

Note to Exhibit C (FCC 2013 Random EEO Audit)

Since February 2011, I have served as WGBH's Talent Acquisition Manager. During the reporting periods covered by the two most recent EEO Public File Reports, I have been responsible for providing notification of full-time job openings to an array of groups and organizations and for publicizing openings by additional methods as reflected in the EEO Public File Reports attached at Exhibit A. I fulfill these responsibilities with the assistance of a Human Resources Assistant.

The Employment Unit broadly publicizes notice of each job vacancy through a standard process. First, the relevant department head or other hiring manager submits a job requisition request through WGBH's applicant tracking system (which is a custom tool built on the Salesforce platform) (referred to herein as the "Salesforce system"). The requisition includes information such as the title of the proposed position, compensation range, and reason for requesting the position.

Once the manager completes the requisition, the system automatically sends it to the Talent Acquisition Manager for review and approval. As Talent Acquisition Manager, I review the requisition to ensure that it contains accurate and necessary information, including the correct title and compensation range, and to ensure an appropriately detailed reason for requesting the position is included. I then send appropriate requisition requests through the Salesforce system to the Vice President of Human Resources and the Chief Operating Officer.

The Vice President of Human Resources and the Chief Operating Officer review the reasons for the requested position, considering factors such as the organization and department's budgets. If the Vice President of Human Resources and/or the Chief Operating Officer approve the position, I input their approval into the Salesforce system. The Salesforce system is integrated with WGBH's web site, www.wgbh.org, and the system for posting the approved position on WGBH's web site is automated. Accordingly, once the Vice President of Human Resources and/or the Chief Operating Officer approve the position through the Salesforce system, the system automatically causes the open position to be posted to WGBH's website. An illustrative screenshot of the page that displays pending job vacancy information to interested members of the public is attached as part of this Exhibit C. Moreover, the job descriptions that are posted to the WGBH website match those that are e-mailed to WGBH's standard list of recruitment sources (discussed further below). However, the Stations' going forward procedure also will include saving copies of online postings while they are displayed on the Stations' websites.

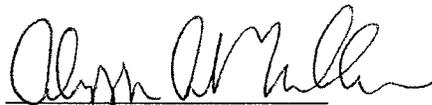
Each Friday, the Human Resources Assistant is responsible for reviewing the Salesforce system and identifies any positions that were created during the week. She then compiles (1) a job vacancy summary of each new position and (2) a list of all positions open on WGBH's web site (including both new positions and positions that were opened during prior weeks, but which have not yet been filled). This information is sent each Friday to more than twenty community organizations and schools by e-mail, which organizations have been selected to ensure wide dissemination of each new full-time job vacancy. The HR Assistant is responsible for maintaining documentation of these weekly e-mails, along with other recruitment of job vacancies. This Exhibit C encloses copies of these weekly job vacancy announcements from

throughout the reporting period. The Employment Unit's records of these weekly e-mails are complete except for e-mails sent during May 2012. To my understanding and believe, the e-mails were sent during May 2012, but documentation was not properly maintained during a period of Human Resources staff turnover. As the remainder of the documentation enclosed with Exhibit C demonstrates, however, the Employment Unit widely disseminated notice of job vacancies throughout the reporting period. Further, the Employment Unit is reviewing its procedures to determine what additional steps may be appropriate to ensure that personnel changes in the future do not impact its normal course EEO program implementation efforts.

Further, after a position is approved and posted on WGBH's web site, the Talent Acquisition Manager works with the appropriate hiring manager to identify whether there are any additional potential recruitment sources (including paid ads and media) that should be used in addition to WGBH's standard recruitment sources. Documentation of certain such additional recruitment is contained in his Exhibit C. Please note that during preparation of this audit response, the Employment Unit discovered a gap in records for a period from April 2012 to August 2012. The station is reviewing its processes and procedures to ensure more systematic documentation of these additional recruitment efforts (that go beyond the Unit's standard broad recruitment) so as to ensure documentation is retained and remains readily accessible even during a period of turnover in Human Resources staff.

Based on the Employment Unit's broad recruitment, the Employment Unit considers the applicants. As Talent Acquisition Manager, I sometimes conduct initial screening interviews of potential candidates. I then arrange for the appropriate hiring manager to meet the remaining candidates for in-person, telephone and/or online interviews, depending on the candidate's location and availability.

The Talent Acquisition Manager position was created in February 2011. Prior to that time, recruiting and hiring was done by the Human Resources Business Partners, who had general human resources experience and worked with assigned departments to help the departments manage hiring, employee and labor relations, and other needs.



Alyssa Mullen
Talent Acquisition Manager
September 30, 2013

C-1

Employment Opportunities

Share:

Welcome, Guest!

The secret ingredient behind WGBH's extraordinary impact and 60 years of success? Our talented employees make it happen. Working at WGBH puts you front and center at one of the nation's most vibrant media production centers. What WGBH employees all have in common—across the wide spectrum of careers—is their commitment to our educational mission <http://www.wgbh.org/about/mission.cfm>. Join the dedicated employees who bring their best to WGBH, day after day.

Login to access your WGBH Profile

Validate browser setup (recommended)

Username
 Password

Forgot Your Password? | New User?

Join Our Team

WGBH is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WGBH does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.

Jobs | Internships | Volunteer Opportunities | Download the current EEO Report (PDF)

Job Ref #	Job Title	Type	Application	Department	Location	Published Date
P-1183	Digital Producer	Part Time	Management	Interactive	Boston	9/24/2013
P-1186	Account Executive	Full Time	AEEF	National Marketing	Boston	9/19/2013
P-1185	Caption Technician	Full Time	AEEF	Media Access Group	Boston	9/18/2013
P-1172	Web Developer	Full Time	Management	Interactive	Boston	9/10/2013
P-1164	Reporter	Full Time	AEEF	Radio	Boston	9/6/2013
P-1167	Marketing/PR Account Manager, NOVA	Full Time	Management	Nova	Boston	9/6/2013
P-1150	Caption Writer	Full Time	AEEF	Media Access Group - LA	Los Angeles	9/4/2013
P-1152	Project Manager	Full Time	Management	Radio	Boston	9/4/2013
P-1186	Outreach Coordinator	Full Time	Management	Nova	Boston	9/4/2013
P-1148	News Digital Editor	Full Time	Management	Radio	Boston	8/27/2013

C-2

Reg # P0713

LinkedIn Order 26427611

LinkedIn Corporation
 2029 Stierlin Ct, Mountain View, CA 94043 USA
 Federal Tax ID: 47-0912023

Billed To:	Victoria Zimmerman 1 Guest Street Boston, MA 02135 United States 617-300-3740	Date:	11/09/2011
		Order Total:	US\$195.00
		Payment Method:	Visa *****8411
		Receipt #:	9273256

Item	Description	Quantity	Rate	Price
1	30-day Job Posting <ul style="list-style-type: none"> • Manager of Development Operations & Campaign Planning • WGBH - Greater Boston Area • Expires December 9, 2011 	1	US\$195.00	US\$195.00

Total Purchases:	US\$195.00
Sales Tax (0.00%):	US\$0.00
Order Total:	US\$195.00
Payment:	(US\$195.00)
Balance:	US\$0.00

Sarah Vershon

PO680

From: Sarah Vershon
Sent: October 11, 2011 12:03 PM
To: Alyssa Mullen
Subject: RE: Senior Program Manager

All set.

From: Alyssa Mullen
Sent: October 07, 2011 5:26 PM
To: Sarah Vershon
Subject: Senior Program Manager

132000
\$99 ✓

Hi Sarah,

Can you schedule Sarah Matthews for a phone interview with me for the Sr Program Mgr position. Can you also post the position on Simply Hired?

Thanks,
Alyssa

Alyssa A. Mullen
Talent Acquisition and Development Manager
WGBH Educational Foundation
One Guest St
Boston, MA 02135
P: (617) 300-3750
F: (617) 300-1015

B2010



Can you put a value on public television?
and public media.

Get our free app at <http://itunes.apple.com>
watch online at <http://www.supportwgbh.org>

...s of people whose lives have been changed by WGBH
[ct-stories-changing/id441543485?mt=8&ls=1](http://www.supportwgbh.org/ct-stories-changing/id441543485?mt=8&ls=1)>. Or
...r own story about how WGBH has changed your life!

This email and attachment (if any) may contain confidential information that is intended only for the use of the person(s) to which it is addressed and is not to be disseminated, distributed, or duplicated beyond the intended recipient(s). If you are not the intended recipient, or if you have received this message in error, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. Additionally, if you are not the intended recipient, or if you have received this message in error, please notify the sender and delete all copies from the system immediately.

P0680

Invoice #2045532 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: October 3, 2011
Due: Upon receipt
Applied Payments:
 › Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	Senior Program Manager		
	Posted "Senior Program Manager" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealists.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to Action Without Borders and send it with a reference to this invoice number (#2045532) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (November 17, 2011) will result in your organization's account on Idealist being suspended.

