

**EXHIBIT 4**

**Interview Recruitment Source Report from 6/1/2020 - 5/31/2021**

Please note that the recruitment source used for hiring is bolded in the text below

Job ID: 87571

Job Title: GM

Job Opening Period: 4/1/2020 - 6/19/2020

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
	5/4/2020	No		Exigent Circumstances
	5/1/2020	No		Exigent Circumstances
	4/30/2020	No		Exigent Circumstances
	4/20/2020	No		Exigent Circumstances
	4/8/2020	Yes	7/1/2020	<b>Exigent Circumstances</b>

Job ID: 82806

Job Title: DIRECTOR OF FIRST IMPRESSIONS

Job Opening Period: 5/22/2020 - 6/5/2020

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
	6/16/2020	No		Cody Country Chamber 836 Sheridan Ave Cody, Wyoming 82414 Phone: 307-587-2777 Fax: 1---Elizabeth Stuard
	6/3/2020	Yes	7/6/2020	<b>Cody Country Chamber</b> <b>836 Sheridan Ave</b> <b>Cody, Wyoming 82414</b> <b>Phone: 307-587-2777</b> <b>Fax: 1---Elizabeth Stuard</b>

**Interview Recruitment Source Report from 6/1/2020 - 5/31/2021**

*Please note that the recruitment source used for hiring is bolded in the text below*

Job ID: 83049

Job Title: MORNING DRIVE

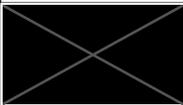
Job Opening Period: 6/8/2020 - 8/1/2020

<b>Interviewee</b>	<b>Interview Date</b>	<b>Hire Status</b>	<b>Hire Date</b>	<b>Recruitment Source Referred By</b>
	6/24/2020	Yes	9/14/2020	<b>All Access</b> 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings

Job ID: 83080

Job Title: SPORTS DIRECTOR

Job Opening Period: 6/10/2020 - 10/31/2020

<b>Interviewee</b>	<b>Interview Date</b>	<b>Hire Status</b>	<b>Hire Date</b>	<b>Recruitment Source Referred By</b>
	10/10/2020	Yes	10/31/2020	<b>Word of Mouth Referral</b>
	9/15/2020	No		All Access 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings
	9/1/2020	No		Other Source
	8/20/2020	No		Wyoming Association of Broadcasters PO Box 1387 Cheyenne, Wyoming 82003 Phone: 307-632-7622 Fax: 1---Laura Grott
	8/13/2020	No		Other Source
	7/31/2020	No		Other Source

**Interview Recruitment Source Report from 6/1/2020 - 5/31/2021**

Please note that the recruitment source used for hiring is bolded in the text below

Job ID: 83080

Job Title: SPORTS DIRECTOR

Job Opening Period: 6/10/2020 - 10/31/2020

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
	7/20/2020	No		Wyoming Association of Broadcasters PO Box 1387 Cheyenne, Wyoming 82003 Phone: 307-632-7622 Fax: 1---Laura Grott
	7/1/2020	No		Other Source
	6/26/2020	No		All Access 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings
	6/12/2020	No		All Access 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings

Job ID: 86414

Job Title: TRAFFIC DIRECTOR

Job Opening Period: 11/23/2020 - 12/31/2020

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
	12/4/2020	No		Wyoming at Work 551 Running W Dr Gillette, Wyoming 82718 Phone: n/a Fax: 1---Job Listings
	12/4/2020	Yes	2/1/2021	<b>Wyoming at Work</b> <b>551 Running W Dr</b> <b>Gillette, Wyoming 82718</b> Phone: n/a Fax: 1---Job Listings

**Interview Recruitment Source Report from 6/1/2020 - 5/31/2021**

*Please note that the recruitment source used for hiring is bolded in the text below*

Job ID: 86724

Job Title: Operations Manager / on air personality

Job Opening Period: 12/11/2020 - 1/11/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
	1/12/2021	No		All Access 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings
	1/11/2021	No		Word of Mouth Referral
	1/8/2021	No		All Access 28955 Pacific Coast Hwy. Ste 210 Malibu, California 90265 Phone: n/a Fax: 1---Job Listings
	1/6/2021	Yes	2/1/2021	<b>All Access</b> <b>28955 Pacific Coast Hwy.</b> <b>Ste 210</b> <b>Malibu, California 90265</b> <b>Phone: n/a</b> <b>Fax: 1---Job Listings</b>

