



February 1, 2010

Richard Lenoce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Sincerely,

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Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Sincerely,

Shayna M. Doyle
Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

Karen Hunter
National Association for Broadcasters
1771 N. Street N.W.
Washington, D.C. 200362891

Dear Karen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

John Graham
National Association of Black Journalists
8701 Adelphi Road
Adelphi, MD 20783

Dear John,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Sincerely,

Shayna M. Doyle
Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

Carmen Rodrigues
La Casa de Puerto Rico
48 Main Street
Hartford, CT 06106

Dear Carmen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Sincerely,

Shayna M. Doyle
Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

Ada Lefebre
San Juan Center
1297 Main Street
Hartford, CT 06103

Dear Ada,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

National Organization for Women
135 Broad Street
Hartford, CT 06105

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Charlotte Brown
National Council for Negro Women
80 Dickerman Street
New Haven, CT 06511

Dear Charlotte,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Ben Andrews
NAACP – Hartford Branch
P.O. Box 1012
Hartford, CT 06143

Dear Ben,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Greater Bristol Chamber of Commerce
10 Main Street 1st Floor
Bristol, CT 06010

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

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Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

The Five Point Media Center
370 17th Street, Suite 5300
Denver, CO 80202-5653

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

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resumes@fox61.com

Enclosure



February 1, 2010

Hispanic Link News Service
1420 N. Street, NW
Washington, DC 20005

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Nancy DeCrescenzo
St. Joseph College
1678 Asylum Avenue
West Hartford, CT 06117

Dear Nancy,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Maggie
University of CT – Avery Point
1084 Shennecosett Road
Groton, CT 06340

Dear Maggie,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
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New Business Development Account Executive
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News Reporter
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Eileen Phinney
Latin American Center
521 Maple Street
Manchester, NH 03104

Dear Eileen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
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News Reporter
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Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

National Association of Hispanic Journalists
1193 National Press Building
Washington, DC 20045-2100

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
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News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 1, 2010

Attn: Human Resources
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Emma Bowen Foundation
Sandra Rice
524 W 57th St.
New York, NY 10019

Dear Sandra,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
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New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Collective Talent
Michael Billie
1721 Richardson Place
Tampa, FL 33606

Dear Michael,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 1, 2010

Bill Stachelek
Program Administrator
Seniors Job Bank
50 S. Main Street
West Hartford, CT 06107

Dear Bill,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Assignment Editor **DATE:** 2/1/10
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
- Research, generate, develop and organize daily and future story content
- Write news briefs for our website
- Provide reporters with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Coordinate with stations around the country to get news video
- Make police beat checks
- Buy satellite time
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Editor

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit videotape vo's, vo/sot's and packages, special opens and teases for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a videotape editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Nightside Executive Producer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for ensuring the creative execution and content focus of our 6, 10 & 11pm newscasts in our new fully HD studios. Help us grow Connecticut's newsroom on air, online and in print.

RESPONSIBILITIES:

- All script approval including working with reporters on packages and live shot production
- Review of all on-air graphics including lower-third cg's for spelling and appropriate format
- Help determine story selection and stacking
- Proactive in implementing creative showcasing ideas for the newscast, including special report treatment
- Be ready and able to write and line produce as necessary
- Help determine crew and live truck assignments daily
- Work with producers in being proactive on breaking news
- Work with desk, crews & booking producer in making sure weekly segments are shot and edited
- Work in conjunction with the Asst. News Director on special projects and event coordination
- Suggest news stories daily and contribute ideas for sweeps
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent related experience
- Ability to write clear, compelling broadcast copy
- Five to eight years line-producing experience preferred
- Strong organizational and communication skills and a keen attention to detail essential
- Thorough working knowledge of newsroom computer systems and broadcast production equipment
- Ability to be a leader in the newsroom and motivate others under deadline pressure
- 8-hour workday, 5 days a week; may be required to work additional hours or days

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Effective leader and able to motivate others

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

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EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 2/1/10

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTX - TV POSITION DESCRIPTION

POSITION: News Photographer/ Truck Operator

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: To gather news stories on video.

RESPONSIBILITIES

- Shoot videotape for evening newscasts: vo's vo/sot's and packages
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to set up for live shots on very short notice
- Must be able to work under pressure
- Run an ENG live truck. Helpful if you can run SNG truck.
- Drive and maintain news vehicles
- Suggest story ideas
- Read newspapers daily
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years TV news experience
- Must have valid CDL license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut a plus
- Must be able to work in a fast-paced environment, have good attitude and be a team player
- Suggest story ideas daily

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: News Reporter

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Be a team player in Connecticut's Newsroom by reporting for multiple platforms nightly.

RESPONSIBILITIES:

- Write, edit, produce daily news stories including vo's, vo/sot's and packages that will air in our nightly newscast, online and in print
- Generate and setup news stories daily
- Establish and maintain news contacts in the community
- Report "live" news stories
- Enterprise special reports
- Report on set or in newsroom
- Suggest news stories daily
- Supervise the editing of your news packages
- Read newspapers daily
- Position requires performance of other job related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- B.A. or B.S. Degree preferably in journalism or political science
- Previous TV reporting experience
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Mangers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

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EOE M/F/V/D 2/1/10

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February 1, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 1, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
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News Photographer/Truck Operator
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Enclosure



February 1, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

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February 1, 2010

Stacy Tweedie
Asnuntuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

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Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

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Enclosure



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CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

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P.O. Box 320500
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(860) 293-2621

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Enclosure



February 1, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

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Human Resources Generalist

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resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

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EOE M/F/V/D 2/1/10

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WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Assignment Editor **DATE:** 2/1/10
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
 - Research, generate, develop and organize daily and future story content
 - Write news briefs for our website
 - Provide reporters with background on news stories
 - Coordinate, assign and monitor news crews on assignment
 - Establish and maintain news contacts in the community
 - Work with reporters/photographers to develop story ideas/coverage
 - Coordinate with stations around the country to get news video
 - Make police beat checks
 - Buy satellite time
 - Read newspapers daily
 - Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

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EOE M/F/V/D 2/1/10

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or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Editor

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit videotape vo's, vo/sot's and packages, special opens and teases for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a videotape editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

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EOE M/F/V/D 2/1/10

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or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Nightside Executive Producer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for ensuring the creative execution and content focus of our 6, 10 & 11pm newscasts in our new fully HD studios. Help us grow Connecticut's newsroom on air, online and in print.