PO 680

LinkedIn Order 24876642

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
WGBH
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 10/03/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 8698128

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Program Manager • WGBH - Greater Boston Area • Expires November 2, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

P0680

Sarah Vershon

From: Arlene McNulty <widgb@widgb.org>
Sent: March 05, 2012 9:55 AM
To: Sarah Vershon
Subject: RE: WGBH WID Ad

I will do my best to locate them – have to go into PayPal site to retrieve

Arlene

Information for Transaction ID: VTJA7E4DE1AA

Information for Paypal Transaction ID:

Transaction Result Details

Transaction ID:	VTJA7E4DE1AA	Result Code:	0
PayPal Transaction ID:			
Timestamp:	Oct 03, 2011 15:19:03 PM	Response Message:	Approved
Transaction Type:	Sale	Authorization Code:	090369
Tender Type:	Visa	AVS Street Match:	Y
Credit Card Number:	8411	AVS Zip Match :	Y
Credit Card Expiration:	11 / 2012	International AVS Indicator:	N
Amount:	150.00 USD	Card Security Code Match:	
Tax Amount:	0.00 USD	ABA #:	
Shipping/Freight Amount:	0.00 USD	Cust Ref #:	
Duty Amount:	0.00 USD	Recurring:	No
Original Amount:	0.00 USD	Payment Advice Code:	
Original Transaction ID:	N/A		
Batch ID:	1897		
Supplier Reference #:	8419033258		
Comment 1:	November Job Listing		

Billing Information

Shipping Information

Billing Address: Victoria Zimmerman
One Guest Street
Boston, MA 02135

Email: human_resources@wgbh.org

Shipping Address:

Additional Information

Client IP Address:	66.211.170.66	Merchant:	widgboston
Client Type:	J	User:	widgboston
Client Version:	4.3.2		
Transaction State:	8		
Duration:	0.00		

Transaction History

Transaction ID	Timestamp	Transaction Type	Amount	Result	Details
VTJA7E4DE1AA	Oct 03, 2011 15:19:03 PM	Sale	150.00 USD	0	--

WID Job Listing Payment Receipt

[[WID Home Page](#)]

Thank you for submitting your Job Listing to WID. Please print this page and use it to submit payment. Or, if you prefer, call the WID office at 617-489-6777 with your credit card information.

If you require further information about the WID Job Listings, please contact us at widgb@widgb.org.

You have submitted the following job listing to WID:

Job Advertiser: WGBH Educational Foundation
Advertiser Email: human_resources@wgbh.org
Job Title: Senior Program Manager
Cost: \$150 (Member)
Date Job Listing Submitted: October 03, 2011

Payment options:

Print this page and mail or FAX with payment to:
Women in Development, 5 Wilson Ave., Belmont, MA 02478; FAX: 617-977-9187.

___ check enclosed, payable to Women in Development of Greater Boston

\$150 (Member)

Please charge my Credit Card: # 4715632636978411 Expires: 11/2012

Name on Card: Victoria Zimmerman

Signature: Victoria Zimmerman

Win Letihan - member

FO 680



Current Newspaper and Current.org

6930 Carroll Ave
Suite 350
Takoma Park, MD 20912

(301)270-7240x38
rogers@current.org

Invoice

Date	Invoice #
10/17/2011	11-517
Terms	Due Date
Net 30	11/16/2011

Bill To

WGBH
Attn: Sarah Vershon
One Guest St.
Boston, MA 02135

PAID

Balance Due	Ending
\$0.00	

Please detach top portion and return with your payment.

Salary Ref	Issue Number
Unwin	1120

Date	Service	Activity	Quantity	Rate	Amount
10/17/2011	Classified Ad:Line Ad	Standard Classified Line Ad-Senior Program Manager	170	1.15	195.50

Thank you for "keeping Current".

Total	\$195.50
Payment	\$195.50
Balance Due	

PD 6/6/11



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Sales Receipt

Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Date 9/6/2011

Re:1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 122290

Posted by: Human Resources on 9/6/2011

Company: WGBH Educational Foundation

Job Title: NOVA Senior Digital Editor

Job requirements/qualifications:

JOB REQ#: P-0665 DATE POSTED: 08/15/11 TITLE: Senior Digital Editor
DEPARTMENT: Nova TYPE OF POSITION: Management, Full Time, Project Contract
PROJECT LENGTH (in weeks): 52 weeks Department Overview: Now in its 38th season, NOVA has defined...

Sold To: Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Name on Card: Victoria Zimmerman

Card: *****8411

Charged On: 9/6/2011 2:42:49 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

[Back to Previous Page](#)

P0665

[craigslist](#) > manage posting

[logged in as [human_resources@wgbh.org](#)] [[logout](#)]

This posting has expired from craigslist. [?]

[Repost this Posting](#)

You will have the opportunity to make changes before it is made live.

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [writing/editing jobs](#)

NOVA Senior Digital Editor (Boston, MA)

Date: 2011-09-06, 2:36PM EDT

Reply to: see below

JOB REQ#: P-0665

DATE POSTED: 08/15/11

TITLE: Senior Digital Editor

DEPARTMENT: Nova

TYPE OF POSITION: Management, Full Time, Project Contract

PROJECT LENGTH (in weeks): 52 weeks

Department Overview:

Now in its 38th season, NOVA has defined science television for the world. NOVA programs can be seen in over 110 countries, and over 25 million Americans tune in each month, making NOVA one of the most watched series in the PBS prime time lineup. NOVA's digital department produces a media-rich web site, maintains a social media presence, and produces other free digital content that supports the national broadcast and expands the NOVA brand with original content for general audiences and educators.

Position Overview:

The Senior Digital Editor will develop the appropriate tone and voice for the site based on the NOVA brand and will ensure development of the strategic vision for editorial content across NOVA digital platforms, including web, mobile and apps. Produce editorial content for the site and other digital platforms as applicable. Identify and assign stories to freelance journalists, science bloggers and internal staff. Conduct editorial review of all content prior to publishing. Curate links to relevant science stories and develop editorial and distribution partnerships to expand the reach and relevancy of NOVA content. Implement and manage a SEO focused editorial approach and develop best practices for the team. Maintain strong editorial social media presence both internally and through a network of journalists and bloggers working on NOVA's behalf. Work with Director of New Media to inform and implement an overall digital strategy.

Skills Required:

The ideal candidate will have at least 7-10 years experience as a science journalist with a proven ability to write under tight deadlines and cultivate a network of writers and bloggers. Producing

content for a digital environment, including related social media components, digital partners and multiple platforms, including mobile, is key and expertise with multi-media production is a must. Experience developing and telling stories that incorporate short form video, interactive, infographics and photos is important is also a must have. Proven ability to work in a team environment and supervise editorial work of others. Experience with other digital platforms and content management systems is highly desirable.

Educational Requirements:
Bachelor's Degree.

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2584980875

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note](#)

1P0665.

LinkedIn. Order 23871524

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
WGBH
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 9/06/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 8287586

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • NOVA Senior Digital Editor • WGBH - Greater Boston Area • Expires October 6, 2011	1	US\$195.00	US\$195.00

Total Purchases:	US\$195.00
Sales Tax (0.00%):	US\$0.00
Order Total:	US\$195.00
Payment:	(US\$195.00)
Balance:	US\$0.00

AD665



806003

WEBNON38/WEBSTG- —

Sarah Vershon

From: human_resources
Sent: October 06, 2011 12:21 PM
To: Sarah Vershon
Subject: FW: Simply Hired - Your Job Listing for Senior Digital Editor in Brighton, MA

From: Simply Hired Job Posting <employers@simplyhired.com>
Date: Thu, 6 Oct 2011 12:19:57 -0400
To: human_resources <human_resources@wgbh.org>
Subject: Simply Hired - Your Job Listing for Senior Digital Editor in Brighton, MA

Dear Human,

Thank you for advertising your job with Simply Hired.

Your sponsored job listing for Senior Digital Editor in Brighton, MA has been submitted for review. Your credit card will be charged when your job is approved, which should be within 1 business day.

Here are your payment details:

Amount: \$99.00

Payment Method: Visa

Payment Date: Oct 6 2011 9:19:54am PDT

Please click on the link below to verify your email address and activate your employer account:

https://www.simplyhired.com/a/hiring/verify-email/lzDx82b47lNvXiqHAKlRZ8uiT?email=human_resources%40wgbh.org

You can log in to your employer account at any time to add, edit or delete your sponsored jobs.

Log in: <https://www.simplyhired.com/a/hiring/login>

If you have any questions, please contact us at job-support@simplyhired.com

Thank you,
The Simply Hired Team

PO 712

PO 712



Services provided by:
CORE 77, INC
561 Broadway
6th Floor
New York, NY 10012

PURCHASE RECEIPT: C111176
PURCHASE DATE: 11.10.2011

Thank you for purchasing a Single Job Posting. This message confirms your purchase, and will function as your receipt. For your reference, your purchase details are below.

PURCHASE SUMMARY

Item: Single Job Posting
Job Title: Senior Interactive Designer
Start Date: 11.10.2011
End Date: 02.08.2012

To view your job posting go to:
http://www.coroflot.com/company/job_details.asp?job_id=36523

PAYMENT INFORMATION

Bill To: Victoria Zimmerman
WGBH
10 Guest Street
Boston, Massachusetts 02135
United States
human_resources@wgbh.org

Pay By: Credit Card
Amount Billed: \$265
Card Number: *****8411
Card Holder: Victoria Zimmerman

Charges will appear on your statement as billed to:
Core77 Inc.