**Job Notification details between 6/1/2020 to 5/31/2021****GM (Broadcast1Source tracking number 87571)****No. of Agencies were used:** 0

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below****Sent On:** 04/01/2020**Subject:** Job Notification from Broadcast1Source**From:** contact@broadcast1source.com**E-Mail:** rconners@bhrnwy.com**Title:** GM**Experience:****Legend Communications of WY****General Manager Skill Sets****(March 2020)**

- Legend Communications of WY expects each of its General Managers to:
- exemplify, teach, and defend corporate values throughout the organization.
- build an extraordinary team.
- optimize the ratings performance of Legend Communications of WYs group of stations.
- efficiently markets/promotes our stations.
- increase revenue at a rate which exceeds the historic market growth rate, improving both shares of market revenue and power ratios.
- improve profitability over time by finding new, less expensive ways to achieve required results.
- assume total responsibility for performance, running a tight, clean operation.
- maintain current knowledge of and 100% compliance with laws, regulations, and rules relevant to the business.
- represent Legend Communications of WY. in each interaction with customers or the community, in a way

**Job Notification details between 6/1/2020 to 5/31/2021**

that enhances the company's business prospects and image.

**(Values)**

- Goal: Exemplifies, teaches, and defends corporate values throughout the organization
- Acts in accordance with Mission Statement and Core Principles
- Is, and expects others to be, accountable for results.
- Relentlessly works to improve self and others.
- Communicates openly, honestly, and directly.
- Uses, and insists that others use, data and objective analysis as the basis for decision making.
- Utilizes own time and time of others highly efficiently.
- Creates an atmosphere of enthusiasm, fun, and passion for radio.

**Legend Communications of WY****General Manager Skill Sets  
(People)**

- Goal: Builds an extraordinary team
- Effectively manages the formal and informal development of the team and each of its members, and nurtures each employee's career growth by:
- Clearly communicating expectations
  - Providing thoughtful and timely feedback on a regular basis
  - Coaching direct reports on how best to improve
  - Writing thorough, tough, fair formal evaluations
  - Developing detailed skill development plans
  - Monitoring the management and professional development of all indirect reports
- Demonstrates ability to produce people who can be promoted from within to all management positions (including GM)

### **Job Notification details between 6/1/2020 to 5/31/2021**

- Anticipates vacancies or need for additional staffing, begins recruiting with sufficient lead-time, conducts a high-quality recruiting process, and closes on the best candidates.
- Implements necessary training, especially of sales managers and sellers.
- Retains top performers.
  
- Replaces expeditiously anyone who cannot be developed into solid performer.
- Compensates employees according to contribution, keeping people satisfied enough to stay without:
  - overpaying relative to market/industry norms
  - increasing expenses at unsustainable rate of growth
- Contributes as solid corporate citizen:
- Proactively suggests to Vice Presidents ways to improve Legend Communications of WY. approach.
- Initiates conversations and provides assistance to General Managers in other markets who face familiar issues.
- Participates in special corporate projects as needed.

### **Legend Communications**

#### **General Manager Skill Sets (Programming)**

- **Goal: Optimizes ratings performance of Legend Communications of WY group of stations (given technical and competitive restraints)**
  - Effectively analyzes ratings information, finding ways to improve stations' positioning.
  
  - **Displays mastery of each format in the market (i.e., both Legend Communications of WY and competitors'), including significant trends and qualitative characteristics of audience**
  
  - **Improves sound of station by relentlessly and flawlessly executing agreed upon programming strategy.**
  
  - **Follows all corporate procedures regarding management of relationships with**

**Job Notification details between 6/1/2020 to 5/31/2021****programming consultants.****General Manager Skill Sets  
(Marketing and Promotion)**

- Goal: Efficiently markets and promotes stations
- Monitors economic trends that affect size and growth of the radio market.
- Analyzes performance and strategies of competitors (including other local media), identifying exploitable weaknesses.
- Groups clients into segments bases on client needs and buying patterns.
- Understands (and teaches others) how each significant group of clients chooses between media options, including when and why each group of clients will improve results by choosing radio over other media.
- Formalizes understanding of market, customers and competition in a marketing and promotion plan.
- Understands how best to use advertising and promotion to help achieve station's goals, generating best possible results from each expenditure.