RESPONSIBILITIES:

- All script approval including working with reporters on packages and live shot production
- Review of all on-air graphics including lower-third cg's for spelling and appropriate format
- Help determine story selection and stacking
- Proactive in implementing creative showcasing ideas for the newscast, including special report treatment
- Be ready and able to write and line produce as necessary
- Help determine crew and live truck assignments daily
- Work with producers in being proactive on breaking news
- Work with desk, crews & booking producer in making sure weekly segments are shot and edited
- Work in conjunction with the Asst. News Director on special projects and event coordination
- Suggest news stories daily and contribute ideas for sweeps
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent related experience
- Ability to write clear, compelling broadcast copy
- Five to eight years line-producing experience preferred
- Strong organizational and communication skills and a keen attention to detail essential
- Thorough working knowledge of newsroom computer systems and broadcast production equipment
- Ability to be a leader in the newsroom and motivate others under deadline pressure
- 8-hour workday, 5 days a week; may be required to work additional hours or days

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Effective leader and able to motivate others

ORGANIZATION STRUCTURE:

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EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 2/1/10
DEPARTMENT: Sales
REPORTS TO: Local Sales Manager

ROLE: Génératè révenué on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

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Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTX - TV POSITION DESCRIPTION

POSITION: News Photographer/ Truck Operator

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: To gather news stories on video.

RESPONSIBILITIES

- Shoot videotape for evening newscasts: vo's vo/sot's and packages
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to set up for live shots on very short notice
- Must be able to work under pressure
- Run an ENG live truck. Helpful if you can run SNG truck.
- Drive and maintain news vehicles
- Suggest story ideas
- Read newspapers daily
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years TV news experience
- Must have valid CDL license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut a plus
- Must be able to work in a fast-paced environment, have good attitude and be a team player
- Suggest story ideas daily

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

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Human Resources, WTIC/WTX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: News Reporter

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Be a team player in Connecticut's Newsroom by reporting for multiple platforms nightly.

RESPONSIBILITIES:

- Write, edit, produce daily news stories including vo's, vo/sot's and packages that will air in our nightly newscast, online and in print
- Generate and setup news stories daily
- Establish and maintain news contacts in the community
- Report "live" news stories
- Enterprise special reports
- Report on set or in newsroom
- Suggest news stories daily
- Supervise the editing of your news packages
- Read newspapers daily
- Position requires performance of other job related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- B.A. or B.S. Degree preferably in journalism or political science
- Previous TV reporting experience
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

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WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

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WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Mangers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
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REQUIREMENTS/QUALIFICATIONS:

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Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Assignment Editor **DATE:** 2/1/10
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
 - Research, generate, develop and organize daily and future story content
 - Write news briefs for our website
 - Provide reporters with background on news stories
 - Coordinate, assign and monitor news crews on assignment
 - Establish and maintain news contacts in the community
 - Work with reporters/photographers to develop story ideas/coverage
 - Coordinate with stations around the country to get news video
 - Make police beat checks
 - Buy satellite time
 - Read newspapers daily
 - Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Editor

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit videotape vo's, vo/sot's and packages, special opens and teases for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a videotape editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Nightside Executive Producer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for ensuring the creative execution and content focus of our 6, 10 & 11pm newscasts in our new fully HD studios. Help us grow Connecticut's newsroom on air, online and in print.

RESPONSIBILITIES:

- All script approval including working with reporters on packages and live shot production
- Review of all on-air graphics including lower-third cg's for spelling and appropriate format
- Help determine story selection and stacking
- Proactive in implementing creative showcasing ideas for the newscast, including special report treatment
- Be ready and able to write and line produce as necessary
- Help determine crew and live truck assignments daily
- Work with producers in being proactive on breaking news
- Work with desk, crews & booking producer in making sure weekly segments are shot and edited
- Work in conjunction with the Asst. News Director on special projects and event coordination
- Suggest news stories daily and contribute ideas for sweeps
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent related experience
- Ability to write clear, compelling broadcast copy
- Five to eight years line-producing experience preferred
- Strong organizational and communication skills and a keen attention to detail essential
- Thorough working knowledge of newsroom computer systems and broadcast production equipment
- Ability to be a leader in the newsroom and motivate others under deadline pressure
- 8-hour workday, 5 days a week; may be required to work additional hours or days

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Effective leader and able to motivate others

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/N/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 2/1/10
DEPARTMENT: Sales
REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: News Photographer/ Truck Operator

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: To gather news stories on video.

RESPONSIBILITIES

- Shoot videotape for evening newscasts: vo's vo/sot's and packages
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to set up for live shots on very short notice
- Must be able to work under pressure
- Run an ENG live truck. Helpful if you can run SNG truck.
- Drive and maintain news vehicles
- Suggest story ideas
- Read newspapers daily
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years TV news experience
- Must have valid CDL license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut a plus
- Must be able to work in a fast-paced environment, have good attitude and be a team player
- Suggest story ideas daily

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: News Reporter

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Be a team player in Connecticut's Newsroom by reporting for multiple platforms nightly.

RESPONSIBILITIES:

- Write, edit, produce daily news stories including vo's, vo/sot's and packages that will air in our nightly newscast, online and in print
- Generate and setup news stories daily
- Establish and maintain news contacts in the community
- Report "live" news stories
- Enterprise special reports
- Report on set or in newsroom
- Suggest news stories daily
- Supervise the editing of your news packages
- Read newspapers daily
- Position requires performance of other job related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- B.A. or B.S. Degree preferably in journalism or political science
- Previous TV reporting experience
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DATE: 2/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 2/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-01-2010
18605206576

13:36:36

Transmit Header Text
Local Name 1
Local Name 2

WTXX SALES

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 1, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Total Pages Scanned : 10

Total Pages Confirmed : 10

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	309	8602768838	13:31:26 02-01-2010	00:04:02	10/10	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO 1184
CONNECTION TEL 912035758003
SUBADDRESS
CONNECTION ID
ST. TIME 02/01 16:09
USAGE T 03'38
PGS. SENT 10
RESULT OK



February 1, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

- Account Executive**
- Assignment Editor (F/T)**
- Editor**
- Executive Producer (p.m.)**
- New Business Development Account Executive**
- News Photographer/Truck Operator**
- News Reporter**
- Producer (a.m.)**
- Sales Associate**

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-01-2010
18605206576

13:43:17

Transmit Header Text
Local Name 1
Local Name 2

WTXX SALES

This document : Confirmed
(reduced sample and details below)

Document size : 8.5"x11"



February 1, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions.