SUPPORT INFORMATION

Feel free to contact us at any time if you have questions about this job posting, or to discuss other ways we can help you with your creative staffing needs.

Thanks again for using Coroflot!

Coroflot Client Support Team
phone: +1-888-756-8282
email: support@coroflot.com

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CORE 77, INC | 561 Broadway New York, NY 10012 | management@core77.com | (212) 965-1998



Sarah Vershon

From: Alyssa Mullen
Sent: November 07, 2011 3:49 PM
To: Sarah Vershon
Subject: FW: Job posting - senior designer

For when we post this job...

P0712 296000

From: Kim Ducharme
Sent: Monday, November 07, 2011 2:40 PM
To: Alyssa Mullen
Subject: Re: Job posting - senior designer

Hi Alyssa,

I understand you'll be posting the senior designer job. Will you also be posting on other locations (I remember Jonathan Lonian used to do this)? Here's the list of where we posted last time:

- Coroflot - \$265 for one month ✓✓✓
 - Behance \$199 for 1 job posting (never expires) ✓✓
 - Craigslist - \$25 for one month ✓✓
 - LinkedIn - \$195 for 30 days ✓✓✓
 - AIGA - \$195 for 45 days ✓
 - Design Observer - \$265 ✓✓
- Let me know if/how I can help.

\$265

Kim

On 11/4/11 11:35 AM, "Amy Stahl" <amy_stahl@wgbh.org> wrote:

I've submitted the posting on salesforce. Now we just have to wait for HR to post the position.

- Amy

On 11/4/11 9:59 AM, "Kim Ducharme" <kim_ducharme@wgbh.org> wrote:

Hi Amy,

Alexis has given approval to post the attached. Is the next step you entering the info? Let me know if I can help in any way.

The Senior Designer job description is attached. It would be posted with the AEEF union range of \$54,917-77,800.

Thanks,
Kim

PO 712

LinkedIn. Order 26478364

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 11/10/2011
Order Total: US\$195.00
Payment Method: Visa *****8411
Receipt #: 9288529

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Interactive Designer • WGBH - Greater Boston Area • Expires December 10, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

PO 712

Behance NETWORK™ The Creative Professional Platform

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- [Subscriptions](#)

Invoice Details

[Print Invoice](#)

Order #	#2197684ebc0c6dddde68
Date	11/10/2011
Name	Victoria Zimmerman
Product Purchased	Single Credit
Price Paid	\$199.00
Payment Method	Visa XXXX-XXXX-XXXX-8411 11/2012

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P0712

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This posting has expired from craigslist. [?]

[Repost this Posting](#)

You will have the opportunity to make changes before it is made live.

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [web/HTML/info design jobs](#)

Senior Interactive Designer (Boston, MA)

Date: 2011-11-10, 12:33PM EST

Reply to: see below

JOB REQ#: P-0712

DATE POSTED: 11/07/11

TITLE: Sr Interactive Designer

DEPARTMENT: Interactive

TYPE OF POSITION: AEEF, Full-Time, Project Contract

Department Overview:

WGBH Interactive works with the WGBH National Production units to produce a multitude of media-rich websites and transmedia products supporting our national prime-time and children's television series. You would be joining the kids' team of dedicated designers, technologists and producers to create high quality educational websites and mobile apps for kids. We're about serious fun, with benefits (ie. This job comes with a full benefits package).

Position Overview:

We are looking for a Senior Interactive Designer to lead the visual, structural and interaction design across multiple platforms--from desktop to mobile to emerging platforms. This is a great opportunity to work with a multidisciplinary, collaborative team on some of WGBH's best-known brands, including Curious George, ARTHUR, Fetch with Ruff Ruffman and Martha Speaks, and major new projects. Our sites get 15 million visits per month, so if you are looking for somewhere to get your work in front of a massive international audience, this is the right place. It's a collaborative, fun work environment focused on games and engaging interactive experiences for kids and families. And it's engagement with a strong educational backbone. WGBH has been a leader in TV for forty years and this interactive team of designers, producers and developers is leading WGBH into the 21st century. Will you join us?

Skills Required:

You should show strength in interaction and game design for kids, preschool through teen. You should have a strong sense of games design, animation; a command of formal design, typography, interface and information design; and be up to date with web and multimedia design tools and technologies including mobile and touch screen interfaces. Facility with Flash, Photoshop, and Illustrator are

essential, as well as responsive design, HTML5 and CSS coding skills. You should have strong communication skills and the ability to work collaboratively, quickly and creatively under deadline. In order to be considered, you must provide an online portfolio or samples of work which include mobile projects. The ideal candidate: • lives and breathes kids culture, from books to movies to games, and this informs the approach to design • is a trend-spotter and thought leader, able to push the team in new directions • knows how to view things from the perspective of a child, making the work both appealing and understandable by kids • can deliver great and playful work at the crossroads of education and fun • values the importance of gaming and it's ability to engage and teach simultaneously • is familiar with, and willing to discuss, design decisions in WGBH's kids' work (can be seen at: interactive.wgbh.org/kids)

Educational Requirements:

You should possess a BFA/BA degree in graphic design.

Please apply online via WGBH Careers Page at <http://www.wgbh.org/about/P0712.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2695266447

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note!](#)

PO 212

Thursday, February 2, 2012 2:35:36 PM ET

Subject: Design Observer Job Posting Receipt
Date: Friday, November 11, 2011 2:20:39 PM ET
From: DesignObserver Job Support
To: human_resources



Services provided by:
CORE 77, INC
561 Broadway
6th Floor
New York, NY 10012

PURCHASE RECEIPT: C1111206
PURCHASE DATE: 11.11.2011

Thank you for purchasing a Single Job Posting. This message confirms your purchase, and will function as your receipt. For your reference, your purchase details are below.

PURCHASE SUMMARY

Item: Single Job Posting
Job Title: Senior Interactive Designer
Start Date: 11.11.2011
End Date: 02.09.2012

To view your job posting go to:
<http://designobserver.coroflot.com/job.asp?id=36562>

PAYMENT INFORMATION

Bill To: Human Resources
WGBH
10 Guest Street
Boston, Massachusetts 02135
United States
human_resources@wgbh.org

Pay By: Credit Card
Amount Billed: \$265
Card Number: *****8411
Card Holder: Victoria Zimmerman

Charges will appear on your statement as billed to:
Core77 Inc.

SUPPORT INFORMATION

Feel free to contact us at any time if you have questions about this job posting, or to discuss other ways we can help you with your creative staffing needs.

Thanks again for using Design Observer!

Design Observer Client Support Team
phone: +1-888-756-8282
email: jobs@designobserver.com

CORE 77, INC | 561 Broadway New York, NY 10012 | management@core77.com | (212) 965-1998

P.0704

[craigslist](#) > manage posting

[logged in as [human_resources@wgbh.org](#)] [[logout](#)]

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[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [web/HTML/info design jobs](#)

Senior Developer

Date: 2011-11-22, 5:12PM EST

Reply to: see below

JOB REQ#: P-0704

DATE POSTED: 11/3/2011

TITLE: Sr Developer

DEPARTMENT: Nova

TYPE OF POSITION: Management, Full-time, Project Contract

PROJECT LENGTH: 52 Weeks

Department Overview:

NOVA pioneered the science documentary series in the U.S. and remains the gold standard for engaging, accurate, and thought-provoking coverage, seen on TV by over 25 million people each month. Working with WGBH's Interactive department, NOVA has developed a cross-platform presence and reaches more than a million visitors monthly on its website. Come and exchange ideas with a smart and passionate team that produces one-third of PBS content and creates innovative public media.

Position Overview:

NOVA Labs is a trailblazing initiative that will create an interactive experience for users to work with real-time scientific data and contribute to ongoing research for research institutions such as NASA. Think of it as a startup within a large and well-respected education icon in the community. The Lead Developer will define and architect the NOVA Labs platform. Working with a small cross-functional team chosen to work on this project, the Lead Developer will:

- Collaborate with the team in a fast-paced environment
- Gather requirements from WGBH technical stakeholders
- Write technical specifications and testing procedures
- Interface with vendors and distributors
- Write code

The Senior Developer for <http://pbs.org/nova> works closely with interactive designers and NOVA producers to create several highly trafficked, user-friendly, engaging and educational web sites and other products. The primary role of the Senior Developer will be to architect a new NOVA Labs platform, an interactive experience for users to work with live scientific data and contribute to ongoing research. As part of a cross-functional team, the Senior Developer's role will include requirements gathering, writing technical specifications (including testing procedures) and interfacing with vendors and distributors (i.e. PBS.org) as well as writing code. Responsible for maintaining a

working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Skills Required:

• Skills and qualities required to complete a Bachelor's Degree in Computer Science
• More than 5 years of work experience solving problems for web-based environments
• Advanced mastery of Internet technologies, including jQuery and the Django and Zend frameworks
• Experience developing cross-platform HTML, CSS and JavaScript
• Experience developing and implementing web-based APIs and working with cloud services (particularly Amazon)
• Demonstrated ability and experience effectively communicating technical concepts to non-technical colleagues
• Candidates should be prepared to share and discuss code samples. We are a Macintosh shop that creates web sites for users on many platforms and browsers

Educational Requirements:

A Bachelor's Degree in Computer Science or equivalent.