**General Manager Skill Sets  
(Sales Growth)**

- Goal: Increases revenue at a rate that exceeds the historic market growth rate, improving both share of market revenue and power ratios
- Implements all Legend Communications of WY sales management systems.
- Tracks sales performance and vital signs daily
- Develops or imports, from either other CC markets or other companies, new sales programs, evaluates impact, then exports successes to other CC markets
- Maintains state of the art pricing and yield management practices.
  - Effectively packages combinations of stations, using Legend Communications of WY group of stations to better achieve the company's and client's goals.
  - Successfully targets, attacks, and captures profitable revenue from other local media (newspaper, TV, and billboards)
  - Generates significant revenue and profit growth by successfully marketing special events.
  - Generates significant revenue and profit growth by successfully designing and executing non-

**Job Notification details between 6/1/2020 to 5/31/2021**

traditional programs.

- As needed, assists corporate staff in generating acquisition-related growth

**General Manager Skill Sets  
(Expense Management)**

- Goal: Improves profitability over time by finding new, less expensive ways to achieve required results
  - Accurately projects and tightly controls existing expenses.
  - Proactively notifies corporate of probable expense over-runs before they occur.
  - Creatively generates and analyzes ideas for new ways to do things that reduce expenses while maintaining or improving results, shares successes with other GM's.
  - Suggests ways that expenses might be reduced through further in-market, regional, or company-wide centralization/consolidation of certain activities.

**General Manager Skill Sets  
(Administration and Financial Management)**

- Goal: Assumes total responsibility for performance; runs a tight, clean operation
  - Hits or beats budget.
  - Alerts corporate of likely budget misses before corporate notices or raises the issue.
  - Develops budgets and performance targets that are aggressive, achievable, and well-substantiated.
  - Forecasts revenues accurately; when wrong, typically has erred on the conservative side.
  - Demonstrates detailed understanding of all financial statements and operating reports generated by traffic and accounting systems.
  - Carefully analyzes and controls all capital expenditures, spending money as if it were his/her own.
  - Measures and improves customer service.
  - Implements all policies and procedures from the Operations Manual and Employee Handbook

**Job Notification details between 6/1/2020 to 5/31/2021**

- **Follows all of Legend Communications financial policies and procedures.**

**General Manager Skill Sets  
(Laws, Regulations and Rules)**

- Goal: Maintains current knowledge of and 100% compliance with laws, regulations, and rules relevant to (YOUR Company)'s business (see attached lists)
  - FCC
  - DOJ (anti-trust)
  - EEOC
  - Sexual harassment

**General Manager Skill Sets  
(Representative of Station and Company)**

- Goal: Represents Legend Communications of WY in each interaction with customers or the community, in a way that enhances the company's business prospects and image
  - Develops and enhances relationships based on respect and trust with senior business and political leaders.
  - Builds and strengthens partnerships based on respect and trust with each large client and selected large potential clients.
  - Enhances Legend Communications of WY business prospects and image by participating in local business, political, and social activities.
  - Uses listening and data gathering skills to better understand needs of clients and community.

**Requirements:**

5 Year management experience in Radio Advertising

**Description:**

GM needed for 9 stations in Cody WY

**Additional Information:**

**Contact:**

**Job Notification details between 6/1/2020 to 5/31/2021**

Media Staffing and Susan Patrick

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Rita Conners at [rconners@bhrnwy.com](mailto:rconners@bhrnwy.com)

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>

**Job Notification details between 6/1/2020 to 5/31/2021**

**Operations Manager / on air personality (Broadcast1Source tracking number 86724)**

**No. of Agencies were used:** 4

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below**

**Sent On:** 12/11/2020

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**E-Mail:** rconners@bhrnwy.com