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1520
resumes@fox61.com

Enclosure

Total Pages Scanned : 10

Total Pages Confirmed : 10

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	312	8606852181	13:33:10 02-01-2010	00:04:49	10/10	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO	1185	
CONNECTION TEL		918602533029
SUBADDRESS		
CONNECTION ID	ASNUNTUCK FINANC	
ST. TIME	02/01 16:13	
USAGE T	03'23	
PGS. SENT	10	
RESULT	OK	



February 1, 2010

Stacy Tweedie
 Asnuntuck Community College
 170 Elm Street
 Enfield, CT 060823800
 (860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO 1186
 CONNECTION TEL 918607742327
 SUBADDRESS
 CONNECTION ID
 ST. TIME 02/01 16:17
 USAGE T 01'57
 PGS. SENT 10
 RESULT OK



February 1, 2010

Lisa Loveday
 Quinebaug Valley Community College
 742 Upper Maple Street
 Danielson, CT 06231
 (860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (F/T)
- Editor
- Executive Producer (p.m.)
- New Business Development Account Executive
- News Photographer/Truck Operator
- News Reporter
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO	1187	
CONNECTION TEL		918602413865
SUBADDRESS		
CONNECTION ID		
ST. TIME	02/01 16:20	
USAGE T	01'27	
PGS. SENT	10	
RESULT	OK	



February 1, 2010

Stan Simpson
CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (F/T)
- Editor
- Executive Producer (p.m.)
- New Business Development Account Executive
- News Photographer/Truck Operator
- News Reporter
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO 1188
 CONNECTION TEL 918602932621
 SUBADDRESS
 CONNECTION ID
 ST. TIME 02/01 16:26
 USAGE T 02'07
 PGS. SENT 10
 RESULT OK



February 1, 2010

George Sutherland/ Mary Judkins
 Urban League of Greater Hartford
 P.O. Box 320500
 Hartford, CT 061320590
 (860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Editor
Executive Producer (p.m.)
New Business Development Account Executive
News Photographer/Truck Operator
News Reporter
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO	1189	
CONNECTION TEL		912033926541
SUBADDRESS		
CONNECTION ID	SCSU-CAREER SERV	
ST. TIME	02/01 16:24	
USAGE T	01'17	
PGS. SENT	10	
RESULT	OK	



February 1, 2010

William Caliendo
 Southern CT State University
 501 Crescent Street
 New Haven, CT 06515
 (203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
 Assignment Editor (F/T)
 Editor
 Executive Producer (p.m.)
 New Business Development Account Executive
 News Photographer/Truck Operator
 News Reporter
 Producer (a.m.)
 Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Doyle, Shayna

To: anthony_jack@ctpuertoricanforum.org; career@hartford.edu; lasmith@hartford.edu; ldomenitz@ccc.commnet.edu; halina.hollyway@uconn.edu; sershen@ccsu.edu; cdudley@howard.edu; lanna.hagge@trincoll.edu; careers@easternct.edu; jcrothers@nwcc.commnet.edu; nkrohley@hcc.commnet.edu; cochnio@mcc.commnet.edu; kathryn.rieman@po.state.ct.us; jack.tinker@conncoll.edu; cszpryngel@post.edu; dianne_lyons@spfldcol.edu; shefter@rh.edu; jbroaden@blmfld.org; postings@newhaven.edu; minorityaffairsdirector@whus.org; info@tvnewsgigs.com; kdub@gocsb.com; careercenter@albertus.edu; medialine@medialine.com

Subject: Job Openings at WTIC/TXX-TV Hartford

Attachments: Sales Associate.doc; Assignment Editor.doc; News Photographer-Truck Operator.doc; Editor.doc; 6p Executive Producer.doc; 6p REPORTER.doc; New Business Development Account Executive.doc; AE.doc; Morning News Producer - News Writer.doc

We are currently seeking candidates for the following positions:

- **Account Executive**
- **Assignment Editor**
- **Editor**
- **Executive Producer (p.m.)**
- **New Business Development Account Executive**
- **News Photographer/Truck Operator**
- **News Reporter**
- **Producer (a.m.)**
- **Sales Associate**

Attached are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me. Thank you for your assistance

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com



February 18, 2010

Richard Lenoce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Karen Hunter
National Association for Broadcasters
1771 N. Street N.W.
Washington, D.C. 200362891

Dear Karen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

John Graham
National Association of Black Journalists
8701 Adelphi Road
Adelphi, MD 20783

Dear John,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Carmen Rodrigues
La Casa de Puerto Rico
48 Main Street
Hartford, CT 06106

Dear Carmen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 18, 2010

Ada Lefebre
San Juan Center
1297 Main Street
Hartford, CT 06103

Dear Ada,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

National Organization for Women
135 Broad Street
Hartford, CT 06105

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Charlotte Brown
National Council for Negro Women
80 Dickerman Street
New Haven, CT 06511

Dear Charlotte,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Ben Andrews
NAACP – Hartford Branch
P.O. Box 1012
Hartford, CT 06143

Dear Ben,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Greater Bristol Chamber of Commerce
10 Main Street 1st Floor
Bristol, CT 06010

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 18, 2010

The Five Point Media Center
370 17th Street, Suite 5300
Denver, CO 80202-5653

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Hispanic Link News Service
1420 N. Street, NW
Washington, DC 20005

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Nancy DeCrescenzo
St. Joseph College
1678 Asylum Avenue
West Hartford, CT 06117

Dear Nancy,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Maggie
University of CT – Avery Point
1084 Shennecosett Road
Groton, CT 06340

Dear Maggie,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Eileen Phinney
Latin American Center
521 Maple Street
Manchester, NH 03104

Dear Eileen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 18, 2010

National Association of Hispanic Journalists
1193 National Press Building
Washington, DC 20045-2100

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 18, 2010

Attn: Human Resources
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



February 18, 2010

Emma Bowen Foundation
Sandra Rice
524 W 57th St.
New York, NY 10019

Dear Sandra,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Collective Talent
Michael Billie
1721 Richardson Place
Tampa, FL 33606

Dear Michael,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



February 18, 2010

Bill Stachelek
Program Administrator
Seniors Job Bank
50 S. Main Street
West Hartford, CT 06107

Dear Bill,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DATE: 2/18/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Associate Producer/ News Writer

DATE: 2/18/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Write and help produce a creative, non-stop 6pm newscast using all the resources the brand new full HD FOX 61 studios have to offer. Be a trendsetter, join Connecticut's newsroom with all the resources of tv, online and print.

RESPONSIBILITIES:

- Write copy for early and late evening newscasts
- Fill in producing when necessary
- Help determine story selection and stacking
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive

DATE: 2/18/10

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: News Director

DATE: 02/18/10

DEPARTMENT: News

REPORTS TO: SVP/Director of Content

ROLE: Guides and directs all news programming for WTIC/WTXX – TV. Works directly with print and digital platform managers to produce content for 24/7 news organization across all platforms. Hires and supervises news staff of more than 60 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market.