Please submit your resume to: Alyssa_Mullen@wgbh.org and to the WGBH job site at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2716205024

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note](#)

P0719

LinkedIn Order 26427245

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 11/09/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 9273164

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Development Associate • WGBH - Greater Boston Area • Expires December 9, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

20719

Invoice #2050995 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: November 9, 2011
Due: Upon receipt
Applied Payments:
 › Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	Development Associate		
	Posted "Development Associate" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealists.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to *Action Without Borders* and send it with a reference to this invoice number (#2050995) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (December 24, 2011) will result in your organization's account on Idealist being suspended.

P0715



MEMBER BENEFITS | COURSES | EVENTS | CAREERS | FORUMS | CONTENT

[Back to Previous Page](#)

Back to [Home](#) > [Employers](#) > Sales Receipt

Sales Receipt

Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Date 11/22/2011

Re:1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 126566

Posted by: Human Resources on 11/22/2011

Company: WGBH

Job Title: Senior Account Executive

Job requirements/qualifications:

JOB REQ#: P-0715 DATE POSTED: 11/11/11 TITLE: Senior Account Executive
DEPARTMENT: National Marketing TYPE OF POSITION: AEEF, Full-time, Project
Contract PROJECT LENGTH: 52 Weeks Department Overview: National Marketing is responsible for ma...

Sold To: Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Name on Card: Victoria Zimmerman

Card: *****8411

Charged On: 11/22/2011 12:35:59 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

[Back to Previous Page](#)

P0715

LinkedIn Order 26985511

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 11/22/2011
Order Total: US\$195.00
Payment Method: Visa *****8411
Receipt #: 9475748

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Account Executive • WGBH - Greater Boston Area • Expires December 22, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

P0698

Invoice #2050998 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: November 9, 2011
Due: Upon receipt
Applied Payments:

- ▶ Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	Manager of Donor Relations & Communications		
	Posted "Donor Relations Manager" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealists.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to *Action Without Borders* and send it with a reference to this invoice number (#2050998) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (December 24, 2011) will result in your organization's account on Idealist being suspended.

PO698

LinkedIn Order 26427521

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 11/09/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 9273235

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Donor Relations Manager • WGBH - Greater Boston Area • Expires December 9, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

P.0.668

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Caption Writer (Los Angeles, CA)

Date: 2011-11-22, 9:40AM PST

Reply to: see below

Job Requisition #: P-0668
Posting Title: Caption Writer
Department: Media Access Group - LA
Position Type: AEEF, Full Time, Temporary
Project Length: 12 Weeks

Department Overview:

The Media Access Group creates captions, subtitles and descriptions for a variety of media clients, including PBS and commercial television networks, movies, DVDs, digital media and environmental installations. The Media Access Group (MAG) is a pioneer in making media accessible for people with sensory disabilities. The Caption Center (TCC) was the first captioning agency in the world. We helped pioneer the development of line-21 closed captioning for viewers who are deaf or hard of hearing and we remain on the forefront of caption technology. Our audio description unit, Descriptive Video Service (DVS), provides important information about the visual elements of a program through the use of an additional narrative audio track.

Position Overview:

Caption Writers transcribe the audio portion of a program and create a timed text track intended for use by deaf and hard-of-hearing viewers. Individuals work independently to carefully transcribe, time and place captions for the deaf and hard-of-hearing audience for a variety of media and clients including, but not limited to, network broadcast, home video/DVD and first-run feature films. Caption writers retain responsibility for maintaining MAG style preferences and consistencies. Caption writers are responsible for meeting MAG deadlines in our continued efforts to provide excellent customer service. This position will be on our night shift, working from 4:00PM to midnight, with a total of 40 hours per week.

Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Skills Required:

Candidates must demonstrate superior language skills on tests administered by The Caption Center, including proofreading, editing, grammar, spelling and typing. Candidates must be able to type 60+ wpm for extended periods and work under tight deadlines and have a commitment to detail, quality and productivity. 1-3 years of work experience. Familiarity with Windows XP, MS Word, Softel. Familiarity with computers and Windows-based software is required. Draft. Able to work the night shift, from 4:00PM to midnight.

Educational Requirements:

Bachelors degree or equivalent experience required.

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- Location: Los Angeles, CA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2715667211

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

[Send Note](#)

PO 635



Current Newspaper and Current.org
6930 Carroll Ave
Suite 350
Takoma Park, MD 20912

(301)270-7240x38
rogers@current.org

Invoice

DATE	ISSUE NO.
06/27/2011	11-361
TERMS	DUE DATE
Net 30	07/27/2011

WGBH
 Attn: Sarah Vershon
 One Guest St.
 Boston, MA 02135

PAID

BALANCE DUE	PAID
\$0.00	

Please detach top portion and return with your payment.

Sales Rep	Issue Num
Unwin	1113

Date	Service	Activity	Quantity	Rate	Amount
06/27/2011	Classified Ad:Line Ad	Standard Classified Line Ad-Music Director	227	1.15	261.05

Thank you for "keeping Current".

TOTAL	\$261.05
PAYMENT	\$261.05
BALANCE DUE	

DO 10/9/11

LinkedIn. Order 25224868

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 10/11/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 8823760

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Mobile Product Strategy Manager • WGBH - Greater Boston Area • Expires November 10, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

PO 040

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[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [tv/film/video/radio jobs](#)

NOVA Content Producer (Boston, MA)

Date: 2011-09-06, 2:38PM EDT

Reply to: see below

JOB REQ#: P-0640

DATE POSTED: 06/23/11

TITLE: Content Producer

DEPARTMENT: NOVA

TYPE OF POSITION: Management, Full Time, Temporary

Department Overview:

Now in its 38th season, NOVA has defined science television for the world. NOVA programs can be seen in over 110 countries, and over 25 million Americans tune in each month, making NOVA one of the most watched series in the PBS prime time lineup. NOVA works closely with the WGBH Interactive department to produce a media-rich web site and other free digital content that supports the national broadcast and extends the NOVA brand with original content.

Position Overview:

WGBH seeks an experienced content producer to create content for NOVA Education's innovative new project, NOVA Labs. NOVA Labs will be a virtual research platform for teens to engage in science by working with authentic data and taking part in "citizen science" projects. Individual Labs in a range of STEM research areas will encourage scientific thinking and be supported by NOVA's rich media library, explanatory text, interactives, games, a social media platform, and more. The Web Content Producer will report to the NOVA Labs Editorial Director, and work closely with the entire team. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Skills Required:

Strong research and writing skills are essential; also good organization, communication, and interpersonal skills. Solid working knowledge of web development technologies, and facility with nonlinear editing and other multimedia applications. At least some scientific background.

experience working in science media or education is a must.

Educational Requirements:

BA Required

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2584987055

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PO 6-71

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[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [software/QA/DBA/etc jobs](#)

SW Developer/Business Analyst (Boston, MA)

Date: 2011-09-15, 10:35AM EDT

Reply to: see below

JOB REQ#: P-0671

DATE POSTED: 09/02/11

TITLE: SW Developer/Business Analyst

DEPARTMENT: Information Technology

TYPE OF POSITION: Management, Full Time, Staff

Department Overview:

Information Technology & Telecommunications is committed to providing top quality technology support and solutions to all WGBH employees. Our services and processes align with our mission "to work in partnership with projects/departments to foster the development and use of information and telecommunications technologies to meet their business needs and the goals of the Foundation."

Position Overview:

Reporting to the Salesforce.com Solutions Architect, as a Salesforce.com Developer/Business Analyst you will be involved with business analysis, process design, and designing, coding, enhancing and testing of Salesforce.com software applications to meet business requirements. This role will apply functional knowledge and technical expertise in the implementation of configuration changes, development and maintenance of Salesforce.com solutions. Responsibilities:

- Analyzing, designing and implementing business processes, workflows, functions and applications focused on solution implementations necessary to best support business needs
- Project Management
- Contribute to the development of vertical and functional best practices
- Develop repeatable technology demonstrations
- Support sales force users

Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Skills Required:

The ideal candidate will have experience in the following:

- 2+ years experience of commercial software development or systems consulting
- Hands-on experience with Flex, APEX, Visualforce.com, Python or Ruby
- Hands-on experience with Java, JavaScript/HTML/CSS/AJAX, PHP, .NET, etc.
- Ability to engage effectively at both the business and technical level
- Excellent Analysis skills and the ability to develop processes and methodologies
- Detail-oriented individual with the ability to rapidly learn and take advantage of new concepts, business models and technologies, Project management, documentation, secure code development, quality assurance and testing skills are also required. The ability to engage and communicate with multiple stakeholders and prioritize competing requirements is highly desirable. Additionally, candidates must understand and respect the demands of high-end user-interface design, application performance, reporting, and reliability requirements.

Qualifications (Desirable):

- Prior development experience for a professional consulting or CRM company
- Software development using web services
- Prior experience as a business analyst
- Experience with salesforce.com, Informatica cloud or Eloqua platforms.