**Title:** Operations Manager / on air personality

**Experience:**

**Minimum Job Requirements**

- High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

**Requirements:**

## **Job Notification details between 6/1/2020 to 5/31/2021**

### **Knowledge, Skills and Abilities Required**

- Ability to develop and deliver presentations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Knowledge of radio principles, procedures, operations, and standards.
- Knowledge and understanding of radio communications facilities and distribution systems.
- Skill in organizing resources and establishing priorities.
- Knowledge of inventory management practices.
- Knowledge of radio organizational structures, workflows, systems, and operating procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of FCC and other federal, state and local broadcasting regulations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of budgeting and fiscal management principles and procedures.
- Knowledge of facilities management, physical plant, safety, and building safety and security procedures.
- Ability to create, compose, and edit written materials.
- Knowledge of on-air and remote broadcasting processes and procedures.
- Ability to lead and motivate staff.
- Skills in examining and developing station operations and procedures, formulating policy, and implementing organizational strategies and procedures.
- Ability to oversee, coordinate, and support the execution of continuous broadcast schedules on a 24x7 basis.
- Knowledge of current and developing trends in radio.
- Skill in operating radio equipment.

### **Description:**

**Job Notification details between 6/1/2020 to 5/31/2021**

**Summary**

Oversees the day-to-day operations of a federally licensed, locally owned, and operated radio stations and its various sub-units. Oversees, coordinates, and administers a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming by the stations. Participates in the development and administration of strategic and operating plans and evaluates programs for compliance with the overall mission of the station.

**Duties and Responsibilities**

1. Oversees and coordinates the continuous, multifaceted daily operations of the radio stations, ensuring compliance with broadcast standards, and relevant federal and state laws and regulations.
2. Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations.
3. Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
4. Directs and administers the provision of day-to-day operation support to the various sub-units of the station.
5. Plans, designs, establishes, and maintains organizational structures and systems that enable staff members to effectively accomplish the organization's mission, goals, and objectives.
6. Assigns, allocates work, and generally oversees production personnel in continuous station operations; performs recruitment, training, scheduling, retention, problem resolution, and performance management.
7. Coordinates departmental workshops, special projects, and events; may serve on unit committees and task forces.
8. Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports.
9. Provides advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures.
10. Researches and makes recommendations to management pertaining to acquisition of operating equipment; participates in the development and management of annual operating budgets.
11. May provide services as an on-air host, as required.
12. Performs miscellaneous job-related duties as assigned.
13. Maintains an on-air shift.

**Additional Information:**

Legend Communications of WY is an equal opportunity employer

**Contact:**

send email and air check to Jake Hogan [jhogan@bhrnwy.com](mailto:jhogan@bhrnwy.com)

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

\*\*\*IMPORTANT\*\*\*

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Rita Conners at [rconners@bhrnwy.com](mailto:rconners@bhrnwy.com)

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
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**Job Notification details between 6/1/2020 to 5/31/2021**

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
12/11/2020	All Access	No	Job Listings	1--	By User/Other System
12/11/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
12/11/2020	Colorado Media School	No	Debbie Byrd	1--	dbyrd@beonair.com
12/11/2020	Basin Radio Network	No	Tami Derby	1--	tami@targetdigitalsolutions.com

**Job Notification details between 6/1/2020 to 5/31/2021****TRAFFIC DIRECTOR (Broadcast1Source tracking number 86414)****No. of Agencies were used:** 4

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below****Sent On:** 11/23/2020**Subject:** Job Notification from Broadcast1Source**From:** contact@broadcast1source.com**E-Mail:** rconners@bhrnwy.com**Title:** TRAFFIC DIRECTOR**Experience:**

- **Ability to work well with others**
- **Ability to perform duties accurately and in reasonable amount of time**
- **Ability to communicate with other departments and public**
- **Posses good computer knowledge and proficiency**
- **Works with and maintains general office equipment**
- **Willing to learn upgrades and changes in technology**

**Requirements:**

- **Daily operation of traffic department, which includes order entry, checking and correcting order accuracy. Maintaining and updating data base records. Editing logs accurately. In charge of coop affidavits to insure accuracy. Station affidavits. Communication with public, and other departments. Must be able to generate reports requested. Phone skills, backup for reception duties. Daily Deposits. Research for information if needed. Training personal in traffic department**
- **Assist in copy writing and entry of packages for call center and provide information support. Reporting to and communicating with Business Manager.**

**Description:**

**Job Notification details between 6/1/2020 to 5/31/2021**

This position reports directly to the Business Manager or General Manager. Works in cooperation with public, Sales department and Production department.