RESPONSIBILITIES:

- Manages the day-to-day operation of the newsroom.
- Leads breaking news efforts, including non-scheduled cut-ins (as warranted) in highly competitive environment.
- Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Ensures adherence to station, corporate and governmental policies and rules, as well as legal matters relating to news programming and personnel.
- Establishes policies and environment that fosters collaborative efforts across all platforms.
- Critiques news programming on a daily basis.
- Hires and supervises staff; anchors, reporters and other news personnel.
- Negotiates talent employment contracts.
- Evaluates and establishes performance standards for news staff. Consistently provides constructive performance feedback for newsroom personnel.
- Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget.
- Coordinates and communicates news-related projects and issues with other department managers.
- Consults with staff and department heads on possible news-related programs with the potential to enhance the station's image and/or result in revenue.
- Remains alert to latest trends in news production and coverage both locally and nationwide.
- Implements and plans long-term strategies for the station's news presence.
- Develops and implements strategies to positively impact ratings and revenue.
- Participates in community service activities, both as a citizen and as a spokesperson for the news department and the station.
- Maintains list of qualified candidates for newsroom positions.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent related experience.
- 5 - 7 years experience in newsroom management and television production.
- Excellent leadership and motivation skills.
- Strong organizational and communication skills (verbal and written).
- Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Manages an operating budget of department.
- Must be able to manage a large staff while under extreme pressure.
- Must be capable of interacting positively and productively with other employees.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DATE: 2/18/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 2/18/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Mangers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

POSITION DESCRIPTION

POSITION: Video Journalist

DATE: 2/18/10

DEPARTMENT: News

REPORTS TO: Assistant New Director

ROLE: Responsible for reporting, shooting and editing video news stories and producing still content from video for use in print and on-line. Regularly conducts interviews both live and pre-taped, appears on camera and on-line via streaming video when applicable, writes own material, takes ownership of story from start to finish.

RESPONSIBILITIES

- Shoot, edit, write and produce news stories including vo's vo/sot's and packages
- Capture and edit stills from video for newspaper and on-line use. Occasionally shoot and edit with still photography equipment.
- Report news stories on camera; conduct interviews both live and pre-taped
- Establish and maintain news contacts in the community
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to set up for live shots on very short notice
- Must be able to work under pressure
- Run an ENG live truck. Helpful if you can run SNG truck
- Drive and maintain company vehicles
- Care and maintenance of company equipment
- Suggest story ideas
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years news experience in broadcast or print
- Must have valid driver's license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Must be able to produce compelling video and still products that tell a story
- Effective writer in Broadcast, Print and On-line mediums
- Able to appear live in a broadcast or on-line to deliver reports in a professional and effective manner
- Must be able to work in a fast-paced environment, have a good attitude and be a team player
- Must be flexible and willing to change and learn new skills
- Must be able to work alone or as part of a team
- Varied Schedule: Usually 8-hour workday, 5 days a week; may be required to work additional hours or days including nights, weekends and holidays

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 2/18/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:29:16 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 18, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06103 | M: 860.527.6161 | F: 860.273.1571

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	781	203 392 6541	09:09:58 a.m. 02-18-2010	00:01:38	8/8	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:10:15 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 18, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06103 | M: 860 522 6100 | F: 860 293 1521

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	774	8602768838	09:05:57 a.m. 02-18-2010	00:03:32	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:14:13 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 18, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06183 | M: 860 527 6161 | F: 860 293 1511

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	775	912035758003	09:06:38 a.m. 02-18-2010	00:03:03	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:18:59 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 18, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06183 | M: 860 527 5101 | F: 860 293 1571

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	776	8606852181	09:07:12 a.m. 02-18-2010	00:04:07	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:29:16 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
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Document size : 8.5"x11"



February 18, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06101 | m 860.522.6161 | f 860.291.1571

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	781	203 392 6541	09:09:58 a.m. 02-18-2010	00:01:38	8/8	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:10:15 a.m.

Transmit Header Text
Local Name 1
Local Name 2

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Document size : 8.5"x11"



February 18, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06103 | M: 860 927 8700 | F: 860 294 1521

Total Pages Scanned : 8

Total Pages Confirmed : 8

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001	774	8602768838	09:05:57 a.m. 02-18-2010	00:03:32	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

02-18-2010
8602413000

09:14:13 a.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



February 18, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
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News Director
Producer (a.m.)
Sales Associate
Video Journalist

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06183 | M: 860 527 6161 | F: 860 294 1511

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	775	912035758003	09:06:38 a.m. 02-18-2010	00:03:03	8/8	1	EC	HS	CP14400

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MS: Mailbox save

MP: Mailbox print
CP: Completed
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TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Doyle, Shayna

To:

anthony_jack@ctpuertoricanforum.org; career@hartford.edu; lasmith@hartford.edu;
ldomenitz@ccc.commnet.edu; halina.hollyway@uconn.edu; sershen@ccsu.edu;
cdudley@howard.edu; lanna.hagge@trincoll.edu; careers@easternct.edu;
jcrothers@nwcc.commnet.edu; nkrohley@hcc.commnet.edu; cochnio@mcc.commnet.edu;
kathryn.rieman@po.state.ct.us; jack.tinker@conncoll.edu; cszpryngel@post.edu;
dianne_lyons@spfldcol.edu; shefter@rh.edu; jbroaden@blmfld.org; admin@tvjobs.com;
postings@newhaven.edu; minorityaffairsdirector@whus.org; info@tvnewsgigs.com;
tmartelon@gocsb.com; careercenter@albertus.edu; medialine@medialine.com
Job Openings at WTIC/TXX-TV Hartford - UPDATE
Sales Associate.doc; Video Journalist.doc; Associate Producer 6p.doc; AE.doc; Morning
News Producer - News Writer.doc; New Business Development Account Executive.doc; News
Director.doc

Subject:

Attachments:

We are currently seeking candidates for the following positions:

- **Account Executive**
- **Associate Producer (6p.m.)**
- **New Business Development Account Executive**
- **News Director**
- **Producer (a.m.)**
- **Sales Associate**
- **Video Journalist**

Attached are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me. Thank you for your assistance

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com



Remit Address:
WTIC
 3562 Collections Center Drive
 Chicago, IL 60693
 Main: (860) 527-6161
Billing:

Billing Address:
 EEO Announcement - WTIC/WTXX
 Attention: Accounts Payable
 Wtix-TV / Wbxx-TV
 One Corporate Center
 Hartford, CT 06103

INVOICE

Advertiser	EEO Announcement - WTIC/WTXX
Product	
Estimate Number	

Invoice #	TC10020434
Invoice Date	02/28/10
Invoice Month	February 2010
Invoice Period	02/01/10 - 02/28/10

Station	WTIC
Account Executive	Local House WTIC/WTXX/WTIC-THIS
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local

Order #	C1758-2
Alt Order #	
Order Flight	04/27/09 - 12/31/13

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

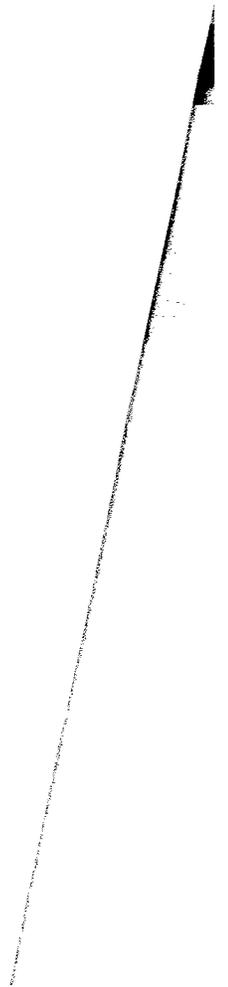
IDB #	
Advertiser Code	
Product Code	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Spots	Ref #
61		8a-12a	8a-12a								
61					02/01/10 to 02/07/10	1x	MTWTFSS				
61					02/04/10	:20	11:45 PM	EEO-FOX 61	\$0.00	41	
61					02/08/10 to 02/14/10	1x	MTWTFSS				
61					02/08/10	:20	11:59 AM	EEO-FOX 61	\$0.00	42	
61					02/15/10 to 02/21/10	1x	MTWTFSS				
61					02/15/10	:20	9:22 AM	EEO-FOX 61	\$0.00	43	
					02/22/10 to 02/28/10	1x	MTWTFSS				
					02/23/10	:20	2:10 PM	EEO-FOX 61	\$0.00	44	
Aired Spots										4	
Aired Net										\$0.00	

Payment Terms 30 Days

We warrant that the actual broadcast information shown on this invoice was taken from the program log.