Educational Requirements:

Bachelors Degree required: BS in Information Technology, Information Systems or other related discipline or experience.

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2599792464

No contact info?

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PO 671-

LinkedIn Order 24704642

LinkedIn Corporation
 2029 Stierlin Ct, Mountain View, CA 94043 USA
 Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
 WGBH
 1 Guest Street
 Boston, MA 02135
 United States
 617-300-3740

Date: 9/28/2011
Order Total: US\$195.00
Payment Method: Visa
 *****8411
Receipt #: 8621359

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • SW Developer/Business Analyst • WGBH - Greater Boston Area • Expires October 28, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

PO 686

LinkedIn Order 24598426

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
WGBH
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 9/26/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 8583381

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Market Research Analyst • WGBH - Greater Boston Area • Expires October 26, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

P0660

Sarah Vershon

From: Alyssa Mullen
Sent: September 27, 2011 4:48 PM
To: Sarah Vershon
Subject: FW: Content manager

Hi Sarah,

Can you please post the Digital Content manager on the site below.

✓
Monster.com
\$385
260000

Thanks,
Alyssa

From: Ken Yanhs
Sent: Tuesday, September 27, 2011 3:18 PM
To: Alyssa Mullen; Alexis Rapo
Subject: Content manager

Now that Danielle is hired – we need to close the news manager role. There have been 0 good new leads on the portal.

Alyssa can you post to <http://paidcontent.org/> ?

Alexis do you think Anne from Amazon is a no go?

Dice Holdings, Inc.

No Match

INVOICE #: 850278
 INVOICE DATE: 9/7/2011
 REMITTANCE #: 50135809985027

Credit Card Payment Received. This is your receipt.

WGBH
 One Guest Street
 Boston MA 02135
 USA
 ATTN: Sarah Vershon

REMIT TO LOCKBOX:
 Dice Holdings, Inc.
 4939 Collections Center Drive
 Chicago, IL 60693

DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

WGBH
 One Guest Street
 Boston MA 02135
 USA

Account # 501358099
 Invoice # 850278
 PO #
 Invoice Date 9/7/2011
 Payment Terms Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2600	DICE-Classified Jobs Service From 9/7/2011 Thru 9/7/2012 PO Number:	\$495.00

Discount \$0.00
 Tax \$0.00
 Paid by Credit Card (495.00)

TOTAL DUE \$0.00

Classified Purchase Agreement

Dice Career Solutions

Address: 4101 NW Urbandale Dr. Urbandale, IA 50322
 Remit To: 4939 Collection Center Dr. Chicago, IL 60693
 Telephone: (877) 388-3323 x2082

For Internal Use Only:

Acct #: 501358099 Grp ID: RTX14b913
 Corp ID: _____
 Rep: Scott Stevenson
 Authorization: _____
 Renewal New Adjustment Agency

Return signed order to - orders@dice.com or via Fax: 515-313-2788

Company Information:

Company: WGBH
 Address: One Guest Street
 City: Boston
 State: MA Zip: 02135
 Main Contact: Sarah Vershon
 Phone: (617) 300-3740 Ext. _____
 Fax: _____
 Web Address: www.wgbh.org/careers

Send all invoices to:

Company: Same
 Address: _____
 City: _____
 State: _____ Zip: _____
 Acctg. Contact: _____
 Phone: _____ Ext. _____
 Acctg. Email: _____

Named User Information:

Name: Sarah Vershon Address: One Guest Street
PERSON WHO PERFORMS SEARCHES AND/OR POSTS JOBS
 Email: sarah_vershon@wgbh.org City: Boston
 Phone: (617) 300-3739 State: MA Zip: 02135

Comments:

Classified*		Overall Total	
1	# of Jobs	\$495	Job Total
\$495	Total	\$495	NET DUE

* Jobs may be posted up to 1 year from date of purchase. Once a job is posted it will run continuously for 30 days or until date of expiration, whichever is shorter.

Date of Purchase: 8.26.11

Terms & Conditions: This non-cancellable agreement is between your company and organization ("You") and Dice Career Solutions, Inc. d/b/a Dice.com. If You breach any provisions of this agreement, Dice.com may: 1) discontinue your Dice.com service and/or 2) pursue all other available remedies to enforce this agreement and obtain payment hereunder. In such event, Dice.com shall be entitled to collect all of its costs and attorney fees incurred. Upon expiration of the Service Period and payment of applicable fees, You will automatically be cancelled from service and this Agreement will terminate. Prior to termination of the Agreement, You may contact Dice.com to enter into a new Prepay Purchase Agreement at Dice.com's then current monthly billing rate.
http://seeker.dice.com/common/seeker/docs/terms_and_conditions.jsp

Cardholder Name: Victoria Zimmerman AMEX VISA MC
 Credit Card #: 4715632636978411 Expiration Date: 11/2012

Name: Sarah Vershon Signature: Sarah Vershon
 Title: HR Emp. Assistant Date: 09/07/11

**Signature required on all orders

HISTORICAL

Dice Holdings, Inc.

INVOICE #:	850278
INVOICE DATE:	9/7/2011
REMITTANCE #:	501358099850278

Credit Card Payment Received. This is your receipt.

WGBH
One Guest Street

Boston MA 02135
USA
ATTN: Sarah Vershon

REMIT TO:

Checks: Dice Holdings, Inc. 4939 Collections Center Dr. Chicago, IL 60693	Wire/EFT: Bank of America ABA Routing #: 026009593 Swift Code: BOFAUS3N Account#: 003792653542
ACH: Bank of America ABA#: 073000178 Bank Account#: 003792653542	

DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

OFFICE COPY

WGBH
One Guest Street

Boston MA 02135
USA

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT

Account #	501358099
Invoice #	850278
Invoice Date	9/7/2011
Payment Terms	Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2600	DICE-Classified Jobs Service from 9/7/2011 thru 9/7/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
TOTAL DUE		\$0.00

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT



Credit Card Payment Received. This is your receipt.

No match
HISTORICAL

Dice Holdings, Inc.

INVOICE #:	851483
INVOICE DATE:	9/15/2011
REMITTANCE #:	501358099851483

Credit Card Payment Received. This is your receipt.

WGBH
One Guest Street

Boston MA 02135
USA
ATTN: Sarah Vershon

REMIT TO:
Checks: Dica Holdings, Inc.
4839 Collections Center Dr.
Chicago, IL 60693
ACH: Bank of America
ABA#: 073000176
Bank Account#: 003792853542
Wire/EFT: Bank of America
ABA Routing #: 026009593
Swift Code: BOFAUS3N
Account#: 003792853542

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT

DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

WGBH
One Guest Street

Boston MA 02135
USA

Account #	501358099
Invoice #	851483
Invoice Date	9/15/2011
Payment Terms	Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2600	DICE-Classified Jobs Service from 9/15/2011 thru 9/15/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
TOTAL DUE		\$0.00

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT



Credit Card Payment Received. This is your receipt.

159007

Classified Purchase Agreement

Dice Career Solutions

Address: 4101 NW Urbandale Dr. Urbandale, IA 50322
Remit To: 4939 Collection Center Dr. Chicago, IL 60693
Telephone: (877) 386-3323 x2082

For Internal Use Only:

Acct #:	501358099	Grp ID:	RTX14b913
Corp ID:			
Rep:	Scott Stevenson		
Authorization:			
<input type="checkbox"/> Renewal <input checked="" type="checkbox"/> New <input type="checkbox"/> Adjustment <input type="checkbox"/> Agency			

Return signed order to - orders@dice.com or via Fax: 515-313-2788

Company Information:

Send all invoices to:

Company:	WGBH		
Address:	One Guest Street		
City:	Boston		
State:	MA	Zip:	02135
Main Contact:	Sarah Vershon		
Phone:	(617) 300-3740	Ext.	
Fax:			
Web Address:	www.wgbh.org/careers		

Company:	Same		
Address:			
City:			
State:		Zip:	
Acctg. Contact:			
Phone:		Ext.	
Acctg. Email:			

Named User Information:

Name:	Sarah Vershon	Address:	One Guest Street
	<small>PERSON WHO PERFORMS SEARCHES AND/OR POSTS JOBS</small>		
Email:	sarah_vershon@wgbh.org	City:	Boston
Phone:	(617) 300-3739	State:	MA Zip: 02135

Comments:

Classified*	# of Jobs	Total
1		\$495

Overall Total	Job Total
\$495	
\$495	NET DUE

* Jobs may be posted up to 1 year from date of purchase. Once a job is posted it will run continuously for 30 days or until date of expiration, whichever is shorter.