This position has a high degree of responsibility to insure accurate order entry, maintenance of data base records, coop entry, must follow proper procedures in log editing and formatting. Must have good communication skills. Must possess strong computer and typing skills. Must be proficient in windows software such as word, excel, publisher. Must be able to learn and operate specialized software such as CBSI and Wireready. Will be responsible for affidavits and continuity reports. Performs added duties as assigned. Must be able to use office equipment i.e. fax machines, printers, phones and copy machine. Back-up for reception duties.

**Additional Information:**

SEND RESUME TO RITA CONNORS

**Contact:**

RITA CONNORS 307-578-5001rconnors@bhrnwy.com

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

\*\*\*IMPORTANT\*\*\*

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Nichole Houze at nhouze@bhrnwy.com

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
11/23/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
11/23/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	admin@codychamber.org
11/23/2020	careerpage	No	Suzan Strong	1--	By User/Other System
11/23/2020	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com

**Job Notification details between 6/1/2020 to 5/31/2021**

**SPORTS DIRECTOR (Broadcast1Source tracking number 83080)**

**No. of Agencies were used:** 7

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below**

**Sent On:** 06/10/2020

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**E-Mail:** rconners@bhrnwy.com

**Title:** SPORTS DIRECTOR

**Experience:**

**Job includes Play-By-Play, morning sports reports, handling the promos, scheduling and affidavits of our college and pro sports contracts, plus other responsibilities that may be needed in the local community. Based in Cody, Wyoming. Have fun with small market radio. Local ownership.**

**Requirements:**

**Job includes Play-By-Play, morning sports reports, handling the promos, scheduling and affidavits of our college and pro sports contracts, plus other responsibilities that may be needed in the local community. Based in Cody, Wyoming. Have fun with small market radio. Local ownership.**

**Description:**

**Job Notification details between 6/1/2020 to 5/31/2021**

**Job includes Play-By-Play, morning sports reports, handling the promos, scheduling and affidavits of our college and pro sports contracts, plus other responsibilities that may be needed in the local community. Based in Cody, Wyoming. Have fun with small market radio. Local ownership.**

Love the Mountains?? Want Yellowstone in your backyard?? Big Horn Radio Network is looking for a sports & news director for our Worland, WY stations.

Worland is a town of 5,000+ who REALLY loves their sports, community & is located in rural Wyoming, about 2.5 hours from the East Gate of Yellowstone - The Big Horn Basin has prime opportunity for various outdoor activities, plus there's no state tax in WY.

As news & sports director, you will be responsible for gathering/reporting daily news & sports for our Worland stations, as well as play-by-play for various Worland HS sports. You'll also be responsible for ad production, interviews, remote broadcasts & be involved in the community. This is a full-time position with dental, PTO & medical reimbursement.

We are a 9 station cluster in NW Wyoming, with several state awards under our belt. Interested? Please send resume, play-by-play sample & newscasts to: [kim@bhrnwy.com](mailto:kim@bhrnwy.com)

**\*\*Big Horn Radio Network is an equal opportunity employer\*\***

**Additional Information:**

EMAIL [kim@bhrnwy.com](mailto:kim@bhrnwy.com)

**Contact:**

Please send resume, play-by-play sample & newscasts to: [kim@bhrnwy.com](mailto:kim@bhrnwy.com) **\*\*Big Horn Radio Network is an equal opportunity employer\*\***

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**\*\*\*IMPORTANT\*\*\***

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Nichole Houze at [nhouze@bhrnwy.com](mailto:nhouze@bhrnwy.com)

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
6/10/2020	Colorado Media School	No	Debbie Byrd	1--	<a href="mailto:dbyrd@beonair.com">dbyrd@beonair.com</a>
6/10/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
6/10/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	<a href="mailto:admin@codychamber.org">admin@codychamber.org</a>
6/10/2020	careerpage	No	Suzan Strong	1--	By User/Other System
6/10/2020	Wyoming Association of Broadcasters	No	Laura Grott	1--	<a href="mailto:lauragrott@gmail.com">lauragrott@gmail.com</a>

**Job Notification details between 6/1/2020 to 5/31/2021**

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
6/10/2020	All Access	No	Job Listings	1--	By User/Other System
6/10/2020	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com

**Job Notification details between 6/1/2020 to 5/31/2021**

**MORNING DRIVE (Broadcast1Source tracking number 83049)**

**No. of Agencies were used:** 7

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below**

**Sent On:** 06/08/2020

**Subject:** Job Notification from Broadcast1Source

**From:** contact@broadcast1source.com

**E-Mail:** rconners@bhrnwy.com

**Title:** MORNING DRIVE

**Experience:**

At least 2 years on air host. Excellent computer skills. Working knowledge of Audio Vault, AV Air and AV Sat.