Rick Gevers and Associates

- Home
- Meet Rick
- Rick's Weekly Newsletter
- Links
- Contact Us

NEWS

February 19, 2010

Greetings:

TWO new openings (one in the number two market!) top this week's newsletter. And, as far as I know, **NO** new ND's have been named in the last week.

That brings the total number of ND openings to **16**. Three of those are at Spanish language stations.

Also this week, we have one new news management opening, and **LOTS** of Names in the News, including a three time ND with a new job as an Assistant ND in Texas and details about someone completing his **SECOND** hat trick in a market (three stations, and he's worked at each of 'em **TWICE!**).

And we'll tell you about a veteran Ohio News Director recovering from surgery to remove a malignant brain tumor.

All that and more after this week's changes:

NEW NEWS DIRECTOR OPENINGS:



Crete

KVEA/KWHY-TV, Los Angeles, CA...ESTEBAN CRESTE has left this Telemundo-owned duopoly after less than two years as ND. He's previously been an ND for Telemundo's WSNS-TV in Chicago and Managing Editor for Telemundo's WNJU-TV in the New York market.



Rockstroh

WIC-TV, Hartford, CT...BOB ROCKSTROH has left this Tribune owned FOX affiliate after more three years as ND. He'd been at the station for six years, and previously worked as a news director in Ft. Wayne. He's also worked

NEW NEWS DIRECTORS NAMED:

I don't know of any. Do you? Email me at: rick@rickgevers.com

**** * * * * *

OTHER NEWS MGMT. OPENINGS:

ASSISTANT NEWS DIRECTOR:

KHOU-TV, Houston, TX (listed 12/12/09)
WLWT-TV, Cincinnati, OH (relisted 1/15/09)
KTVX-TV, Salt Lake City, UT (listed 2/12/10)
KOCO-TV, Oklahoma City, OK (listed 1/8/10)

EXECUTIVE NEWS PRODUCER:

News 12 The Bronx/Brooklyn, NY (listed 1/8/10)
KTVT-TV, Ft. Worth/Dallas, TX (2 jobs, Special Projects & AM EP, listing revised 1/8/10)
KQVR-TV, Sacramento, CA (listed 1/15/09)
KXTV, Sacramento, CA (PM EP, listing revised 1/29/10)
KPTV, Portland, OR (two openings, one is EP/Special Proj., listing revised 1/29/10)
KTVX-TV, Salt Lake City, UT (AM EP, listed 12/26/09)
WDAF-TV, Kansas City, MO (W/E Supervising Producer, listed 1/8/10)
WOAI-TV, San Antonio, TX (listed 2/5/10)
WPEC-TV, West Palm Beach, FL (relisted 12/12/09)
WPBF-TV, West Palm Beach, FL (Digital EP, listed 12/18/09)
KOAT-TV, Albuquerque, NM (relisted 1/15/10)
WGHP-TV, Greensboro/High Point, NC (PM EP, new listing this week)
WBRZ-TV, Baton Rouge, LA (PM EP, listed 1/22/09)

MULTI MEDIA CONTENT DIRECTOR:

The Weather Channel, Atlanta, GA (listed 12/12/09)

ASSIGNMENT MANAGER:

The Weather Channel, Atlanta, GA (listed 12/18/09)

**** * * * * *

DEVLIN DESIGN GROUP

FULL SERVICE SCENIC DESIGN

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Professional services include design, construction, facility integration, newsroom design, lighting distribution, lighting equipment, lighting direction, scenic electronics and graphic design.

Dan Devlin
Creative Director
ddevlin@ddgtv.com
www.ddgtv.com

Click here to visit our Website

Crested Butte, Colorado www.ddgtv.com 1-970-349-5836

NAMES in the NEWS:



Andrea

Longtime news director **ANDREA PARQUET TAYLOR** has been named Assistant News Director for Belo's **KHOU-TV** in Houston. Andrea most recently was the ND for **WXYZ-TV** in Detroit, a job she left last September. She's also been an ND in Baltimore and Raleigh.

Another Belo station makes a management hire as **KING-TV** in Seattle adds a new Morning Executive Producer. **DAN RASMUSSEN** will join the staff next month after leaving his job as Senior Producer for **KTLA-TV** in Los Angeles. He does have history in the Pacific Northwest, having worked in both Portland, OR, and Spokane earlier in his career.



Mason

Congratulations to **JOHN MASON** who has been promoted to Assistant News Director for Hubbard's **KSTP-TV** in Minneapolis. He has been the Managing Editor since last June, and had anchored for that ABC affiliate before that. John's also anchored in Chicago, Albuquerque, and Omaha.

ERIC OLSEN heads north to become Morning EP for **WBZ-TV** in Boston. For the last seven years, Eric's been the Evening EP for **WGHP-TV** in Greenboro/High Point, NC. You'll note above the station is looking for his replacement.

Lots of people have worked at three (or more!) stations in a market. Know anyone who's done it **twice**? Meet **STEW HIRSCH**, who is returning to Columbus, OH, as assignment manager for **WBNS-TV**. That completes his second Columbus hat trick. And he's even had time to work as an ND in Huntsville, an interim ND in Ft. Myers, and on the desk in Raleigh and Cincinnati, his current job.

Finally, please join me in sending best wishes to **WKEF/WRGT-TV** (Dayton, OH) News Director **PATRICK CASEY**. Pat tells me he had a malignant brain tumor removed earlier this month, and he'll be starting radiation treatment next week. Pat (who's been an ND in Cincinnati and, I believe, has worked in Los Angeles) tells me that newly hired Assistant ND **TIM LIVINGSTON** will hold down the fort at the Sinclair-owned duopoly until his doctors give him the green light to return to work. Until he's back on the job, I'm sure he'd appreciate your note of good cheer: mmcasey1957@aol.com

**** * * * * *

Here's a complete list of all stations that I believe have an ND opening, as of Friday, February 19, 2010.

