

Harbison, Jessica

From: Fischer, Greta
Sent: Tuesday, October 02, 2007 1:49 PM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Human Resources Manager** in our **General and Administrative Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

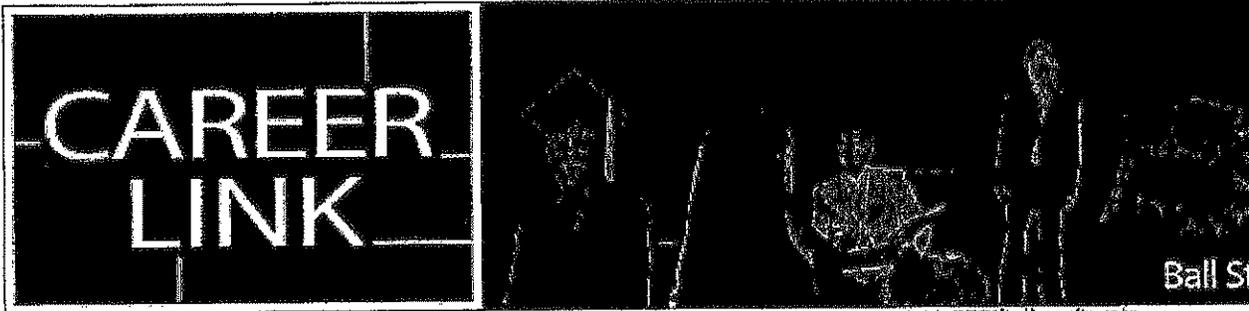
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

10/8/2007



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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Human Resources Manager

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Human Resources Manager

Number of Openings: 1

Description: Reporting to the Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements. Other duties as assigned.

Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Oct 02, 2007

Applications Accepted Until:
Oct 16, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (If you have more than one in your documents section). Then click Submit.

Location:

Location

City
Indianapolis

State
Indiana

Country
United States

Position Type: Professional Employment

Desired Major(s): Miller College of Business/Human Resources Management

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Management - Human Resources

Qualification: Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus.

Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL 60611 EOE



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Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800-342-6276 (Indiana Only)
 317-573-0119 (Direct Line)
 317-573-0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Human Resources Manager posted: Oct 02 2007

Start Date: Immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: C. Roberson

Required Skills:
 Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is a preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus.

Job Description:
 Reporting to the Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements. Other duties as assigned.

Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Human Resources
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Human Resources Manager
Job Description	<p>Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is a preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus.</p> <p>Reporting to the Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements. Other duties as assigned.</p> <p>Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE.</p>

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4

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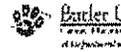
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Job Details

Job Title:
Human Resources Manager

Opportunity Type:
Job

Description:
Reporting to the Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements. Other duties as assigned.

Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is a preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus.

Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Human Resources

Period Of Employment:
Other

Cover Letter Required:
Yes

Other Requested Materials:
Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 10/02/07 By Greta Fischer (WXIN Fox 59)
Created: 10/02/07 By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as **"Desired"**. This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Business Administration

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.

[Edit](#)



TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: October 1, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

WXIN/WTTV - Human Resources Manager, Indianapolis, IN.

WXIN/WTTV has a rare opening for a human resources professional to join our staff as the HR Manager. Reporting to the Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements.

Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus. Qualified candidates may send resume and including salary requirements to: WXIN-HR@tribune.com or fax: (312)222-5031 or mail to: C. Roberson, 435 N. Michigan Ave., Chicago, IL. 60611 EOE

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

www.pynkerton.com

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www.pynkerton.com

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This could be your ad
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MLS



WXIN/WTTV - Human Resources Manager, Indianapolis, IN

WXIN/WTTV has a rare opening for a human resources professional to join our staff as the HR manager. Reporting to Vice President/General Manager, this position is responsible for all HR-related functions for a Broadcasting unit of approximately 200 employees. Duties include, but are not limited to, benefits administration, recruitment coordination, performance management, employee relations, employee programs and insuring company compliance with corporate guidelines as well as FCC requirements.

Successful candidates will have strong communication and administrative skills and the ability to provide strategic counsel to station management to assist in meeting financial goals and the business needs of the unit. A minimum of 3 years of related experience in a generalist HR function is preferred with a bachelor's degree desirable. Strong computer skills coupled with People Soft experience a plus. Qualified candidates may send resumes and including salary requirements to: WXIN-HR@tribune.com or fax (312) 222-5031 or mail to: C Roberson, 435 N. Michigan Ave., Chicago, IL 60611
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General Sales Manager

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POSITION AVAILABLE

Date Submitted: 11/8/07
Department: News
Position: Assignment Editor
Date Available: Immediately

Job Description: Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Qualifications Necessary: College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision and hearing.

Application Deadline: 11/21/07

Ad Copy (exactly as you wish it to read): WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): TVJobs.com, Medialine, Indianapolis Recorder, Tribune company-wide posting, minority and university contacts.

Harbison, Jessica

From: Fischer, Greta
Sent: Friday, November 09, 2007 9:38 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Desk Assistant** in our **News Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

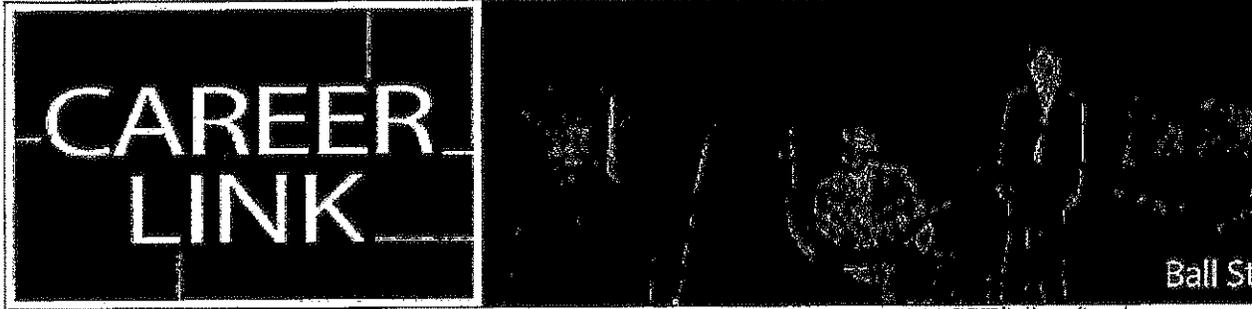
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

11/9/2007



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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

News Desk Assistant

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: News Desk Assistant

Number of Openings: 1

Description: Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Location:

Location
 City
 Indianapolis
 State
 Indiana
 Country
 United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
 Nov 09, 2007

Applications Accepted Until:
 Nov 23, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting, Communications - Journalism/Pub

Qualification: College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.






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- Member Radio & TV Stations
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- Publications
- Student Page
- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Desk Assistant posted: Nov 09 2007

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:
College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Job Description:
Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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WXIN-FOX 59/WTTV-CW 4

Function Public Relations, Other, Editorial

Job Location Indiana-Indianapolis

Job Level Full-time (Experienced)

Job Title Desk Assistant

Job Description College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Positions Available 1

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US



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Job Details

Job Title:

Desk Assistant

Opportunity Type:

Job

Description:

College degree in journalism or related field preferred. At least one year previous television or print newsroom experience required. Good written and verbal communication skills. Organizational skills. Detail orientation. Self-motivation and diligence. Excellent interpersonal skills. Ability to perform duties and make decisions under deadline pressure.

Assists assignment editor in carrying out responsibilities of assignment desk. Monitors radio scanners for possible stories. Makes daily beat check of police and fire departments for possible stories. Relays information, instructions, etc., to crews in field. Answers telephone, taking story ideas from viewers. Researches and sets up possible stories. Utilizes press releases and Internet for possible stories and upcoming news events. Listens to viewers complaints in a professional, courteous manner, and offers suggestions or answers as appropriate. Assists in recording feeds. Logs tapes. Assembles plan and crews for coverage of breaking news. Updates assignment board. Creates story files. Makes court calls and updates files. Other duties as assigned by supervisor.