Date of Purchase: 9.15.11

Terms & Conditions: This non-cancellable agreement is between your company and organization ("You") and Dice Career Solutions, Inc. d/b/a Dice.com. If You breach any provisions of this agreement, Dice.com may: 1) discontinue your Dice.com service and/or 2) pursue all other available remedies to enforce this agreement and obtain payment hereunder. In such event, Dice.com shall be entitled to collect all of its costs and attorney fees incurred. Upon expiration of the Service Period and payment of applicable fees, You will automatically be cancelled from service and this Agreement will terminate. Prior to termination of the Agreement, You may contact Dice.com to enter into a new Prepay Purchase Agreement at Dice.com's then current monthly billing rate.
http://seeker.dice.com/common/seeker/docs/terms_and_conditions.jsp

Cardholder Name:	Victoria Zimmerman	<input type="checkbox"/> AMEX	<input checked="" type="checkbox"/> VISA	<input type="checkbox"/> MC
Credit Card #:	4715632636978411	Expiration Date:	11/2012	

Name:	Sarah Vershon	Signature:	<i>Sarah Vershon</i>
Title:	HR Employment Assistant	Date:	09/15/11

**Signature required on all orders

Sarah Vershon

From: Alyssa Mullen
Sent: September 14, 2011 3:18 PM
To: Sarah Vershon
Subject: Salesforce Developer

Hi Sarah,

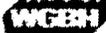


✓
\$495 \$25

Can you please post Brian's Salesforce Developer position on Dice.com and Craigslist.org. The AU code is 159007.

Thanks,
Alyssa

Alyssa A. Mullen
Talent Acquisition and Development Manager
WGBH Educational Foundation
One Guest St
Boston, MA 02135
P: (617) 300-3750
F: (617) 300-1015



Can you put a value on public television? Meet five of the millions of people whose lives have been changed by WGBH and public media.

Get our free app at <http://itunes.apple.com/us/app/wgbh-impact-stories-changing/id441543485?mt=8&ls=1>. Or watch online at <http://www.supportwgbh.org/>. And tell us your own story about how WGBH has changed your life!

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Sarah Vershon

From: Alyssa Mullen
Sent: September 26, 2011 2:40 PM
To: Sarah Vershon
Subject: FW: Content Producer - post on linked in.

Importance: High

Hi Sarah,

Please post this job on LinkedIn.

\$195.00 ✓ ☒

Thanks,
Alyssa

From: Kristine Allington
Sent: Monday, September 26, 2011 2:39 PM
To: Alyssa Mullen
Cc: Lauren Aguirre
Subject: Content Producer - post on linked in.
Importance: High

Alyssa,

Can you please post the Content Producer for the NOVA Labs on LinkedIn and charge to WEB39STG?

This is somewhat urgent since we're supposed to start labs next week and we don't have a candidate we are 100% about.

Also, would it be possible to repost on the WGBH site so it doesn't look so outdated?

Thanks,
Kristine

L's Match

LinkedIn. Order 24608272

LinkedIn Corporation
 2029 Stierlin Ct, Mountain View, CA 94043 USA
 Federal Tax ID: 47-0912023

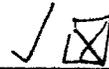
Billed To: Victoria Zimmerman
 WGBH
 1 Guest Street
 Boston, MA 02135
 United States
 617-300-3740

Date: 9/26/2011
Order Total: US\$195.00
Payment Method: Visa
 *****8411
Receipt #: 8587337

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Content Producer • WGBH - Greater Boston Area • Expires October 26, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

Sarah Vershon



From: Kristen Hurley
Sent: September 20, 2011 5:53 PM
To: Alyssa Mullen
Cc: Sarah Vershon
Subject: Re: Salesforce Applicant Tracking System

Thanks so much for all of your help.

It would be great if you could advertise this position on LinkedIn. Please bill to code 131000. ^{\$195}

Lance has confirmed he is only interested in meeting with the final one or two candidates.

From: Alyssa Mullen <alyssa_mullen@wgbh.org>
Date: Tue, 20 Sep 2011 17:38:55 -0400
To: Kristen Hurley <kristen_hurley@wgbh.org>
Cc: Sarah Vershon <sarah_vershon@wgbh.org>
Subject: Salesforce Applicant Tracking System

Hi Kristen,

Please see link to the Salesforce applicant tracking system – <https://wgbh.secure.force.com/openpositions>

Also, we had to create a new title in Lawson/Salesforce, which takes 24 hours to upload, so your position will be posted tomorrow afternoon on wgbh.org.

Sarah Vershon will contact you to give you a tutorial on our Salesforce applicant database.

The cost to post on Linked In is \$195 per job.

Thanks,
Alyssa

Alyssa A. Mullen
Talent Acquisition and Development Manager
WGBH Educational Foundation
One Guest St
Boston, MA 02135
P: (617) 300-3750
F: (617) 300-1015



Can you put a value on public television? Meet five of the millions of people whose lives have been changed by WGBH and public media.

Get our free app at <<http://itunes.apple.com/us/app/wgbh-impact-stories-changing/id441543485?mt=8&ls=1>>. Or watch online at <<http://www.supportwgbh.org/>>. And tell us your own story about how WGBH has changed your life!

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No Match
Friday, March 2, 2012 11:21:06 AM ET

Subject: Your Receipt From Monster.com
Date: Friday, March 2, 2012 11:19:40 AM ET
From: Monster.com Receipts
To: human_resources@wgbh.org

Transaction Detail

Order # 3014361	Date & Time: 9/28/2011 8:47:00 AM
Order Description: Job Posting Inventory	
PO #:	Site Name: Monster.com
IO #:	Company Name: WGBH
Amount: \$375.00	Credit Card Number: 8411
(Tax Amount: \$0.00)	Cardholder Name: Victoria Zimmerman
Currency: USD	
Transaction Type: S	

Could not match

Sarah Vershon

From: Alyssa Mullen
Sent: October 06, 2011 3:56 PM
To: Sarah Vershon
Subject: FW: EA

Hi Sarah,

Please post the EA on Simply Hired. ~~\$89.00~~ ✓ 

Thanks,
Alyssa

From: Hyo Choon Lee
Sent: Thursday, October 06, 2011 3:53 PM
To: Alyssa Mullen
Subject: Re: EA

Yes, let's advertise if needed. Please use the code 125000, and let me know if you need anything from me. Thank you.
hc

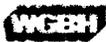
From: Alyssa Mullen <alyssa_mullen@wgbh.org>
Date: Thu, 6 Oct 2011 15:51:07 -0400
To: WGBH IT <hyo_choon_lee@wgbh.org>
Subject: EA

Hi Hyo Choon,

We have no applicants for the EA position yet. I think we should post on Simply Hired.

Thanks,
Alyssa

Alyssa A. Mullen
Talent Acquisition and Development Manager
WGBH Educational Foundation
One Guest St
Boston, MA 02135
P: (617) 300-3750
F: (617) 300-1015



Can you put a value on public television? Meet five of the millions of people whose lives have been changed by WGBH and public media.
Get our free app at <<http://itunes.apple.com/us/app/wgbh-impact-stories-changing/id441543485?mt=8&ls=1>>. Or watch online at <<http://www.supportwgbh.org/>>. And tell us your own story about how WGBH has changed your life!

This email and attachment (if any) may contain confidential information that is intended only for the use of the person(s) to which it is addressed and is not to be disseminated, distributed, or duplicated beyond the intended recipient(s). If you are not the intended recipient, or if you have received this message in error, you are hereby notified

possibly historical ✓
HISTORICAL

Dice Holdings, Inc.

INVOICE #: **854900**
INVOICE DATE: **10/11/2011**
REMITTANCE #: **501358099854900**

Credit Card Payment Received. This is your receipt.

WGBH
One Guest Street

Boston MA 02135
USA
ATTN: Sarah Vershon

REMIT TO:
Checks: Dice Holdings, Inc.
4939 Collections Center Dr.
Chicago, IL 60693
ACH: Bank of America
ABA#: 073000176
Bank Account#: 003792653542
Wire/EFT: Bank of America
ABA Routing #: 026009593
Swift Code: BOFAUS3N
Account#: 003792653542

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT
DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

OFFICE JOB
WGBH
One Guest Street

Boston MA 02135
USA

Account # 501358099
Invoice # 854900
Invoice Date 10/11/2011
Payment Terms Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2600	DICE-Classified Jobs Service from 10/11/2011 thru 10/11/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
TOTAL DUE		\$0.00

PAID
BY CREDIT CARD
THIS IS YOUR RECEIPT



Credit Card Payment Received. This is your receipt.

Dice Holdings, Inc.



Credit Card Payment Received. This is your receipt.

INVOICE #: 854900
INVOICE DATE: 10/11/2011
REMITTANCE #: 501358099854900

WGBH
One Guest Street

Boston MA 02135
USA
ATTN: Sarah Vershon

REMIT TO LOCKBOX:
Dice Holdings, Inc.
4939 Collections Center Drive
Chicago, IL 60693

DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

WGBH
One Guest Street

Boston MA 02135
USA

Account # 501358099
Invoice # 854900
PO #
Invoice Date 10/11/2011
Payment Terms Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2600	DICE-Classified Jobs Service From 10/11/2011 Thru 10/11/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
	Paid by Credit Card	(495.00)
TOTAL DUE		\$0.00

Dice

eFINANCIALCAREERS.com
THE FINANCIAL JOB MARKETPLACE

ClearanceJobs.com
A Dice Service

AllHealthcareJobs.com

Dice
Career Fairs

Credit Card Payment Received. This is your receipt.