**Requirements:**

**Required Knowledge, Skills and Education**

-Familiarity with standard radio broadcast equipment including both analog and digital.

Audio Vault, digital editing software.

-Experience as On-Air Host.

-Good Working Knowledge of applicable FCC Rules and regulations.

-Team player willing to work with others in department and other departments.

-Experience as a host of local events.

-Experience as a Radio show host.

**Description:**

**Job Notification details between 6/1/2020 to 5/31/2021**

Big Horn Radio Network is actively looking for an AM Talk host for our Worland, WY location. Worland is located 2.5 hours from the East Gate of Yellowstone NP, in rural Wyoming. You must be familiar with news reporting & community interaction is required. You will also be responsible for ad production, interviews & remote broadcasts. This is a full-time position with dental, PTO & medical reimbursement.

We are a 9 station cluster in NW Wyoming, with several state awards under our belt. Interested? Please send resume, references & mp3 to:

[kim@bhrnwy.com](mailto:kim@bhrnwy.com)

**Job Description-** On-Air Host is responsible for hosting a morning show Monday through Friday. The host is responsible for creating, directing and producing local content aired during the morning show. Host is responsible for airing music according to parameters prescribed by management. Announcers should be in the building no later than one hour before air shift begins in order to gather show prep and make sure studio and logs are set up and ready to go for the day. When the air shift ends talent must produce commercials, weathers, and announcements, make sure no commercials are missing. Announcers are asked to be a positive participant in our local community, be able to do live appearances, talent for remotes and promotions. This may include some nights and weekends.

Announcers are also asked to keep an ear open throughout the day and nights and weekends for any problems that may arise on any of our stations. Must be a team player.

**Additional Information:****Contact:**

PLEASE EMAIL [kim@bhrnwy.com](mailto:kim@bhrnwy.com)

**Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

\*\*\*IMPORTANT\*\*\*

This fax or email has been sent using the services provided by BroadcastSource. If you want to change your contact details, please email Nichole Houze at [nhouze@bhrnwy.com](mailto:nhouze@bhrnwy.com)

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
6/8/2020	Colorado Media School	No	Debbie Byrd	1--	dbyrd@beonair.com
6/8/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System

**Job Notification details between 6/1/2020 to 5/31/2021**

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
6/8/2020	Wyoming Association of Broadcasters	No	Laura Grott	1--	lauragrott@gmail.com
6/8/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	admin@codychamber.org
6/8/2020	careerpage	No	Suzan Strong	1--	By User/Other System
6/8/2020	All Access	No	Job Listings	1--	By User/Other System
6/8/2020	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com

**Job Notification details between 6/1/2020 to 5/31/2021****DIRECTOR OF FIRST IMPRESSIONS (Broadcast1Source tracking number 82806)****No. of Agencies were used:** 13

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

**All recruiting agencies listed in the report below****Sent On:** 05/22/2020**Subject:** Job Notification from Broadcast1Source**From:** contact@broadcast1source.com**E-Mail:** rconners@bhrnwy.com**Title:** DIRECTOR OF FIRST IMPRESSIONS**Experience:**

We are looking for someone who is creative, organized, and good at problem solving. Pays attention to detail, and is a motivated team player. The candidate would establish relationships with area profit groups, nonprofit groups and local venues seeking opportunities for partnerships and live presence for the radio stations. Strong organizational and computer skills, including working knowledge of MS Office, are a must. An unending ability to implement feedback and be a fast learner. To be our driving force behind promotions, and great local events that create revenue and station exposure.