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, Algeria

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Editorial, Other, Public Relations

Period Of Employment:

Other

Cover Letter Required:

Yes

Other Requested Materials:

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 11/09/07
By Greta Fischer (WXIN Fox 59)

Created: 11/09/07
By Greta Fischer (WXIN Fox 59)

Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Journalism, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.





TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: November 8, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

Assignment Editor

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

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Assignment Editor

WXIN Fox 59 seeks Assignment Editor to assist in the operation of the news assignment desk and ensure news events are covered. College degree in journalism or related field preferred. At least 1 year experience on the assignment desk or another capacity in a broadcast or print news environment required. Organizational skills and good communication skills required. Must demonstrate solid news judgment, make quick decisions regarding efficient use of newsroom resources, conduct interviews over the telephone and in person, contribute news story ideas, and perform other duties under deadline pressure. Send resume and cover letter stating position desired, salary requirements and referral source to:

Human Resources,
WXIN-TV, 6910 Network Place,
Indianapolis, IN 46278. EOE

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POSITION AVAILABLE

Date Submitted	09/21/07
Department	News
Position	Photographer
Date Available	Immediately

Job Description: Shoot and edit daily news packages and handle live shots for nightly 10pm newscast. May work on long form, highly produced enterprise/feature stories. Edits material to match script prepared by reporter, producer or associate producer. May have to cover stories without a reporter or until a decision is made on whether to assign a reporter. Works with reporter to get complete story and makes suggestions on how story should be produced. Edits stories. Suggests stories and/or pictorial essays to assignment desk. Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance. Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station. Monitors scanners in vehicles from news stories. Other duties as assigned by supervisor.

Qualifications Necessary: College degree desired. 3 to 5 years shooting experience required. Know how to use 1/2" beta photographic and editing equipment; working knowledge of remote/live production. Strong background in ENG (electronic news gathering) operations. SNG (satellite news gathering) a plus. Non-linear editing skills required. Must be creative, flexible, positive, team oriented, and work well under deadline pressure. Ability to lift in excess of 50 pounds on a regular basis. Holidays and weekends required.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision and hearing. Must have valid driver's license, good driving record and the ability to lift and carry heavy equipment regularly (~ 50 lbs).

Application Deadline: 04/20/07

Ad Copy (exactly as you wish it to read): WXIN FOX59 seeks a creative News Photographers to join the Emmy-winning Fox 59 News at Ten. If you are flexible, enthusiastic, team oriented and take an innovative approach to every assignment -- be it live shot, VO or PKG -- we want to hear from you. At least 3 years shooting experience in a newsroom setting, ENG/SNG and non-linear editing skills required. Must work well under deadline pressure. Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): TVJobs.com, Medialine, National Press Photographer's Association, minority/university contacts, selected regional newspapers

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION TITLE: Photographer/Satellite Truck Operator **DATE:** 09/21/07

DEPARTMENT: News

REPORTS TO: Mgr, News Operations

ROLE The photographer is a journalist who is responsible for providing complete and visual coverage of news events in a fair, unbiased and accurate manner.

RESPONSIBILITIES

- Photographs news events, both live and on tape, for news programs.
- Edits material to match script prepared by reporter, producer or associate producer.
- May have to cover stories without a reporter or until a decision is made on whether to assign a reporter.
- Works with reporter to get complete story and makes suggestions on how story should be produced.
- Edits stories.
- Suggests stories and/or pictorial essays to assignment desk.
- Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance.
- Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station.
- Monitors scanners in vehicles from news stories.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- College degree desired.
- Know how to use ½" beta photographic and editing equipment; working knowledge of remote/live production.
- Minimum 3 years experience as news or production photographer preferred.
- At least 2 years experience in editing videotape preferred.
- Strong background in ENG (electronic news gathering) operations.
- SNG (satellite news gathering) experience preferred.
- Good organizational skills.
- Must be able to drive a car. Must have valid Indiana driver's license and good driving record.
- Usually 8-hour workdays, 5 days a week; may be required to work additional hours or days. Shift can vary from early morning to late night and can be changed to meet department's needs.
- Ability to lift in excess of 50 pounds on a regular basis.
- Maintains a positive attitude and has a teamwork mentality.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

- 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.

 Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

Harbison, Jessica

From: Fischer, Greta **Sent:** Thu 9/27/2007 10:32 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica; O'Sullivan, Dan
Subject: FOX59/CW 4 JOB POSTINGS
Attachments:  [Producer AM2.doc\(110KB\)](#)  [photographer sng2.DOC\(112KB\)](#)  [account executive new business2.doc\(110KB\)](#)

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has full-time openings available for a **Morning News Producer** and **Photographer** in our **News Department** as well as **Business Development Account Executives** in our **Sales Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com






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Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.8276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0893 (Fax)

Email:
INDBA@aol.com

Opportunities/Employment

< [Back to Job Listings](#)

Yo

News Photographer posted: Sep 26 2007

Start Date: Immediately

[ch

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree desired. 3 to 5 years shooting experience required. Know how to use 1/2" beta photographic and editing equipment; working knowledge of remote/live production. Strong background in ENG (electronic news gathering) operations. SNG (satellite news gathering) a plus. Non-linear editing skills required. Must be creative, flexible, positive, team oriented, and work well under deadline pressure. Ability to lift in excess of 50 pounds on a regular basis. Holidays and weekends required.

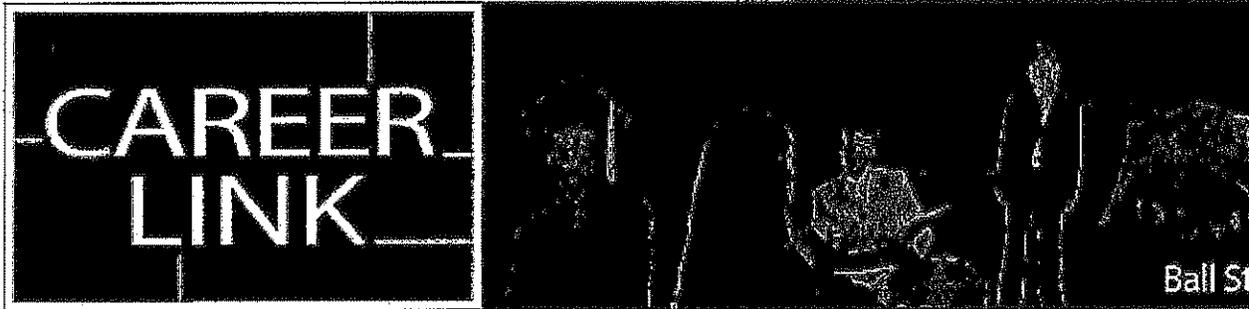
Job Description:

Shoot and edit daily news packages and handle live shots for nightly 10pm newscast. May work on long form, highly produced enterprise/feature stories. Edits material to match script prepared by reporter, producer or associate producer. May have to cover stories without a reporter or until a decision is made on whether to assign a reporter. Works with reporter to get complete story and makes suggestions on how story should be produced. Edits stories. Suggests stories and/or pictorial essays to assignment desk. Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance. Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station. Monitors scanners in vehicles from news stories. Other duties as assigned by supervisor.

Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

News Photographer

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: News Photographer

Number of Openings: 1

Description: Shoot and edit daily news packages and handle live shots for nightly 10pm newscast. May work on long form, highly produced enterprise/feature stories. Edits material to match script prepared by reporter, producer or associate producer. May have to cover stories without a reporter or until a decision is made on whether to assign a reporter. Works with reporter to get complete story and makes suggestions on how story should be produced. Edits stories. Suggests stories and/or pictorial essays to assignment desk. Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance. Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station. Monitors scanners in vehicles from news stories. Other duties as assigned by supervisor.

Location:

Location
 City
 Indianapolis
 State
 Indiana
 Country
 United States

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media/TCOM - Production, College of Communication, Information & Media/TCOM - News, College of Communication, Information & Media/TCOM - Film & Television Studies

Desired Class Level(s): Alumnus/Alumna

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
 Sep 26, 2007

Applications Accepted Until:
 Oct 10, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Salary Level: 0

Job Function: Communications - Broadcasting

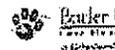
Qualification: College degree desired. 3 to 5 years shooting experience required. Know how to use 1/2" beta photographic and editing equipment; working knowledge of remote/live production. Strong background in ENG (electronic news gathering) operations. SNG (satellite news gathering) a plus. Non-linear editing skills required. Must be creative, flexible, positive, team oriented, and work well under deadline pressure. Ability to lift in excess of 50 pounds on a regular basis. Holidays and weekends required.

Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.



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Job Details

Job Title:
News Photographer

Opportunity Type:
Job

Description:
College degree desired. 3 to 5 years shooting experience required. Know how to use 1/2" beta photographic and editing equipment; working knowledge of remote/live production. Strong background in ENG (electronic news gathering) operations. SNG (satellite news gathering) a plus. Non-linear editing skills required. Must be creative, flexible, positive, team oriented, and work well under deadline pressure. Ability to lift in excess of 50 pounds on a regular basis. Hollidays and weekends required.

Shoot and edit daily news packages and handle live shots for nightly 10pm newscast. May work on long form, highly produced enterprise/feature stories. Edits material to match script prepared by reporter, producer or associate producer. May have to cover stories without a reporter or until a decision is made on whether to assign a reporter. Works with reporter to get complete story and makes suggestions on how story should be produced. Edits stories. Suggests stories and/or pictorial essays to assignment desk. Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance. Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station. Monitors scanners in vehicles from news stories. Other duties as assigned by supervisor.

Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting

Period Of Employment:
Other

Cover Letter Required:
Yes

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 9/26/07
By Greta Fischer (WXIN Fox 59)

Created: 9/26/07
By Greta Fischer (WXIN Fox 59)

Other Requested Materials:

Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; It simply provides potential applicants with more insight into your ideal candidate.

Degree:

Bachelors

Major/Concentration:

Electronic Media, Multimedia Studies, Telecommunication Arts

Student Status:

Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.

Edit

WXIN-FOX 59/WTTV-CW 4

Function	Not Specified, Other
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	News Photographer
Job Description	<p>College degree desired. 3 to 5 years shooting experience required. Know how to use 1/2" beta photographic and editing equipment; working knowledge of remote/live production. Strong background in ENG (electronic news gathering) operations. SNG (satellite news gathering) a plus. Non-linear editing skills required. Must be creative, flexible, positive, team oriented, and work well under deadline pressure. Ability to lift in excess of 50 pounds on a regular basis. Holidays and weekends required.</p> <p>Shoot and edit daily news packages and handle live shots for nightly 10pm newscast. May work on long form, highly produced enterprise/feature stories. Edits material to match script prepared by reporter, producer or associate producer. May have to cover stories without a reporter or until a decision is made on whether to assign a reporter. Works with reporter to get complete story and makes suggestions on how story should be produced. Edits stories. Suggests stories and/or pictorial essays to assignment desk. Keeps assigned equipment and/or vehicle in good working condition. Makes sure camera equipment and vehicle receive proper and timely maintenance. Ability to set-up remotes to allow transmission of pictures or live from-the-scene reports back to station. Monitors scanners in vehicles from news stories. Other duties as assigned by supervisor.</p> <p>Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.</p>

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US

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POSITION AVAILABLE

Date Submitted	11/15/07
Department	Engineering
Position	Master Control Operator
Date Available	Immediately

Job Description: Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Qualifications Necessary: College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control room experience required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Manual dexterity for computer operation. Sight and hearing for on-air monitoring.

Application Deadline: 12/01/07

Ad Copy (exactly as you wish it to read): Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in a broadcast control room and/or live production experience required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Regional newspapers (South Bend, Champaign, Dayton), Indianapolis Recorder, TVJobs.com, university/minority contact listing, Inside Track, Medialine

Harbison, Jessica

From: Fischer, Greta
Sent: Monday, November 19, 2007 8:41 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Master Control Operator** in our **Engineering Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfisher@tribune.com

11/19/2007



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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Master Control Operator

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Master Control Operator

Number of Openings: 1

Description: Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Location:

Location
 City
 Indianapolis
 State
 Indiana
 Country
 United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
 Nov 19, 2007

Applications Accepted Until:
 Dec 03, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media/TCOM - Production, College of Communication, Information & Media/TCOM - Film & Television Studies

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting

Qualification: College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred.

Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVX/Pathfire) preferred.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.






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- EAS
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- Member Radio & TV Stations
- My Member Packet
- Publications
- Student Page
- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 151
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
INDBA@aol.com

Opportunities/Employment

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Master Control Operator posted: Nov 19 2007

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

Job Description:

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

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WXIN-FOX 59/WTTV-CW 4

Function Not Specified, Other

Job Location Indiana-Indianapolis

Job Level Full-time (Experienced)

Job Title Master Control Operator

Job Description College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Positions Available 1

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US



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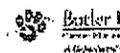
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Job Details

Job Title:
Master Control Operator

Opportunity Type:
Job

Description:
College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVX/Pathfire) preferred.

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting, Not Specified, Other

Period Of Employment:
Other

Cover Letter Required:
Yes

Other Requested Materials:
Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Interview Schedules
This job will not have an inter schedule attached.
Modification History
Last Modified: 11/19/07 By Greta Fischer (WXIN Fox 59)
Created: 11/19/07 By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as "Desired". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.





TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: November 19, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

Master Control Operator

Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in a broadcast control room and/or live production experience required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

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 IN 46254
 Phone: (317) 297-2414
 Fax: (317) 290-2414
 (317) 628-6411

carpenter.com/tharris

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 t. • Indpls. IN. 46205
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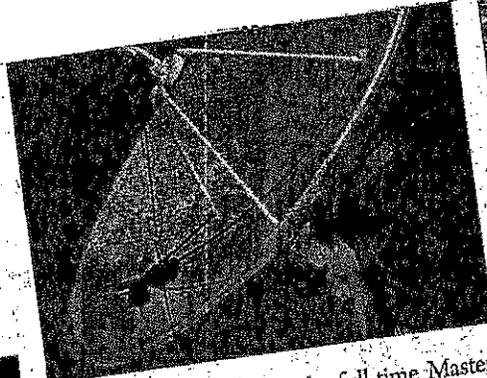
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Call me today for the
 attention you deserve.
 (317) 334-0900

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 and qualifications. Allstate Insurance
 and Casualty Insurance Company,
 Insurance Company.

Learn more at...



Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in a broadcast control room and/or live production experience required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirement to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.



Drivers:

Local - 160 Mile Radius
 Paid Hourly, 1 week Vac,
 Ins. f \$16.00/hr! Full/Part
 Time. CDL - A 2 yrs Exp.
 S&H Transport
 641-938-2749
 641-799-8763

Section 8 Homes
 (No Voucher needed)

- 1BR / 1BA
- 2BR / 1 or 2 BA
- 3BR / 1 or 2 BA

Call Paulette
 923-8191 or 923-4845
 1815 N. Meridian #301

**SHE MAY
 NOT LIVE
 TO SEE**

**She is running out
 of breath and running
 out of time...**

Thousands of young women
 are living with a deadly lung
 disease called LAM—and don't
 know they have it. LAM is often
 misdiagnosed as asthma or
 chronic bronchitis. There is no
 known cure.