For billing questions, please call 877.998.3333

Sarah Vershon

P0698

From: Arlene McNulty <widgb@widgb.org>
Sent: January 24, 2012 2:48 PM
To: Sarah Vershon
Subject: Job List Receipt

Job List Receipt

Information for Transaction ID: VXJA8CB25B3F

Information for Paypal Transaction ID:

Transaction Result Details

Transaction ID: VXJA8CB25B3F Result Code: 0
PayPal Transaction ID:
Timestamp: Jan 24, 2012 11:45:45 AM Response Message: Approved
Transaction Type: Sale Authorization Code: 012310
Tender Type: Visa AVS Street Match: N
Credit Card Number: 8411 AVS Zip Match: Y
Credit Card Expiration: 11 / 2012 International AVS Indicator: N
Amount: 150.00 USD Card Security Code Match:
Tax Amount: 0.00 USD ABA #:
Shipping/Freight Amount: 0.00 USD Cust Ref #:
Duty Amount: 0.00 USD
Original Amount: 0.00 USD Payment Advice Code:

Original Transaction ID: N/A
Supplier Reference #: 8860499007
Comment 1: February Job Listing

Billing Information

Billing Address: Victoria Zimmerman
10 Guest Street
Boston, MA 02135
Email: sarah_vershon@wgbh.org

Shipping Information

Shipping Address:

Additional Information

Client IP Address: 66.211.170.66 Merchant: widgboston
Client Type: J User: widgboston
Client Version: 4.3.2
Transaction State: 6
Duration: 0.00

Transaction History

Transaction ID	Timestamp	Transaction Type	Amount	Result	Details
VXJA8CB25B3F	Jan 24, 2012 11:45:45 AM	Sale	150.00 USD		

Sarah Vershon

From: Arlene McNulty <widgb@widgb.org>
Sent: January 24, 2012 9:32 AM
To: Sarah Vershon
Subject: wgbh listing

PO698
327000

WGBH - Donor Relations Manager

Supports the WGBH Major Gifts fundraising program and responsible for the management and administration of donor relations for the Major Gifts program. Manage programs and activities designed to maintain and cultivate a long-term, quality relationship with donors, prospects, board members and volunteers that leads to deepening commitment and philanthropic support. Develop and manage communications plan for the Major Gifts team. Design, manage and implement a comprehensive donor relations and communications system including programmatic funds communications, cultivation messages, stewardship reports, and gift acknowledgments. Produce other communications as needed. Manage web content for MG team on wgbh.org. Manage team of two Development Associates. Develop the annual schedule and work flow for development associates to ensure timely delivery of communications. Please apply online via the WGBH Careers Page at: <http://www.wgbh.org/about/employmentOpportunities.cfm>. AA/EOE

✓ LinkedIn \$295 ☒
✓ WFD \$150 ☒

Thursday, February 2, 2012 1:57:31 PM ET

Subject: Your LinkedIn Order 29820879
Date: Tuesday, January 24, 2012 9:20:27 AM ET
From: LinkedIn Receipts (sent by <messages-noreply@bounce.linkedin.com>)
To: WGBH Human Resources

PO698



Order ID: 29820879

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 1/24/2012
Order Total: US\$295.00
Payment Method: VISA...8411
Receipt #: 10495503

Item	Description	Qty	Rate	Price
1	30-day Job Renewal • Donor Relations Manager • WGBH - Greater Boston Area • Expires March 5, 2012	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

[Customer Service](#) | [Purchase History](#) | [Terms of Sale](#)

© 2012 LinkedIn Corporation

P0698

Invoice #2058292 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: January 6, 2012
Due: Upon receipt
Applied Payments:
 › Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	Manager of Donor Relations & Communications		
	Posted "Donor Relations Manager" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealists.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to Action Without Borders and send it with a reference to this invoice number (#2058292) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (February 20, 2012) will result in your organization's account on Idealist being suspended.

P6658

INVOICE

ACCESS INTELLIGENCE, LLC

DATE	NUMBER
12/14/2011	172019

CLIENT CODE: 11887
BILL TO:
 WGBH
 Attn. ACCOUNTS PAYABLE
 10 GUEST STREET
 BOSTON, MA 02135

ADVERTISER:
 WGBH
 11887*XX

PUBLICATION/PRODUCT:
 CYNOPSIS CLASS ADVANTAGE

Customer Order No.	Issue Date	Sales Contact	Page No.
	12/30/2011	TRISH PIHONAK	
DESCRIPTION			
CLASSIFIED AD "12/8 FIELD PROD/WGBH/BOSTON" Pre-payment of 400.00 Check no. V1121311 WEB ADVERTISING Sub-Total			AMOUNT - USD 0.00 400.00 0.00
INVOICE TOTAL - USD			0.00

PAYMENT REQUIRED IN US DOLLARS

Direct all billing inquiries or credit card payments to: billinghelp@accessintel.com or to 1-800-347-4031
 For your convenience, we accept VISA, Mastercard, American Express and Discover.

REMIT TO:
 Access Intelligence, LLC
 P.O. Box 9187
 Gaithersburg, MD 20898-9187

WIRE TRANSFERS: Webster Bank, N.A., Waterbury, CT USA
 Account #: 10747825
 Routing/Transit/ABA #: 211170101
 SWIFT #: WENAU31

Please include invoice number on all payments.
 Federal Tax ID # 52-2270063

P0736

[craigslist](#) > manage posting

[logged in as human_resources@wgbh.org] [[logout](#)]

This posting has expired from craigslist. [?]

[Repost this Posting](#) You will have the opportunity to make changes before it is made live.

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [web/HTML/info design jobs](#)

Associate Developer (Boston, MA)

Date: 2011-12-19, 11:01AM EST

Reply to: see below

JOB REQ#: P-0736

DATE POSTED: 12/16/11

TITLE: Associate Developer

DEPARTMENT: Interactive

TYPE OF POSITION: Management, Full-Time, Project Contract

Department Overview:

The American Archive Content Inventory Project is an historic effort to locate, identify and inventory public media materials nationwide, so that we can prepare a pathway for the preservation of the rich cultural history of public television and radio into the digital age.

Position Overview:

Help WGBH preserve the history of public broadcasting in a digital age by processing and organizing data collected from Radio and TV stations from across the country. We are looking for an associate developer with a passion for public media, and an interest in writing code for managing data. We use Ruby and similar scripting languages to ingest program inventories into a Ruby on Rails application based on the Blacklight discovery platform. There are a lot of records (1 million and counting!) and the data comes from over 100 stations, so efficiency and flexibility are key skills. As part of a cross-functional team, the Associate Developer will:

- map incoming data to existing PBCore schema
- write scripts to normalize and standardize data formats
- maintain our Ruby on Rails app for searching and viewing data records
- write scripts to validate data and report on progress.

Come and exchange ideas with a smart and passionate team that produces one-third of PBS content and creates innovative public media. WGBH is centrally located in a bright, sunny building that includes open floor plans, with its own parking garage, cafeteria (the food is actually good!), health club access, and more.

Skills Required:

To perform the required duties, the Associate Web Developer must possess the skills and qualities required to complete a Bachelor's Degree in Computer Science, and more than 1 year of work experience solving problems for web-based environments. The Associate Web Developer must be

able to demonstrate familiarity with data manipulation and scripting tools including XML, Ruby and csv files. Experience with Solr or related technology is desirable. Experience working with virtual servers (Amazon AWS and/or VMWare) is a plus. WGBH Interactive is a Macintosh shop that creates web sites for users on many platforms and browsers. Candidates should be prepared to share and discuss code samples.

Educational Requirements:

Bachelors degree in Computer Science or equivalent experience

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about/employmentOpportunities.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2760596405

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

[Send Note](#)

Dice Holdings, Inc.

P0759
 HISTORICAL

INVOICE #: 869252
 INVOICE DATE: 2/1/2012
 REMITTANCE #: 501358099869252

WGBH
 One Guest Street
 Boston MA 02135
 USA
 ATTN: Sarah Vershon

REMIT TO:
 Checks: Dice Holdings, Inc.
 4939 Collections Center Dr.
 Chicago, IL 60693
 ACH: Bank of America
 ABA#: 073000176
 Bank Account#: 003792653542
 Wire/EFT: Bank of America
 ABA Routing #: 0260099
 Swift Code: BOFAUS3N
 Account#: 00379265354

PAID
 BY CREDIT CARD
 THIS IS YOUR RECEIPT

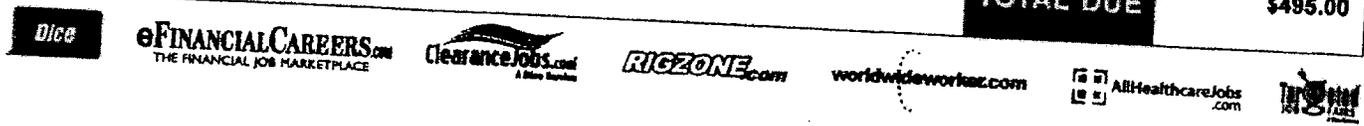
DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

WGBH
 One Guest Street
 Boston MA 02135
 USA

Account # 501358099
 Invoice # 869252
 Invoice Date 2/1/2012
 Payment Terms Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2200	Webstore Jobs Purchased Service from 1/31/2012 thru 3/3/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
TOTAL DUE		\$495.00

PAID
 BY CREDIT CARD
 THIS IS YOUR RECEIPT



P0759



Dice Inc.
12150 Meredith Drive
Urbandale, Iowa 50323
Toll Free: 888.321.3423 (DICE)
Fax: 515.280.1452
Local: 515.280.1144

Need Help?
Agents are Online Chat Now

Step 5: Your receipt

Order date: 1/31/2012

Thanks! Your order was successfully completed.