**Requirements:**

## **Job Notification details between 6/1/2020 to 5/31/2021**

- Answer the phones and greet visitors
  - Organize and plan station contests, promotions and appearances.
  - Work with our sales team on client promotions and script writing for our clients.
  - Oversee station community service events
  - Communicate with listeners
  - Summarize promotions progress toward fulfillment in group and one-on-one meetings
  - Maintain and update our social media-Facebook and web page
  - Write copy, record clients and be able to run a board when needed.
  - Answer phones and run normal office machine
  - Focus on our station's presence in the local community.
  - Continuous brainstorming, suggesting and devising of creative ideas for contesting, promotions and events that generate revenue and drive ratings.
  - Work with the sales team to brainstorm, create and execute customized client partnership programs.
  - Manage prize closet and promotional giveaway inventory.
  - Plan, execute and track revenue-generating marketing and promotional events and contesting that take place on-air, online and on-site.
  - Have stations on the street making an impact, whether a paid sales event or if there isn't a sales event scheduled on a weekend, make a plan to have our stations out doing something every weekend.
  - Participate at station promotional events as necessary, including set-up and breakdown of promotional equipment and materials.
  - Vehicle maintenance: Make sure the vehicles are always clean, loaded, and ready for the next event. We should always be ready to roll to a last-minute opportunity. Ensure vehicles are properly maintained (oil changes, tire pressure, wiper blades, gasoline, etc.).
  - Take ownership of the promotional process and see projects through to the end.
  - Plan and execute meaningful promotions meetings. Manage and drive the flow of promotion-related communication. Recap events of the previous week at promo meetings.
  - Plan out in advance a calendar of large community events, Maintain promotional calendars and develop an involvement plan.
- - Must have excellent writing and editing skills for all forms of print and digital media.
  - Experience developing content that converts audiences for web and email marketing, and social and traditional media a plus.
  - Must be deadline-driven and highly organized with excellent attention to detail and project management skills.
  - Ability to work in, fast-paced production environment.
  - Creative thinker, with the ability to use both data and intuition to inform decisions.
  - Tech and internet savvy and solid experience with Outlook, Word, PowerPoint, and Excel required.
  - Experience with Adobe Creative Suite products is also a bonus.

**Description:**

**Job Notification details between 6/1/2020 to 5/31/2021**

This position reports directly to the General Manager and is expected to work directly on a day-to-day basis with all departments including the business office, account executives, traffic, on-air teams, at live events, and directly with local business's.

- This is a full-time position at our Cody office
- Regular business hours are Monday-Friday, 8:00 a.m.-5:00 p.m., but special projects and events will require additional hours.
- Must uphold our core values: honesty, client-focused, approachable, and continuously improving.
- Must have the ability to interact with all levels and types of internal and external customers in a pleasant, professional, proactive, and positive manner.
- Must have the ability to seek out and understand internal and external customer needs and respond in a timely, clear, and comprehensive way.
- Must have the ability to define and solve problems to make decisions, determine next steps, and understand appropriate follow-through.
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area and building is tidy and presentable, with all necessary material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Ensure timely and accurate customer service
- Make sure our kitchen and office is picked up and not cluttered. Load and unload dishwasher and tidy the office.
- Ensure company's policies are met.
- Log assembly and grooming each day, and order approval.

**Additional Information:****Contact:**

To apply submit your resume to [Rconners@bhrnwy.com](mailto:Rconners@bhrnwy.com)

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Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
6/5/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
6/5/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	<a href="mailto:admin@codychamber.org">admin@codychamber.org</a>
6/5/2020	Wyoming Association of Broadcasters	No	Laura Grott	1--	<a href="mailto:lauragrott@gmail.com">lauragrott@gmail.com</a>
6/5/2020	careerpage	No	Suzan Strong	1--	By User/Other System

**Job Notification details between 6/1/2020 to 5/31/2021**

<b>Notification Date</b>	<b>Agency Name</b>	<b>Prong2</b>	<b>Name</b>	<b>Notification By Fax</b>	<b>Notification By Email</b>
5/26/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
5/26/2020	careerpage	No	Suzan Strong	1--	By User/Other System
5/26/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	admin@codychamber.org
5/26/2020	Wyoming Association of Broadcasters	No	Laura Grott	1--	lauragrott@gmail.com
5/22/2020	Facebook	No	Rita Conners	1--	By User/Other System
5/22/2020	Wyoming at Work	No	Job Listings	1--	By User/Other System
5/22/2020	Cody Country Chamber	No	Elizabeth Stuard	1--	admin@codychamber.org
5/22/2020	careerpage	No	Suzan Strong	1--	By User/Other System
5/22/2020	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com



# INVOICE



For billing questions call (307) 578-5000  
P.O. Box 1210, Cody, WY 82414

Invoice #: MC-1200670565  
Invoice Date: 06/30/2020  
Contract #: 9017188  
Page: 1  
Net Amount Due: \$0.00

