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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**EQUAL OPPORTUNITY EMPLOYER**



## **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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[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)

### **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

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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/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

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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/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 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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**EQUAL OPPORTUNITY EMPLOYER**



## ***JOB OPPORTUNITIES***

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

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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**



**FOX 2/WJBK**

**Job Posting  
News Reporter (Union Position)**

**11/01/2022**

## 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



September 15, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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)**

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)

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

### **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-Anchord\\_R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchord_R50020230)

### **Reporter/Anchor** (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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[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)

### **Stagehand** (Regular, Full-Time)

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

### **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

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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

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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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)

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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.

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**



## ***JOB OPPORTUNITIES***

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

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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.

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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

---

**From:** HAYES, DALINA  
**Sent:** Thursday, September 15, 2022 5:10 PM  
**To:** Dillon, Jay  
**Subject:** RE: Current Job Postings  
**Attachments:** Updated Job Posting 09.15.2022.docx

**Importance:** High

Hi Jay,

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

Jobs to be added:

**DGA Director (Regular, Full-Time) = 1 opening**  
**Stagehand (Regular, Full-Time) = 1 opening**  
**Reporter Anchor (Regular, Full-Time) = 1 opening = R50020230**  
**News Producer (Regular, Full-Time) = 1 opening = R50019304**

Please remove the following:

**News Producer (Regular, Full-Time) = R50018617**  
**Broadcast Engineer (Regular, Full-Time) = R50018959**

Thank you,



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

## Hayes, Dalina

---

**From:** HAYES, DALINA  
**Sent:** Thursday, September 15, 2022 5:11 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; 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:** RE: WJBK, FOX 2 Current Job Postings  
**Attachments:** Updated Job Posting 09.15.2022.pdf  
**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



September 15, 2022

### DGA Director (Regular, Full-Time)

WJBK's News Department is seeking an individual for an immediate opportunity as a director for live broadcasts. The Director will work closely with producers and other employees on rundown preparation, segment design and graphic presentation. Lead implementation of new concepts/ideas for newscasts. Provide editorial input as it relates to development of engaging story telling. Establish quality control and consistent look from the various technical operational positions. Responsible for post-show review, trouble shooting and technical problem solving. Other duties as deemed appropriate and as assigned.

#### Additional Job Description

Proven ability to lead production and editorial staff during live programming, as well as, knowledge of broadcast industry, particularly as it pertains to the production of local news programming, required. Ability to contribute ideas about best practices and most compelling story telling techniques. Must understand technical terms used in control rooms. Able to adapt to a fast-paced quickly changing environment and lead others through these changes in a clear, concise, and calm manner. Ability to establish and maintain harmonious relationships with station personnel. Must be able to code for ELC operated live newscast. Bachelor's degree in Journalism or related field or equivalent work experience. Three to five years' experience as a broadcast director, preferable in news, required.

[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/DGA-Director\\_R50020264](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/DGA-Director_R50020264)

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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)

### **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

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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)

### 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

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## JOB OPPORTUNITIES

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)

### **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\\_R50020230](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Reporter-Anchor_R50020230)

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

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## JOB OPPORTUNITIES

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[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)

### **Stagehand** (Regular, Full-Time)

WJBK's Fox 2 is seeking a highly motivated individual to provide expertise as a stagehand for on-the-air, rehearsals, and general studio production. Responsibilities include the following: Assists with production planning and consulting on staging logistics; Constructs, installs, repairs, dismantles and stores scenery, props and materials; Installs, erects, adjusts, handles, operates, maintains and repairs studio lighting equipment; Prompts, cues, and times talent during commercial tapings, show tapings and live shows; Operates special equipment such as the teleprompter; Constructs major set pieces for commercial, public service and news productions; Assures proper cleanliness of studio facilities and keeps props and scenery orderly and in good repair. Performs all the above for remote productions and other duties as deemed appropriate and as assigned.

Proven ability to work in a fast-paced, dynamic, team oriented, broadcast news and production environment. Have an in-depth knowledge of broadcast theatrical lighting and staging techniques. Minimum associate's degree or equivalent TV broadcast experience. Five years lighting and staging experience required. Teleprompter experience necessary. Must have a proven ability to establish effective working relationships, effective communication skills, and ability to work independently. Able to lift 75-pounds, reach above one's head and climb ladders exceeding 14-feet. Must be able to stand and walk up to five (5) hours continuous. Valid driver's license. IATSE Union membership.  
[https://fox.wd1.myworkdayjobs.com/FOXTVST\\_EAST/job/Southfield-Michigan-USA/Stagehand\\_R50020268](https://fox.wd1.myworkdayjobs.com/FOXTVST_EAST/job/Southfield-Michigan-USA/Stagehand_R50020268)

### **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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## ***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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**FOX 2/WJBK**

**Job Posting  
News Producer**

**12/19/2022**

## Hayes, Dalina

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**From:** HAYES, DALINA  
**Sent:** Wednesday, July 27, 2022 1:08 PM  
**To:** Dillon, Jay  
**Subject:** Current Job Postings  
**Attachments:** Updated Job Posting 07.27.2022.docx  
**Importance:** High

Hi Jay,

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

Jobs to be added:

**News Producer (Regular, Full-Time) = 3 openings**

Please remove the following:

None

Thank you,



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