And if you know of updates, corrections, or additions to this list, please let me know via email: rick@rickgevers.com

KVEA-TV, 3000 W. Alameda Ave.	Los Angeles, CA 91523 ***
WGBO-TV 541 N. Fairbanks Ct., #110	Chicago IL 60611 ****
KTVT-TV, 5233 Bridge St.	Ft. Worth TX 76103
WXYZ-TV 20777 W. 10 Mile Road	Southfield MI 48037
KUVS-TV 1710 Arden Way	Sacramento CA 95815 ***
WTIC-TV, 285 Broad St.	Hartford, CT 06115 ★
WZTV-TV 631 Mainstream Drive	Nashville TN 37228
WAVE-TV 725 S. Floyd St.	Louisville KY 40203
WTEN-TV 341 Northern Blvd.	Albany, NY 12204
KGMB-TV 420 Waiakamilo Rd. # 205	Honolulu HI 96817
WNWO-TV 300 S. Byrne Rd.	Toledo OH 43615
KMTV, 10714 Mockingbird Dr.	Omaha NE 68127
WJHL-TV 338 E. Main St.	Johnson City TN 37601
WFFF-TV 298 Mountain View Dr.	Colchester VT 05446
WMGT-TV PO Box 4328	Macon GA 31208
KGNS-TV 120 W. Delmar Blvd.	Laredo TX 78045

*** (Spanish language)

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Rick Gevers and Associates

News Director - pg. 3

- Home
- Meet Rick
- Rick's Weekly Newsletter
- Links
- Contact Us

NEWS

February 26, 2010

Greetings:

We have **TWO** new ND openings in this week's newsletter...one the result of a promotion for a veteran newsman. And the other opening is because a station which has been without an ND for almost three years is resuming its search. And there is **ONE** new ND to tell you about.

My figures show **17** stations with an open ND position.

Sadly we've have some information about the death of a Miami EP. He's a former ND in Atlanta and Spokane. That's below.

Also below are a few new news management openings and one name in the news.

NEW NEWS DIRECTOR OPENINGS:



Ackermann

WXIX-TV, Cincinnati, OH...congratulations to **STEVE ACKERMANN** who will assume full-time responsibilities as a Raycom Regional News Director (one of three for the company). Steve's been the ND for this FOX-affiliate for the last five years and will continue to be based in Cincinnati. He previously was the ND for Belo's *Texas Cable News* in Dallas and spent many years working for CBS News, as a regional news service producer in Kansas City and also in New York. He's also worked in his native Louisiana.

KMPH-TV, Fresno, CA...this Fox affiliate is apparently taking steps to fill this long vacant opening (since 2007!). The job is being advertised on the station's website. KMPH is owned by New World TV Group which acquired many of the former Pappas TV stations. The last ND here was **GEOFF ROTH** who left in July, 2007, to go across the street to **KSEE-TV** in Fresno. (Geoff's now teaching at Hofstra University.)

NEW NEWS DIRECTORS NAMED:



Carl

KMTV, Omaha, NE...AL CARL returns to his native Nebraska as ND for this Journal Broadcasting owned CBS affiliate. He's been the Morning EP for **KSHB-TV** in Kansas City since last September, but had spent several years working for **WDAF-TV** in Kansas City before his job was eliminated at that Fox affiliate. Al's a former ND for **WAAY-TV** in Huntsville, AL, and has also worked in Albany, NY, Savannah, and Saginaw, MI. At KMTV, he replaces **SCOTT PICKEN** who left the station last month after 14 months as ND.

**** * 6 6 6 6 6 6 *

OTHER NEWS MGMT. OPENINGS:

ASSISTANT NEWS DIRECTOR:

- KSHB-TV, Kansas City, MO (new listing this week)**
- WLWT-TV, Cincinnati, OH (relisted 1/15/09)
- KTVX-TV, Salt Lake City, UT (listed 2/12/10)

EXECUTIVE NEWS PRODUCER:

- News 12 The Bronx/Brooklyn, NY (listed 1/8/10)
- KTVT-TV, Ft. Worth/Dallas, TX (2 jobs, Special Projects & AM EP, listing revised 1/8/10)
- KXTV, Sacramento, CA (PM EP, listing revised 1/29/10)
- KPTV, Portland, OR (two openings, one is EP/Special Proj., listing revised 1/29/10)
- KTVX-TV, Salt Lake City, UT (AM EP, listed 12/26/09)
- KSHB-TV, Kansas City, MO (new listing this week)**
- WDAF-TV, Kansas City, MO (W/E Supervising Producer, listed 1/8/10)
- WOAI-TV, San Antonio, TX (listed 2/5/10)
- WPEC-TV, West Palm Beach, FL (relisted 12/12/09)
- KOAT-TV, Albuquerque, NM (relisted 1/15/10)
- WGHP-TV, Greensboro/High Point, NC (PM EP, listed 2/19/10)
- WBRZ-TV, Baton Rouge, LA (PM EP, listed 1/22/09)

MULTI MEDIA CONTENT DIRECTOR:

- The Weather Channel, Atlanta, GA (listed 12/12/09)

ASSIGNMENT MANAGER:

- The Weather Channel, Atlanta, GA (listed 12/18/09)

**** * 6 6 6 6 6 6 *

OBITUARY:



Gilks

CHRIS GILKS, an Executive Producer at Miami's **WPLG-TV**, died last Wednesday after a long illness following a liver transplant. He's a former ND in Atlanta (**WGCL-TV**) and Spokane, WA (**KXLY-TV**). He also worked in San Diego, San Francisco, and Detroit. I believe he was an Ohio University grad and a native of Canada. The station aired this tribute to him. Unfortunately I have no information about his age, survivors, funeral arrangements, or memorial information. I'll add that information to the website if/when I get it.

**** * * * * *

NAME in the NEWS:



Parrott

RANDY PARROTT, who spent more than six years as ND at **KAIT-TV** in Jonesboro, AR, has been named Weekend Supervising Producer for Local Tv's **WDAF-TV** in Kansas City. Randy's familiar with Missouri, having worked in Springfield and Columbia, as well as Houston, Dallas, and Tulsa.

**** * * * * *

Here's a complete list of all stations that I believe have an ND opening, as of Friday, February 26, 2010.