100% - 50%
 100% - 50%
 100% - 50%

POSITION AVAILABLE

Date Submitted 09/26/07
Department News
Position Morning News Producer
Date Available Immediately

Job Description: Responsible for using the materials and staff available to produce a quality newscast that holds its present audience while attracting a significant number of viewers from newscasts on competing stations. Coordinates with the newscast director to control the news broadcast from start to finish when it's on the air. Participates in daily meetings and contributes ideas toward setting the news agenda for the day. Monitors the progress of assigned stories, consults with reporters on best way to showcase their reports. Assigns tasks to writers with specific instructions and proofreads/edits copy to ensure it is factual, balanced, complete, clear and concise. Stays on top of breaking news situations and makes good decisions in changing situations. Keeps all essential personnel, including the anchor team, the director and technical/production crew updated as necessary, especially when there are changes in or additions to the program. Monitors changing news situations throughout the day; reads local newspapers and watches all local newscasts. Writes compelling teases. Assists executive producer or managing editor in reading scripts to make sure they are factual, balanced, clear and visually appropriate. Other duties as assigned.

Qualifications Necessary: College degree in a related field required. At least 3 years experience producing a live television newscast desired. Working knowledge of ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Effective writing skills. Good organizational skills. Excellent communication skills. Stays informed on current affairs. Can perform duties and make decisions under deadline pressure. Must be willing to work an early sunrise shift.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Vision and hearing

Application Deadline: 10/10/07

Ad Copy (exactly as you wish it to read): WXIN FOX 59 seeks News Producer to join the Emmy-winning *Fox 59 Morning News*. Successful candidate will be a producer with terrific writing skills, an eye for great video and the ability to write teases that will bring viewers to the newscast and keep them there. A college degree in broadcast journalism or related major preferred, as are at least 3 years producing experience, familiarity with ENG/SNG newsgathering, solid organizational skills and people skills that will keep everyone working as a team for our viewers. Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): TVJobs.com, TV Spy, Medialine, minority/university contacts, Inside Track, selected regional newspapers



TO: Sharon Maxey, Classified Advertising, FAX 317/921-6653
FROM: Jessica Harbison
DATE: September 26, 2007
RE: AD PLACEMENT

Please place the following employment classified advertisement in the next available edition:

PHOTOGRAPHER/SATELLITE TRUCK OPERATOR

WXIN FOX59 seeks a creative News Photographers to join the Emmy-winning Fox 59 News at Ten. If you are flexible, enthusiastic, team oriented and take an innovative approach to every assignment -- be it live shot, VO or PKG -- we want to hear from you. At least 3 years shooting experience in a newsroom setting, ENG/SNG and non-linear editing skills required. Must work well under deadline pressure. Mail resume and cover letter, plus a non-returnable VHS with samples of your work to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

NEWS PRODUCER

WXIN FOX 59 seeks News Producer to join the Emmy-winning *Fox 59 Morning News*. Successful candidate will be a producer with terrific writing skills, an eye for great video and the ability to write teases that will bring viewers to the newscast and keep them there. A college degree in broadcast journalism or related major preferred, as are at least 3 years producing experience, familiarity with ENG/SNG newsgathering, solid organizational skills and people skills that will keep everyone working as a team for our viewers. Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE

WXIN FOX59 and WTTV CW4 seek a Business Development Account Executive with experience and proven success in newspaper, yellow pages, radio, outdoor, cable, internet or other B-to-B sales consisting of regular prospecting, cold-calling and face presentations. Knowledge of NSI and television sales research tools a plus. Exceptional presentation and communication skills required. Valid driver's license and good driving record required. Send resume with cover letter stating position desired and referral source to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Please send the invoice to the attention of Greta Fischer, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. If you have any questions, please contact me at 317/715-6229. Thank you!

 Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

Harbison, Jessica

From: Fischer, Greta **Sent:** Thu 9/27/2007 10:32 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; NATAS, Cleveland Chapter; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Harbison, Jessica; O'Sullivan, Dan
Subject: FOX59/CW 4 JOB POSTINGS
Attachments:  [Producer AM2.doc\(110KB\)](#)  [photographer sng2.DOC\(112KB\)](#)  [account executive new business2.doc\(110KB\)](#)

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has full-time openings available for a **Morning News Producer** and **Photographer** in our **News Department** as well as **Business Development Account Executives** in our **Sales Department**. The job postings are enclosed. We seek your help in referring qualified applicants for these positions.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
 (317) 632.5900
gfischer@tribune.com






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- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6276 (Indiana Only)
 317.573.0119 (Direct line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

[« Back to Job Listings](#)

News Producer posted: Sep 26 2007

Start Date: immediately

Emp. Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree in a related field required. At least 3 years experience producing a live television newscast desired. Working knowledge of ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Effective writing skills. Good organizational skills. Excellent communication skills. Stays informed on current affairs. Can perform duties and make decisions under deadline pressure. Must be willing to work an early sunrise shift.

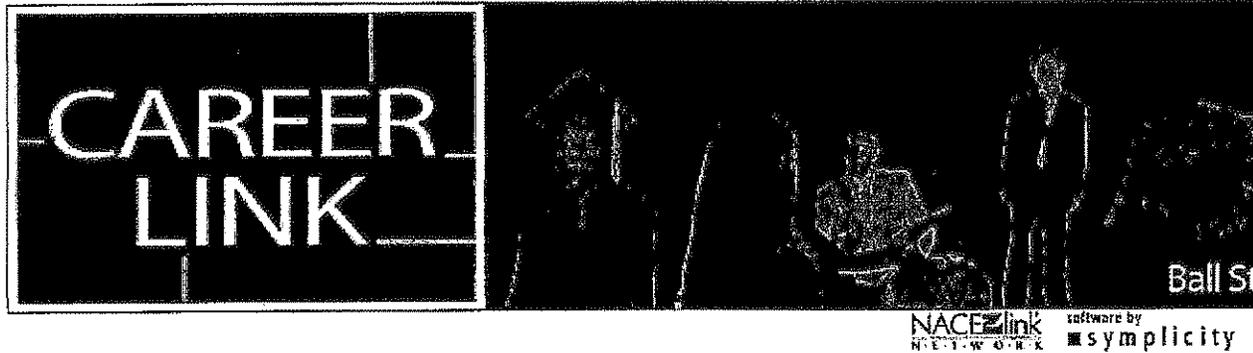
Job Description:

Responsible for using the materials and staff available to produce a quality newscast that holds its present audience while attracting a significant number of viewers from newscasts on competing stations. Coordinates with the newscast director to control the news broadcast from start to finish when it's on the air. Participates in daily meetings and contributes ideas toward setting the news agenda for the day. Monitors the progress of assigned stories, consults with reporters on best way to showcase their reports. Assigns tasks to writers with specific instructions and proofreads/edits copy to ensure it is factual, balanced, complete, clear and concise. Stays on top of breaking news situations and makes good decisions in changing situations. Keeps all essential personnel, including the anchor team, the director and technical/production crew updated as necessary, especially when there are changes in or additions to the program. Monitors changing news situations throughout the day; reads local newspapers and watches all local newscasts. Writes compelling teases. Assists executive producer or managing editor in reading scripts to make sure they are factual, balanced, clear and visually appropriate. Other duties as assigned.

Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

News Producer, AM

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: News Producer, AM

Number of Openings: 1

Description: Responsible for using the materials and staff available to produce a quality newscast that holds its present audience while attracting a significant number of viewers from newscasts on competing stations. Coordinates with the newscast director to control the news broadcast from start to finish when it's on the air. Participates in daily meetings and contributes ideas toward setting the news agenda for the day. Monitors the progress of assigned stories, consults with reporters on best way to showcase their reports. Assigns tasks to writers with specific instructions and proofreads/edits copy to ensure it is factual, balanced, complete, clear and concise. Stays on top of breaking news situations and makes good decisions in changing situations. Keeps all essential personnel, including the anchor team, the director and technical/production crew updated as necessary, especially when there are changes in or additions to the program. Monitors changing news situations throughout the day; reads local newspapers and watches all local newscasts. Writes compelling teases. Assists executive producer or managing editor in reading scripts to make sure they are factual, balanced, clear and visually appropriate. Other duties as assigned.

Location:

Location

City
Indianapolis

State
Indiana

Country
United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Sep 26, 2007

Applications Accepted Until:
Oct 10, 2007

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

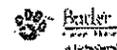
Job Function: Communications - Broadcasting, Communications - Journalism/Pub

Qualification: College degree in a related field required. At least 3 years experience producing a live television newscast desired. Working knowledge of ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Effective writing skills. Good organizational skills. Excellent communication skills. Stays informed on current affairs. Can perform duties and make decisions under deadline pressure. Must be willing to work an early sunrise shift. . Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.



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Job Details

Job Title:

News Producer

Opportunity Type:

Job

Description:

College degree in a related field required. At least 3 years experience producing a live television newscast desired. Working knowledge of ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Effective writing skills. Good organizational skills. Excellent communication skills. Stays informed on current affairs. Can perform duties and make decisions under deadline pressure. Must be willing to work an early sunrise shift.

Responsible for using the materials and staff available to produce a quality newscast that holds its present audience while attracting a significant number of viewers from newscasts on competing stations. Coordinates with the newscast director to control the news broadcast from start to finish when it's on the air. Participates in daily meetings and contributes ideas toward setting the news agenda for the day. Monitors the progress of assigned stories, consults with reporters on best way to showcase their reports. Assigns tasks to writers with specific instructions and proofreads/edits copy to ensure it is factual, balanced, complete, clear and concise. Stays on top of breaking news situations and makes good decisions in changing situations. Keeps all essential personnel, including the anchor team, the director and technical/production crew updated as necessary, especially when there are changes in or additions to the program. Monitors changing news situations throughout the day; reads local newspapers and watches all local newscasts. Writes compelling teases. Assists executive producer or managing editor in reading scripts to make sure they are factual, balanced, clear and visually appropriate. Other duties as assigned.

Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, IN

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Broadcasting, Editorial, Writing

Period Of Employment:

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 9/26/07 By Greta Fischer (WXIN Fox 59)
Created: 9/26/07 By Greta Fischer (WXIN Fox 59)

Other

Cover Letter Required:

Yes

Other Requested Materials:

Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:

Bachelors

Major/Concentration:

Communications, Journalism, Telecommunication Arts

Student Status:

Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.

Edit

WXIN-FOX 59/WTTV-CW 4

Function	Not Specified, Other, Editorial
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	News Producer
Job Description	College degree in a related field required. At least 3 years experience producing a live television newscast desired. Working knowledge of ENG (Electronic News Gathering) and SNG (Satellite News Gathering) operations. Effective writing skills. Good organizational skills. Excellent communication skills. Stays informed on current affairs. Can perform duties and make decisions under deadline pressure. Must be willing to work an early sunrise shift.

Responsible for using the materials and staff available to produce a quality newscast that holds its present audience while attracting a significant number of viewers from newscasts on competing stations. Coordinates with the newscast director to control the news broadcast from start to finish when it's on the air. Participates in daily meetings and contributes ideas toward setting the news agenda for the day. Monitors the progress of assigned stories, consults with reporters on best way to showcase their reports. Assigns tasks to writers with specific instructions and proofreads/edits copy to ensure it is factual, balanced, complete, clear and concise. Stays on top of breaking news situations and makes good decisions in changing situations. Keeps all essential personnel, including the anchor team, the director and technical/production crew updated as necessary, especially when there are changes in or additions to the program. Monitors changing news situations throughout the day; reads local newspapers and watches all local newscasts. Writes compelling teases. Assists executive producer or managing editor in reading scripts to make sure they are factual, balanced, clear and visually appropriate. Other duties as assigned.

Send resume, cover letter and non-returnable VHS or DVD of your latest newscast to: Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
 Address : 6910 Network Place
 Indianapolis IN 46278 US



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POSITION AVAILABLE

Date Submitted: 01/22/08
Department: News
Position: Morning Anchor
Date Available: 04/01/08

Job Description: Works as a member of the Fox 59 Morning News team to present news and information, conduct interviews, participate in demonstrations and otherwise contribute to the newscast and other station programming. Writes and/or proofreads stories on assigned broadcasts. Reports on and produces pieces to air during the newscast. Consistently contributes story ideas and coverage angles for newscasts. Develops and maintains productive relationships with community contacts and news sources. Reads newspapers, books and magazines, and watches newscasts to stay informed on current events. Works with executive producer, producers, reporters and writers on assigned newscast. Monitors news feeds when necessary. Answers viewer phone calls, mail and e-mail. Contributes a blog to the station's website. Performs public speaking engagements, makes other appearance deemed important to the station image by management, and represents WXIN to the general public. Other duties as assigned by supervisor.

REQUIREMENTS: Talent as a story-teller and on-air news anchor. Strong curiosity about his fellow citizens, the community, the nation, the world. A burning desire to stay informed and to share information with others. Experience reporting and anchoring, preferably a minimum of five years on a morning newscast in a major market. College degree or equivalent. Effective writing skills. Strong organizational skills. Ability to translate constructive criticism into action. Ability to work as a member of a team, and to be effective and maintain control under deadline pressure and in breaking news situations.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Vision and hearing.

Application Deadline: 2/08/08

Ad Copy (exactly as you want it to read): FOX 59 WXIN, a Tribune Broadcasting station serving Indianapolis and Central Indiana, seeks an anchor to join the Fox 59 Morning News team. We have just expanded our morning newscast by an hour, started simulcasting it to homes throughout Indiana and now need a strong, personable, capable story-teller to help us keep growing. Successful candidate will have the communication skills that allow him to connect with our viewers; a strong curiosity about the community, the nation and the world; a burning need to be informed and to share that information with our viewers. Degree in broadcast journalism or related field preferred. At least 5 years anchoring and/or reporting experience in a television newsroom required. Send resume, cover letter stating position desired, referral source and salary requirements plus a non-returnable VHS or DVD with your latest newscast to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Station web sites, Tribune company-wide posting, Careerbuilder, Medialine, TV Spy, TVJobs.com, Indianapolis Recorder, minority and university contact list

Other Information: **Job offer contingent upon favorable results of substance abuse testing and background investigation**

Open req 13366BR Anchor, Morning ? Help

The req 13366BR: Anchor, Morning has been opened.

OK

Williams, Jennifer

From: Fischer, Greta
Sent: Friday, January 25, 2008 3:32 PM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Williams, Jennifer
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Morning News Anchor** in our **News Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

1/25/2008

Media/TCOM - Film & Television Studies

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Communications - Broadcasting

Qualification: Talent as a story-teller and on-air news anchor. Strong curiosity about his fellow citizens, the community, the nation, the world. A burning desire to stay informed and to share information with others. Experience reporting and anchoring, preferably a minimum of five years on a morning newscast in a major market. College degree or equivalent. Effective writing skills. Strong organizational skills. Ability to translate constructive criticism into action. Ability to work as a member of a team, and to be effective and maintain control under deadline pressure and in breaking news situations. Send resume, cover letter stating position desired, referral source and salary requirements plus a non-returnable VHS or DVD with your latest newscast to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.