Advertiser: EEO JOB OPENINGS  
DO NOT SEND  
CODY, WY 82414

Station(s): KCGL-FM  
KCWB-FM  
KTAG-FM  
KZMQ-FM

Advertiser: EEO JOB OPENINGS  
Product: 2020. 5 DIRECTOR OF FIRST  
Estimate #:  
Agency Client Code:  
Buyer Name:

Salesperson(s): Rita Conners  
Terms: Net 30 days

Day	Date	Time	Ln	Length	Product	ISCI	Rate
<b>KCGL-FM</b>							
MON	06/01/20	02:45a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	08:16a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	09:46a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	01:45p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	03:45p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	01:45a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	02:45a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	03:30a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	05:15a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	08:15a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	12:45a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	04:45a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	11:15a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	02:16p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	07:15p	1	60	DIRECTOR OF FIRST		\$0.00
<b>KCWB-FM</b>							
MON	06/01/20	06:30a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	07:16a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	08:30a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	09:30a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	12:30p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	02:31p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	05:31p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	07:14p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	06:31a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	07:15a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	07:31a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	08:15a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	11:30a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	12:31p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	01:31p	1	60	DIRECTOR OF FIRST		\$0.00

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Invoice #: MC-1200670565  
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Contract #: 9017188  
Page: 2  
Net Amount Due: \$0.00

Day	Date	Time	Ln	Length	Product	ISCI	Rate
TUE	06/02/20	03:31p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	06:31a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	08:31a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	12:16p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	01:32p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	02:30p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	04:30p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	05:30p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	06:30p	1	60	DIRECTOR OF FIRST		\$0.00
<b>KTAG-FM</b>							
MON	06/01/20	12:40a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	04:25a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	10:41a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	07:40p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	09:10p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	07:41a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	08:41a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	11:40a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	08:41p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	10:10p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	05:10a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	09:40a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	03:40p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	05:11p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	07:11p	1	60	DIRECTOR OF FIRST		\$0.00
<b>KZMQ-FM</b>							
MON	06/01/20	02:48a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	09:50a	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	02:50p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	05:19p	1	60	DIRECTOR OF FIRST		\$0.00
MON	06/01/20	08:48p	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	03:18a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	05:48a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	08:18a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	10:49a	1	60	DIRECTOR OF FIRST		\$0.00
TUE	06/02/20	03:48p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	06:19a	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	12:49p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	01:49p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	07:49p	1	60	DIRECTOR OF FIRST		\$0.00
WED	06/03/20	10:49p	1	60	DIRECTOR OF FIRST		\$0.00

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**Invoice #:** MC-1200670565  
**Invoice Date:** 06/30/2020  
**Contract #:** 9017188  
**Page:** 3  
**Net Amount Due:** \$0.00

**KCGL-FM**

Total Spots: 15  
Gross Amount: \$0.00  
Agency Commission: \$0.00  
Net Amount: \$0.00

**KCWB-FM**

Total Spots: 24  
Gross Amount: \$0.00  
Agency Commission: \$0.00  
Net Amount: \$0.00

**KTAG-FM**

Total Spots: 15  
Gross Amount: \$0.00  
Agency Commission: \$0.00  
Net Amount: \$0.00

**KZMQ-FM**

Total Spots: 15  
Gross Amount: \$0.00  
Agency Commission: \$0.00  
Net Amount: \$0.00

Remit To:  
Big Horn Radio Network  
PO Box 1210  
Cody, WY 82414

**Invoice Totals**

Total Spots: 69  
Gross Amount: \$0.00  
Agency Commission: \$0.00  
Net Amount Due: \$0.00

Net 30 Days

Legend Communications of Wyoming, LLC and Radio Stations KZMQ-am&fm, KTAG-fm, KODI-am, KCGL-fm, KKLX-fm, KWOR-am, KVGL-FM, do not and will not discriminate, in any way on the basis of race or ethnicity, with respect to their advertising practices. No advertiser may use the Stations to discriminate on the basis of race or ethnicity and any contract entered into by an advertiser intending to discriminate on the basis of race or ethnicity shall be null and void.

Questions Call Rita Conners  
307-578-5001 or 866-833-4400  
We accept American Express, Visa, MasterCard and Discover Card