And if you know of updates, corrections, or additions to this list, please let me know via email: rick@rickgevers.com

- | | |
|--------------------------------------|----------------------------|
| KVEA-TV, 3000 W. Alameda Ave. | Los Angeles, CA 91523 *** |
| WGBO-TV 541 N. Fairbanks Ct., #110 | Chicago IL 60611 **** |
| KTVT-TV, 5233 Bridge St. | Ft. Worth TX 76103 |
| WXYZ-TV 20777 W. 10 Mile Road | Southfield MI 48037 |
| KUVS-TV 1710 Arden Way | Sacramento CA 95815 *** |
| WTIC-TV, 285 Broad St. | Hartford, CT 06115 ★ |
| WZTV-TV 631 Mainstream Drive | Nashville TN 37228 |
| WXIX-TV 635 W. Seventh St. | Cincinnati OH 45203 |
| WAVE-TV 725 S. Floyd St. | Louisville KY 40203 |
| KMPH-TV 5111 E. McKinley Ave. | Fresno CA 93727 |
| WTEN-TV 341 Northern Blvd. | Albany, NY 12204 |
| KGMB-TV 420 Waiakamilo Rd. # 205 | Honolulu HI 96817 |
| WNWO-TV 300 S. Byrne Rd. | Toledo OH 43615 |
| WJHL-TV 338 E. Main St. | Johnson City TN 37601 |
| WFFF-TV 298 Mountain View Dr. | Colchester VT 05446 |
| WMGT-TV PO Box 4328 | Macon GA 31208 |



March 1, 2010

Richard Lenoce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Karen Hunter
National Association for Broadcasters
1771 N. Street N.W.
Washington, D.C. 200362891

Dear Karen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

John Graham
National Association of Black Journalists
8701 Adelphi Road
Adelphi, MD 20783

Dear John,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Carmen Rodrigues
La Casa de Puerto Rico
48 Main Street
Hartford, CT 06106

Dear Carmen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

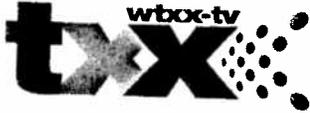
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Ada Lefebre
San Juan Center
1297 Main Street
Hartford, CT 06103

Dear Ada,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

National Organization for Women
135 Broad Street
Hartford, CT 06105

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Charlotte Brown
National Council for Negro Women
80 Dickerman Street
New Haven, CT 06511

Dear Charlotte,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Ben Andrews
NAACP – Hartford Branch
P.O. Box 1012
Hartford, CT 06143

Dear Ben,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Greater Bristol Chamber of Commerce
10 Main Street 1st Floor
Bristol, CT 06010

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

The Five Point Media Center
370 17th Street, Suite 5300
Denver, CO 80202-5653

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Hispanic Link News Service
1420 N. Street, NW
Washington, DC 20005

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Nancy DeCrescenzo
St. Joseph College
1678 Asylum Avenue
West Hartford, CT 06117

Dear Nancy,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Maggie
University of CT – Avery Point
1084 Shennecosett Road
Groton, CT 06340

Dear Maggie,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Eileen Phinney
Latin American Center
521 Maple Street
Manchester, NH 03104

Dear Eileen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

National Association of Hispanic Journalists
1193 National Press Building
Washington, DC 20045-2100

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Attn: Human Resources
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Emma Bowen Foundation
Sandra Rice
524 W 57th St.
New York, NY 10019

Dear Sandra,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure



March 1, 2010

Collective Talent
Michael Billie
1721 Richardson Place
Tampa, FL 33606

Dear Michael,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Bill Stachelek
Program Administrator
Seniors Job Bank
50 S. Main Street
West Hartford, CT 06107

Dear Bill,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520- 1320
resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DATE: 3/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Associate Producer/ News Writer

DATE: 3/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Write and help produce a creative, non-stop 6pm newscast using all the resources the brand new full HD FOX 61 studios have to offer. Be a trendsetter, join Connecticut's newsroom with all the resources of tv, online and print.

RESPONSIBILITIES:

- Write copy for early and late evening newscasts
- Fill in producing when necessary
- Help determine story selection and stacking
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 3/1/10
DEPARTMENT: Sales
REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: News Director

DATE: 3/1/10

DEPARTMENT: News

REPORTS TO: SVP/Director of Content

ROLE: Guides and directs all news programming for WTIC/WTXX – TV. Works directly with print and digital platform managers to produce content for 24/7 news organization across all platforms. Hires and supervises news staff of more than 60 full- and part-time employees. Responsible for developing and executing strategies designed to make the station's news product the audience leader in the market.

RESPONSIBILITIES:

- Manages the day-to-day operation of the newsroom.
- Leads breaking news efforts, including non-scheduled cut-ins (as warranted) in highly competitive environment.
- Approves editorial content of the newscast, including legal and ethical issues. Establishes and upholds high ethical and journalistic standards. Ensures adherence to station, corporate and governmental policies and rules, as well as legal matters relating to news programming and personnel.
- Establishes policies and environment that fosters collaborative efforts across all platforms.
- Critiques news programming on a daily basis.
- Hires and supervises staff; anchors, reporters and other news personnel.
- Negotiates talent employment contracts.
- Evaluates and establishes performance standards for news staff. Consistently provides constructive performance feedback for newsroom personnel.
- Creates annual departmental operating budget and ensures compliance with approved budget. Submits capital requirements for company's capital budget.
- Coordinates and communicates news-related projects and issues with other department managers.
- Consults with staff and department heads on possible news-related programs with the potential to enhance the station's image and/or result in revenue.
- Remains alert to latest trends in news production and coverage both locally and nationwide.
- Implements and plans long-term strategies for the station's news presence.
- Develops and implements strategies to positively impact ratings and revenue.
- Participates in community service activities, both as a citizen and as a spokesperson for the news department and the station.
- Maintains list of qualified candidates for newsroom positions.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent related experience.
- 5 - 7 years experience in newsroom management and television production.
- Excellent leadership and motivation skills.
- Strong organizational and communication skills (verbal and written).
- Ability to manage a large staff effectively in a deadline oriented environment while interacting in a positive, proactive, productive manner.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Manages an operating budget of department.
- Must be able to manage a large staff while under extreme pressure.
- Must be capable of interacting positively and productively with other employees.

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DATE: 3/1/10

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 3/1/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Mangers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

POSITION DESCRIPTION

POSITION: Video Journalist

DATE: 3/1/10

DEPARTMENT: News

REPORTS TO: Assistant New Director

ROLE: Responsible for reporting, shooting and editing video news stories and producing still content from video for use in print and on-line. Regularly conducts interviews both live and pre-taped, appears on camera and on-line via streaming video when applicable, writes own material, takes ownership of story from start to finish.

RESPONSIBILITIES

- Shoot, edit, write and produce news stories including vo's vo/sot's and packages
- Capture and edit stills from video for newspaper and on-line use. Occasionally shoot and edit with still photography equipment.
- Report news stories on camera; conduct interviews both live and pre-taped
- Establish and maintain news contacts in the community
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to set up for live shots on very short notice
- Must be able to work under pressure
- Run an ENG live truck. Helpful if you can run SNG truck
- Drive and maintain company vehicles
- Care and maintenance of company equipment
- Suggest story ideas
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years news experience in broadcast or print
- Must have valid driver's license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Must be able to produce compelling video and still products that tell a story
- Effective writer in Broadcast, Print and On-line mediums
- Able to appear live in a broadcast or on-line to deliver reports in a professional and effective manner
- Must be able to work in a fast-paced environment, have a good attitude and be a team player
- Must be flexible and willing to change and learn new skills
- Must be able to work alone or as part of a team
- Varied Schedule: Usually 8-hour workday, 5 days a week; may be required to work additional hours or days including nights, weekends and holidays

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position is attached

*** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ***

EOE M/F/V/D 3/1/10

TO APPLY, PLEASE FORWARD RESUME TO:
Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com