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- Inspection Program
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- Legal Services
- Legislative
- Member Radio & TV Stations
- My Member Packet
- Publications
- Student Page
- Used Broadcast Equipment

Address:
 3003 E. 98th St., Ste. 161
 Indianapolis, IN 46280

Phone Numbers:
 800.342.6275 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

[« Back to Job Listings](#)

Morning News Anchor posted: Jan 25 2008

Start Date: immediately
Emp Type: Full-Time
Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:
 Talent as a story-teller and on-air news anchor. Strong curiosity about his fellow citizens, the community, the nation, the world. A burning desire to stay informed and to share information with others. Experience reporting and anchoring, preferably a minimum of five years on a morning newscast in a major market. College degree or equivalent. Effective writing skills. Strong organizational skills. Ability to translate constructive criticism into action. Ability to work as a member of a team, and to be effective and maintain control under deadline pressure and in breaking news situations.

Job Description:
 Works as a member of the Fox 59 Morning News team to present news and information, conduct interviews, participate in demonstrations and otherwise contribute to the newscast and other station programming. Writes and/or proofreads stories on assigned broadcasts. Reports on and produces pieces to air during the newscast. Consistently contributes story ideas and coverage angles for newscasts. Develops and maintains productive relationships with community contacts and news sources. Reads newspapers, books and magazines, and watches newscasts to stay informed on current events. Works with executive producer, producers, reporters and writers on assigned newscast. Monitors news feeds when necessary. Answers viewer phone calls, mail and e-mail. Contributes a blog to the station's website. Performs public speaking engagements, makes other appearance deemed important to the station image by management, and represents WXIN to the general public. Other duties as assigned by supervisor.

Send resume, cover letter stating position desired, referral source and salary requirements plus a non-returnable VHS or DVD with your latest newscast to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

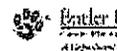
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Job Details

Job Title:
Morning Anchor

Opportunity Type:
Job

Description:
Works as a member of the Fox 59 Morning News team to present news and information, conduct interviews, participate in demonstrations and otherwise contribute to the newscast and other station programming. Writes and/or proofreads stories on assigned broadcasts. Reports on and produces pieces to air during the newscast. Consistently contributes story ideas and coverage angles for newscasts. Develops and maintains productive relationships with community contacts and news sources. Reads newspapers, books and magazines, and watches newscasts to stay informed on current events. Works with executive producer, producers, reporters and writers on assigned newscast. Monitors news feeds when necessary. Answers viewer phone calls, mail and e-mail. Contributes a blog to the station's website. Performs public speaking engagements, makes other appearance deemed important to the station image by management, and represents WXIN to the general public. Other duties as assigned by supervisor.

Talent as a story-teller and on-air news anchor. Strong curiosity about his fellow citizens, the community, the nation, the world. A burning desire to stay informed and to share information with others. Experience reporting and anchoring, preferably a minimum of five years on a morning newscast in a major market. College degree or equivalent. Effective writing skills. Strong organizational skills. Ability to translate constructive criticism into action. Ability to work as a member of a team, and to be effective and maintain control under deadline pressure and in breaking news situations.

Send resume, cover letter stating position desired, referral source and salary requirements plus a non-returnable VHS or DVD with your latest newscast to Human Resources, WXIN-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting

Period Of Employment:

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 1/25/08
By Greta Fischer (WXIN Fox 59)

Created: 1/25/08
By Greta Fischer (WXIN Fox 59)



POSITION AVAILABLE

Date Submitted	01/23/08
Department	Sales
Position	Research Coordinator
Date Available	Immediately

Job Description: Coordinates the sales research process and helps position Tribune Indiana positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Other duties as assigned by supervisor.

Qualifications Necessary: Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

Other Information: **Job offer contingent upon favorable results of pre-employment substance abuse testing and background investigation**

Application Deadline: 02/06/08

Ad Copy: WXIN FOX 59 and WTTV CW4 seek a Research Coordinator to coordinate the sales research process and help position the stations positively with clients. Successful candidate will pull overnight ratings, prepare custom research presentations and assist Research Director with special projects and major presentations. Bachelor's degree in related field preferred. Position requires strong math skills, attention to detail and the ability to manage multiple projects in a deadline-driven environment. Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

POSITION AVAILABLE

Date Submitted	01/23/08
Department	Sales
Position	Research Coordinator
Date Available	Immediately

Job Description: Coordinates the sales research process and helps position WXIN/WTTV positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Monitors competitive media spending reports (CMR). Other duties as assigned by supervisor.

Qualifications Necessary: Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision and hearing.

Application Deadline: 02/06/08

Ad Copy (exactly as you wish it to read): WXIN FOX 59 and WTTV WB4 seek a Research Coordinator to coordinate the sales research process and help position the stations positively with clients. Successful candidate will pull overnight ratings, prepare custom research presentations and assist Research Director with special projects and major presentations. Bachelor's degree in related field preferred. Position requires strong math skills, attention to detail and the ability to manage multiple projects in a deadline-driven environment. Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Indianapolis Recorder, Inside Track, minority/university listing, station web sites

Open req 13351BR Coord, Research ? Help

The req 13351BR: Coord, Research has been opened.

OK

Williams, Jennifer

From: Fischer, Greta
Sent: Wednesday, January 23, 2008 12:28 PM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Williams, Jennifer
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Research Coordinator** in our **Sales Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

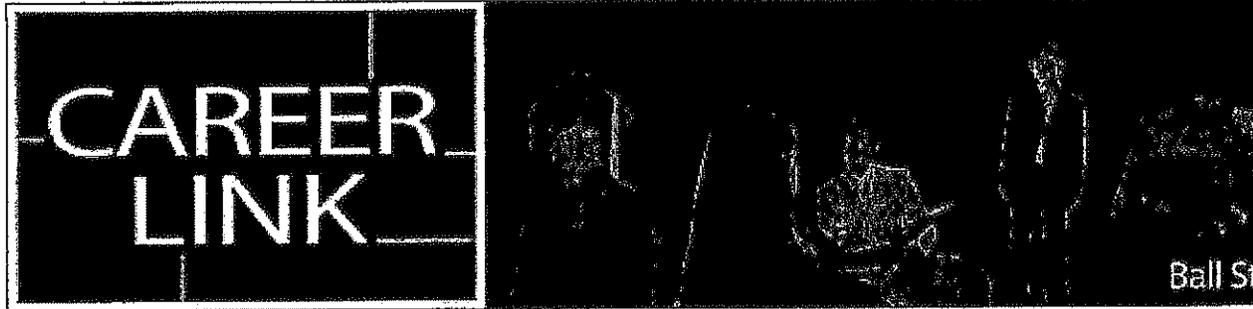
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

1/25/2008



Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

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Research Coordinator

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Research Coordinator

Number of Openings: 1

Description: Coordinates the sales research process and helps position Tribune Indiana positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Other duties as assigned by supervisor.

Location:

Location
City Indianapolis
State Indiana
Country United States

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Job Function: Marketing Research, Sales

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Jan 23, 2008

Applications Accepted Until:
Feb 06, 2008

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Qualification: Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.



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Opportunities/Employment

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Research Coordinator posted: Jan 23 2008

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
 6910 Network Place
 Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

Job Description:

Coordinates the sales research process and helps position Tribune Indiana positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Other duties as assigned by supervisor.

Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Sales, Marketing
Job Location	Indiana-Indianapolis
Job Level	Full-time (Entry-Level)
Job Title	Research Coordinator
Job Description	<p>Coordinates the sales research process and helps position Tribune Indiana positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Other duties as assigned by supervisor.</p>

Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Positions Available 1

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US



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Job Details

Job Title:

Research Coordinator

Opportunity Type:

Job

Description:

Coordinates the sales research process and helps position Tribune Indiana positively with clients. Pulls overnight ratings and posts for staff daily. Creates daily overnight success one-sheets when applicable. Assists national and local sales efforts with presentations and use of qualitative research. Coordinates the execution of sales one-sheets with Research Director. Develops estimates for new programming with rep firm, Research Director and Director of Sales. Assists Research Director with special projects and major presentations. Assists in training of new Account Executives and Account Coordinators on all research matters. Collects, maintains and distributes a variety of TV industry research data. Participates in ratings book breakout meetings. Other duties as assigned by supervisor.

Bachelor's degree in related field preferred. Strong math skills and attention to detail. Strong interest in television programming and audience measurement. Ability to manage multiple projects concurrently.

Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):

Indianapolis, IN

Compensation Type:

Paid

Job Status:

Full-Time

Job Function:

Marketing, Sales

Period Of Employment:

Other

Cover Letter Required:

Yes

Other Requested Materials:

Send resume to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Interview Schedules

This job will not have an interview schedule attached.

Modification History

Last Modified: 1/23/08

By Greta Fischer (WXIN Fox 59)

Created: 1/23/08

By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as "**Desired**". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:

Bachelors

Major/Concentration:

Marketing, Mathematics

Student Status:

Alumnus/a

Work Authorization Status:

Other

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.



POSITION AVAILABLE

Date Submitted	02/07/08
Department	G&A
Position	Receptionist/HR Assistant
Date Available	Immediately

Job Description: Answers main switchboard and greets visitors, as well as provide support to Human Resources. Maintains multiple databases and FCC regulated EEO data, posts jobs internally and externally, generates correspondence to applicants and coordinates drug screens, background checks and interviews. Performs clerical tasks such as mass mailings and responding to customer inquiries by email. Collates and stuffs accounting invoices, sales contract confirmations and other mailings. Others duties as assigned by supervisor.

Qualifications Necessary: Computer literacy, typing and data entry, exceptional telephone skills, customer service, enthusiastic and professional demeanor, dependability and flexibility.

List any Physical Requirements or Restrictions (for major responsibilities of position): Vision, hearing and dexterity for computer and telephone duties.

Application Deadline: 02/29/08

Ad Copy (exactly as you wish it to read): Broadcasting partners, Fox 59 and CW4 seek Receptionist/HR Assistant to answer the main switchboard, greet customers and perform administrative tasks. Computer literacy, typing and data entry proficiency, exceptional telephone and customer service skills, dependability, and an enthusiastic, professional demeanor are required. The successful candidate will maintain databases, generate applicant correspondence, and coordinate drug screens, background checks and interviews. Perform clerical assignments such as filing, preparing mail merges, and responding to customer inquiries. Previous human resources experience is a plus. If you are looking to join a fun, growing team, mail resume and cover letter, including salary requirements, to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE. No phone calls please.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Indianapolis Star, Indianapolis Recorder, Minority organizations and area universities.

WXIN/WTTV-TV POSITION DESCRIPTION

POSITION: Receptionist **DATE:** 10/01/02

DEPARTMENT: General & Administrative

REPORTS TO: Mgr, Human Resources

ROLE To greet callers and visitors to the station and administratively support Human Resources and other areas of station operations.

RESPONSIBILITIES

- Answer switchboard and greet station visitors.
- Distribute front desk deliveries and packages to station personnel.
- Maintain FCC and Affirmative Action Plan regulated EEO databases.
- Log resumes received for open positions.
- Generate confirmation cards for applicants and prepare rejection letters for hiring managers.
- Maintains databases and performs data entry for various areas of station operations as needed.
- Place classified advertisements with newspapers, trade publications and other recruitment vehicles.
- Distributes job postings to minority organizations and universities.
- Assist in preparing for station luncheons and staff meetings.
- Collate and stuff accounting invoices, sales contract confirmations and other mailings.
- Audits accounting documentation v. programming logs.
- Provide organizational, administrative and clerical support to Human Resources Manager, VP/General Manager and Accounting department.
- Ensures lobby, front desk and work space have required supplies and marketing materials. Removes outdated information. Keeps lobby neat and ensures professional presentation to visitors, employees and guests.
- Type, file, fax, copy.
- Acts as back up to Mail Clerk.
- Other duties as assigned by supervisor.

REQUIREMENTS/QUALIFICATIONS

- High school diploma.
- Excellent telephone skills and a professional tone of voice.
- Good customer service and interpersonal skills.
- Exceptional verbal and written communication skills.
- Proficient in various software applications including, but not limited to, Excel and Word.
- Minimum 40 wpm typing.
- Detail orientation and accuracy.
- Familiarity with a variety of office equipment (copier, fax machine, etc.).
- Human resources experience a plus.

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

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

Open req 13445BR Receptionist ? Help

The req 13445BR: Receptionist has been opened.

OK

Williams, Jennifer

From: Fischer, Greta
Sent: Friday, February 08, 2008 11:05 AM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Williams, Jennifer
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Receptionist/HR Assistant** in our **General & Administrative Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

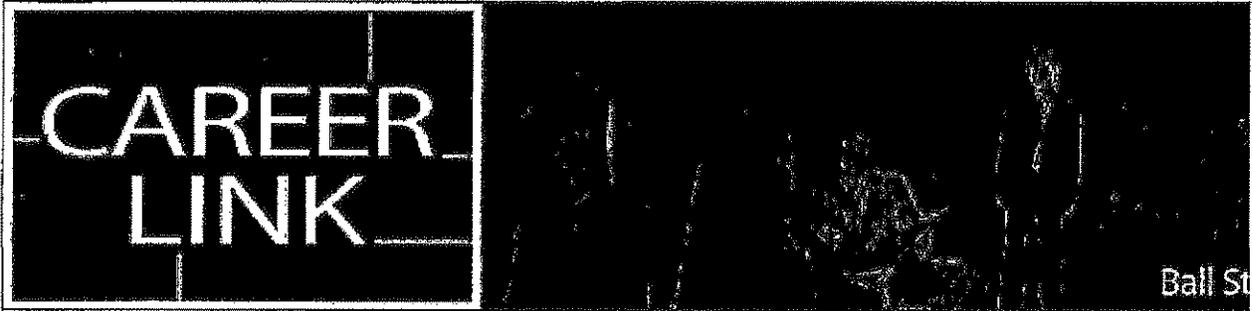
To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
FOX 59/ CW 4
Research Coordinator
(317) 632.5900
gfischer@tribune.com

2/8/2008



Greta Filscher @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

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 job postings

NACElink software by symplicity

Receptionist/HR Assistant

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Receptionist/HR Assistant

Number of Openings: 1

Description: Answers main switchboard and greets visitors, as well as provide support to Human Resources. Maintains multiple databases and FCC regulated EEO data, posts jobs internally and externally, generates correspondence to applicants and coordinates drug screens, background checks and interviews. Performs clerical tasks such as mass mailings and responding to customer inquiries by email. Collates and stuffs accounting invoices, sales contract confirmations and other mailings. Others duties as assigned by supervisor.

Location:

Location
City Indianapolis
State Indiana
Country United States

Application Status

You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates

Posted On:
Feb 08, 2008

Applications Accepted Until:
Feb 22, 2008

To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.

Position Type: Professional Employment

Salary Level: 0

Job Function: Office Administration

Qualification: Computer literacy, typing and data entry, exceptional telephone skills, customer service, enthusiastic and professional demeanor, dependability and flexibility.

. If you are looking to join a fun, growing team, mail resume and cover letter, including salary requirements, to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE. No phone calls please.






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 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Receptionist/HR Assistant posted: Feb 08 2008

Start Date: immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

Computer literacy, typing and data entry, exceptional telephone skills, customer service, enthusiastic and professional demeanor, dependability and flexibility.