March 1, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Stacy Tweedie
Asnuntuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

Stan Simpson
CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

George Sutherland/ Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



March 1, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:14:57 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)

Document size : 8.5"x11"



March 1, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center, Hartford, CT 06103, P. 860.527.4444, F. 860.520.1320

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	816	8602768838	04:10:47 p.m. 03-01-2010	00:03:22	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:18:55 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Box Corporate Center, Hartford, CT 06103

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
817		912035758003	04:11:49 p.m. 03-01-2010	00:03:02	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:22:59 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
818		8606852181	04:12:26 p.m. 03-01-2010	00:03:24	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:26:40 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

Stacy Tweedie
Asnuntuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
819		860 253 3029	04:12:56 p.m. 03-01-2010	00:03:02	8/8	1	EC	HS	CP14400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:28:41 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
Associate Producer (6 p.m.)
New Business Development Account Executive
News Director
Producer (a.m.)
Sales Associate
Video Journalist

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06183 | P: 860-520-6161 | F: 860-520-1320

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	820	18604127270	04:13:27 p.m. 03-01-2010	00:01:36	8/8	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:30:44 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

Stan Simpson
CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

- Account Executive**
- Associate Producer (6 p.m.)**
- New Business Development Account Executive**
- News Director**
- Producer (a.m.)**
- Sales Associate**
- Video Journalist**

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

One Corporate Center | Hartford, CT 06191 | P: 860.522.1111 | F: 860.520.1320

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	821	860 388 6022	04:13:59 p.m. 03-01-2010	00:01:42	8/8	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:33:48 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

George Sutherland/ Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

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Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
822		98602932621	04:14:33 p.m. 03-01-2010	00:02:30	8/8	1	EC	HS	CP16800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2

03-01-2010
8602413000

04:35:56 p.m.

Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



March 1, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

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Producer (a.m.)
Sales Associate
Video Journalist

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Human Resources Generalist

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resumes@fox61.com

Enclosure

Total Pages Scanned : 8

Total Pages Confirmed : 8

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
824		203 392 6541	04:15:02 p.m. 03-01-2010	00:01:37	8/8	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
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TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Doyle, Shayna

To: anthony_jack@ctpuertoricanforum.org; career@hartford.edu; lasmith@hartford.edu; ldomenitz@ccc.commnet.edu; halina.hollyway@uconn.edu; sershen@ccsu.edu; cdudley@howard.edu; lanna.hagge@trincoll.edu; careers@easternct.edu; jcrothers@nwcc.commnet.edu; cochnio@mcc.commnet.edu; kathryn.rieman@po.state.ct.us; jack.tinker@conncoll.edu; cszpryngel@post.edu; dianne_lyons@spfldcol.edu; shefter@rh.edu; jbroaden@blmfld.org; admin@tvjobs.com; postings@newhaven.edu; minorityaffairsdirector@whus.org; info@tvnewsgigs.com; Tim G. Martelon; careercenter@albertus.edu; medialine@medialine.com; nkrohley@hcc.commnet.edu

Subject: Job Openings at WTIC/TXX-TV Hartford

Attachments: AE.doc; Associate Producer 6p.doc; New Business Development Account Executive.doc; News Director.doc; Morning News Producer - News Writer.doc; Sales Associate.doc; Video Journalist.doc

We are currently seeking candidates for the following positions:

- **Account Executive**
- **Associate Producer (6p.m.)**
- **New Business Development Account Executive**
- **News Director**
- **Producer (a.m.)**
- **Sales Associate**
- **Video Journalist**

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Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com



Remit Address:
 WTIC
 3562 Collections Center Drive
 Chicago, IL 60693
 Main: (860) 527-6161
 Billing:

INVOICE

Advertiser	EEO Announcement - WTIC/ WTXX
Product	
Estimate Number	
Station	WTIC
Account Executive	Local House WTIC/WTXX/WTIC-THIS
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local
Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

Invoice #	TC10030407
Invoice Date	03/28/10
Invoice Month	March 2010
Invoice Period	03/01/10 - 03/28/10
Order #	C1758-2
Alt Order #	
Order Flight	04/27/09 - 12/31/13
IDB #	
Advertiser Code	
Product Code	
Agency Ref	
Advertiser Ref	

Billing Address:

EEO Announcement - WTIC/ WTXX
 Attention: Accounts Payable
 Wtic-TV / Wtxx-TV
 One Corporate Center
 Hartford, CT 06103

Line	Channel	Description	Times	Day	Date	Length	Air Time	AQ-ID	Rate	Reconciliation	Ref #
1	61	8a-12a	8a-12a		03/01/10 to 03/07/10	1x	MTWTFSS				
				M	03/01/10	:20	11:43 PM	EEO-FOX 61	\$0.00		
				F	03/08/10 to 03/14/10	1x	MTWTFSS				
				F	03/12/10	:20	8:40 AM	EEO-FOX 61	\$0.00		45
				Tu	03/15/10 to 03/21/10	1x	MTWTFSS				
				Tu	03/16/10	:20	11:43 PM	EEO-FOX 61	\$0.00		46
				Sa	03/22/10 to 03/28/10	1x	MTWTFSS				
				Sa	03/27/10	:20	9:59 AM	EEO-FOX 61	\$0.00		47
						4	Aired Spots		\$0.00		48
							Aired Net		\$0.00		

Payment Terms 30 Days

Remit Address:
WTXX

WTXX-TV
 3562 Collections Center Drive
 Chicago, IL 60693
 Main: (860) 527-6161
 Billing:

INVOICE

Billing Address:
 EEO Announcement - WTIC/WTXX
 Attention: Accounts Payable
 WTIC-TV / WtXX-TV
 One Corporate Center
 Hartford, CT 06103

Advertiser	EEO Announcement - WTIC/WTXX
Product	
Estimate Number	

Invoice #	XX10030323
Invoice Date	03/28/10
Invoice Month	March 2010
Invoice Period	03/01/10 - 03/28/10

Station	WTXX
Account Executive	Local House WTIC/WTXX/WTIC-THIS
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local

Order #	T1758-1
Alt Order #	
Order Flight	04/27/09 - 12/31/13

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

IDB #	
Advertiser Code	
Product Code	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Alt Time	Ad-ID	Rate	Reconciliation	Ref #
1		M-Su 8a-12a	8a-12a								
20					03/01/10 to 03/07/10	1x	MTWTFSS				
				Tu	03/02/10	:20	8:59 AM	EEO-FOX 61	\$0.00		45
				Sa	03/13/10	:20	8:40 PM	EEO-FOX 61	\$0.00		46
				Su	03/21/10	:20	12:29 PM	EEO-FOX 61	\$0.00		47
				Su	03/22/10 to 03/28/10	1x	MTWTFSS				
					03/28/10	:20	3:50 PM	EEO-FOX 61	\$0.00		48
Aired Spots										4	
Aired Net										\$0.00	

Payment Terms 30 Days

We warrant that the actual broadcast information shown on this invoice was taken from the program log.