Job Description:

Answers main switchboard and greets visitors, as well as provide support to Human Resources. Maintains multiple databases and FCC regulated EEO data, posts jobs internally and externally, generates correspondence to applicants and coordinates drug screens, background checks and interviews. Performs clerical tasks such as mass mailings and responding to customer inquiries by email. Collates and stuffs accounting invoices, sales contract confirmations and other mailings. Others duties as assigned by supervisor.

If you are looking to join a fun, growing team, mail resume and cover letter, including salary requirements, to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE. No phone calls please.

EOE

Application Qualifications

The following qualifications have been set as "Desired". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Major/Concentration:

Undecided, Undeclared

Student Status:

Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?

Yes

How do you want to receive applications?

Email each application as it is submitted.

[Edit](#)

POSITION AVAILABLE

Date Submitted	01/10/08
Department	Engineering
Position	Master Control Operator
Date Available	Immediately

Job Description: Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Qualifications Necessary: College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in a Master Control required. Computer knowledge and/or automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with server playback and recording and Beta SP/SX preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.

List any Physical Requirements or Restrictions (for major responsibilities of position):
Manual dexterity for computer operation. Sight and hearing for on-air monitoring.

Application Deadline: 01/24/07

Ad Copy (exactly as you wish it to read): Tribune Broadcasting seeks full-time Master Control Operators to work in our Indianapolis Regional Operating Center. Two years in a broadcast control room and/or live production experience required. Previous exposure to Louth automation and operation of satellite dishes/receivers a plus. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Other trade publications or organizations to post position to (provide contact name, address or phone number): Regional newspapers (South Bend, Champaign, Dayton), Indianapolis Recorder, TVJobs.com, university/minority contact listing, Inside Track, Medialine

Williams, Jennifer

From: Fischer, Greta
Sent: Tuesday, January 15, 2008 4:38 PM
To: 100 Black Men of Indianapolis; American Indian Center of Indiana; Anderson University; Brown College (Minnesota); Franklin College; Hanover College; Illinois Center for Broadcasting; Indianapolis Association of Black Journalists; Indianapolis Association of Black Journalists; Indianapolis Urban League; IUPUI; Kelley School of Business-Indianapolis; Latin Workforce Connection; Madison County Urban League; Marian College; National Association of Hispanic Journalists; National Society of Hispanic MBA's; Ohio & Illinois Centers for Broadcasting; Specs Howard School of Broadcast Arts; Training, Inc.; TV News Gigs; University of Southern Indiana; Vincennes University
Cc: Williams, Jennifer
Subject: FOX59/CW4 JOB POSTING

Dear Placement Professional;

Broadcasting partners WXIN FOX 59 and WTTV CW4 has a full-time opening available for a **Master Control Operator** in our **Engineering Department**. The job posting is enclosed. We seek your help in referring qualified applicants for this position.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex. Pursuant to guidelines of the Federal Communications Commission, we specifically encourage referral of qualified minority and female applicants.

To permit us to carry out FCC employment policies, it is important that any applicant referred to us through your organization advise us of that fact at the time they submit their application to us. Please emphasize to prospective applicants the importance of providing this information so that we will be able to report to the FCC on the effectiveness of our recruiting efforts.

Thank you for your assistance. If you know of any additional organizations that may be of assistance in our equal employment opportunity effort, your referral will be greatly appreciated.

Sincerely,

Greta Fischer
(317) 632.5900
gfischer@tribune.com

1/29/2008



Greta Fischer @ WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

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job postings

NACElink software by symlicity

Master Control Operator (copy)

Position Information

Employer: WXIN/WTTV, Fox 59 & WB4 (WXIN/WTTV, Fox 59 & WB4)

Division: WXIN/WTTV, Fox 59 & CW4

Title: Master Control Operator (copy)

Number of Openings: 1

Description: Broadcasting partners WXIN and WTTV seek full-time Master Control Operators. At least 2 years experience in a broadcast control room and/or live production preferred. Telecommunications degree or equivalent experience desired. Must be able to work independently during variable hours, including overnights, holidays and weekends. Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned. We offer an exceptional benefit package. Mail resume along with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location:

Location
City Indianapolis
State Indiana
Country United States

Position Type: Professional Employment

Desired Major(s): College of Communication, Information & Media

Desired Class Level(s): Alumnus/Alumna

Salary Level: 0

Application Status
You do not have any resumes available to submit. Please upload your resume and try again.

Important Dates
Posted On: Jan 15, 2008
Applications Accepted Until: Jan 29, 2008
To Apply for a job use the drop down menu in the Application Status section above to confirm the correct resume is selected (if you have more than one in your documents section). Then click Submit.



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- Student Page
- Used Broadcast Equipment

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 800.342.6278 (Indiana Only)
 317.573.0119 (Direct Line)
 317.573.0895 (Fax)

Email:
 INDBA@aol.com

Opportunities/Employment

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Master Control Operator posted: Jan 15 2008

Start Date: Immediately

Emp Type: Full-Time

Location: Indianapolis, IN

Station Information: WXIN/WTTV
6910 Network Place
Indianapolis, IN 46278

Contact Person: Human Resources

Required Skills:

College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVX/Pathfire) preferred.

Job Description:

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

EOE

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WXIN-FOX 59/WTTV-CW 4

Function	Not Specified, Other
Job Location	Indiana-Indianapolis
Job Level	Full-time (Experienced)
Job Title	Master Control Operator
Job Description	<p>College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VYVX/Pathfire) preferred.</p> <p>Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.</p> <p>Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.</p>

Positions Available 1

Contact Information

Employer : WXIN-FOX 59/WTTV-CW 4
Address : 6910 Network Place
Indianapolis IN 46278 US



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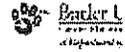
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Job Details

Job Title:
Master Control Operator

Opportunity Type:
Job

Description:
College degree in Telecommunications or equivalent experience preferred. At least 2 years experience in Master Control required. Computer knowledge and automation systems (Louth) preferred. Operation of satellite dish and receiver equipment preferred. Familiarity with Profile playback and recording and Beta Sp/SX formats preferred. Ability to work independently and work flexible schedule including nights, holidays and weekends. Ability to multi-task and work under deadlines. Knowledge of EAS/Amber Alert systems and weather alert systems preferred. Knowledge of satellite spot delivery systems (DGS/Media DVX/VVXX/Pathfire) preferred.

Responsible for operating on-air equipment, recording hardware and satellite dishes and receivers in live or recording situations. Prepares and edits material for on-air playback via automation system. Verifies material airing via program log. Monitors transmitters and tower lights under the FCC regulations. Other duties as assigned.

Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Location(s):
Indianapolis, IN; Indianapolis, IN

Compensation Type:
Paid

Job Status:
Full-Time

Job Function:
Broadcasting, Not Specified, Other

Period Of Employment:
Other

Cover Letter Required:
Yes

Other Requested Materials:
Rush resume with a cover letter stating referral source and salary requirements to Human Resources, WXIN/WTTV-TV, 6910 Network Place, Indianapolis, IN 46278. EOE.

Interview Schedules
This job will not have an interview schedule attached.
Modification History
Last Modified: 1/15/08 By Greta Fischer (WXIN Fox 59)
Created: 1/15/08 By Greta Fischer (WXIN Fox 59)

Application Qualifications

The following qualifications have been set as "Desired". This will not prevent students who don't meet this criteria from applying; it simply provides potential applicants with more insight into your ideal candidate.

Degree:
Bachelors

Major/Concentration:
Communications, Telecommunication Arts

Student Status:
Alumnus/a

Application Method

Do you want students to apply to this job online (via eRecruiting)?
Yes

How do you want to receive applications?
Email each application as it is submitted.

[Edit](#)