Please print out a copy of this invoice for your records. Your credit card account has already been billed accordingly.

Your login information is:
User Name: sarah_vershon@wgbh.org
Password: _____

Your Job Posting will be valid for 30 days. If you wish to edit or inactivate your posting, proceed to the Employer Login by clicking [here](#) or visit <http://employer.dice.com> Log in using the username and password listed above.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXT. PRICE
Job Postings	Classified Express Account	1	\$495.00	\$495.00
			TOTAL	\$495.00

Sarah Vershon

P6759

From: Alyssa Mullen
Sent: January 30, 2012 5:57 PM
To: Sarah Vershon
Subject: FW: Posting Open position - websites for posting



Was the BDA posted on the sites below not that the job is published.

From: Brian Donovan
Sent: Monday, January 30, 2012 1:59 PM
To: Alyssa Mullen
Cc: Tammy Atwood
Subject: Re: Posting Open position - websites for posting

✓ Dice \$495
✓ AITP
~~Tech Jobs Board~~

Hi Alyssa,

Just checking on these other posting sites. Thanks for your help.

Brian Donovan
Director of Membership Resource Planning and Finance
WGBH Educational Foundation
brian_donovan@wgbh.org
(o) 617 300 3784
(f) 617 300-1026

130100

From: WGBH IT <brian_donovan@wgbh.org>
Date: Tue, 24 Jan 2012 17:22:56 -0500
To: Alyssa Mullen <alyssa_mullen@wgbh.org>
Subject: FW: Posting Open position - websites for posting

Hi Alyssa,

Since we have had a hard time filling this position in the past (the open BDA Associate position), can we add any of these sites? Start with DICE, AITP and Tech Jobs Board (one week only)?

Thanks for your help,

Brian Donovan
Director of Membership Resource Planning and Finance
WGBH Educational Foundation
brian_donovan@wgbh.org
(o) 617 300 3784
(f) 617 300-1026

From: Tammy Atwood <tammy_atwood@wgbh.org>
Date: Tue, 24 Jan 2012 17:09:12 -0500
To: WGBH IT <brian_donovan@wgbh.org>
Cc: Susan Dwyer <susan_dwyer@wgbh.org>
Subject: Posting Open position - websites for posting

Brian-

In addition to the DICE website (I don't have the cost on that) below are some other websites that we can post my open position to as well. I would start with DICE and the AITP & Tech Jobs Board, and then if we get no takers, maybe the WITI board. I would need the cost approved, of course.

DICE - www.dice.com (unknown cost)

AITP <http://www.aitp.org/> (Assoc. of Info Tech Professionals) Emailed org to ask price – looks Free
Tech Jobs Board <http://www.computerwork.com> 1 week – Job Posting - \$85
WITI <http://www.witi.com/> (women in technology) Non-Members: 60-Day - Job Posting - \$295.00

tam

P0775

Sarah Vershon

From: human_resources
Sent: February 29, 2012 11:01 AM
To: Sarah Vershon
Subject: FW: Posting confirmation for Account Executive at WGBH

From: LinkedIn Jobs <jobs-listings@linkedin.com>
Date: Tue, 28 Feb 2012 17:48:08 +0000
To: Vanessa Reese <human_resources@wgbh.org>
Subject: Posting confirmation for Account Executive at WGBH

LinkedIn Jobs

Thank you for posting or renewing a job on LinkedIn
Now that your job is live, here are some things you can do to jump start your search:

Review applicants and see who has applied for your job
View matching profiles and reach out to qualified candidates
Share this job with your network, in groups and on Twitter
Search for candidates with relevant experience

Job Summary

Account Executive
WGBH - Greater Boston Area

Posted by: WGBH Human Resources (human_resources@wgbh.org)
Posted on: February 28, 2012
Expires: March 29, 2012

If you prefer not to receive these messages, you can change your settings.
© LinkedIn Corporation. 2029 Stierlin Ct., Mountain View, CA 94043 USA

P0775

Tuesday, February 28, 2012 1:59:44 PM ET

Subject: craigslist post 2875501211: "Account Executive"

Date: Tuesday, February 28, 2012 1:13:37 PM ET

From: craigslist - automated message, do not reply

To: human_resources@wgbh.org

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate, edit or delete your post
- 3) instructions for contacting craigslist

1) information about your transaction

posting ID: 2875501211

date: 2012-02-28

Payment ID: 24127453

Item: jobs posting

Title: Account Executive

Location: boston

Category: marketing/advertising/PR jobs

Quantity: 1 posting

Total: 25.00

2) how to locate, edit, or delete your post

Your ad can be found here:

<http://boston.craigslist.org/gbs/mar/2875501211.html>

To edit your ad:

<https://post.craigslist.org/u/YlqSTTdi4RGQmMrr-v2uVA/hhtxq>

3) contact information for craigslist

for issues related to billing, credit cards, paid posting accounts:

email: billing@craigslist.org

phone: 415-566-6394, extension 8283

mailing address: craigslist Accounts Receivable, P.O. Box 225159, San Francisco, CA 94122-5159

fax: (415) 566-1615

for other customer service issues:

email: jobs@craigslist.org

P0715



mediabistro.com

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Sales Receipt

Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Date 3/1/2012

Re:1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 131062

Posted by: Human Resources on 3/1/2012

Company: WGBH

Job Title: Senior Account Executive

Job requirements/qualifications:

Job Req#: P-0715 Date Posted: 11/11/11 Title: Senior Account Executive
Department: National Marketing Type of Position: AEEF, Full-time, Project Contract
Project Length: 52 Weeks Department Overview: National Marketing is responsible for ma...

Sold To: Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Name on Card: Victoria Zimmerman

Card: *****8411

Charged On: 3/1/2012 4:46:20 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

[Back to Previous Page](#)

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P675

boston craigslist > boston/camb/brook > jobs > [logged in as **human_resources@wgbh.org**] [[logout](#)]
marketing/advertising/PR jobs > payment [no profile selected]
confirmation

Thanks for posting with us, we really appreciate it!

2012-03-09 -- payment ID 24267642

Description	Price
Senior Account Executive	
PostingID 2892902775: <i>boston > boston/cambridge/brookline > marketing/advertising/PR jobs</i>	25.00
	Total: 25.00

Please visit your [account home page](#) to manage this posting.

P0715

LinkedIn Order 31891152

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 3/01/2012
Order Total: US\$295.00
Payment Method: Visa
*****8411
Receipt #: 11229247

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Account Executive • WGBH - Greater Boston Area • Expires March 31, 2012	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

Tuesday, February 28, 2012 1:58:24 PM ET

P0781

Subject: craigslist post 2875487259: "Special Projects Assistant"

Date: Tuesday, February 28, 2012 1:07:14 PM ET

From: craigslist - automated message, do not reply

To: human_resources@wgbh.org

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate, edit or delete your post
- 3) instructions for contacting craigslist

-
- 1) information about your transaction

posting ID: 2875487259
date: 2012-02-28
Payment ID: 24127242

Item: jobs posting
Title: Special Projects Assistant
Location: boston
Category: sales jobs

Quantity: 1 posting
Total: 25.00

-
- 2) how to locate, edit, or delete your post

Your ad can be found here:

<http://boston.craigslist.org/gbs/sls/2875487259.html>

To edit your ad:

<https://post.craigslist.org/u/Cr8zFTZi4RGfX-mBr63SBA/x93am>

-
- 3) contact information for craigslist

for issues related to billing, credit cards, paid posting accounts:
email: billing@craigslist.org
phone: 415-566-6394, extension 8283
mailing address: craigslist Accounts Receivable, P.O. Box 225159, San Francisco, CA 94122-5159
fax: (415) 566-1615

for other customer service issues:
email: jobs@craigslist.org

P0781

Sarah Vershon

From: human_resources
Sent: February 29, 2012 11:01 AM
To: Sarah Vershon
Subject: FW: Posting confirmation for Special Projects Assistant at WGBH

From: LinkedIn Jobs <jobs-listings@linkedin.com>
Date: Tue, 28 Feb 2012 17:45:43 +0000
To: Vanessa Reese <human_resources@wgbh.org>
Subject: Posting confirmation for Special Projects Assistant at WGBH

LinkedIn Jobs

Thank you for posting or renewing a job on LinkedIn
Now that your job is live, here are some things you can do to jump start your search:

- [Review applicants](#) and see who has applied for your job
- [View matching profiles](#) and reach out to qualified candidates
- [Share this job](#) with your network, in groups and on Twitter
- [Search for candidates](#) with relevant experience

Job Summary

Special Projects Assistant
WGBH - Greater Boston Area

Posted by: WGBH Human Resources (human_resources@wgbh.org)
Posted on: February 28, 2012
Expires: March 29, 2012

If you prefer not to receive these messages, you can change your settings.
© LinkedIn Corporation. 2029 Stierlin Ct., Mountain View, CA 94043 USA

Free Idealist Grad School Fairs coming to a city near you!

P0836

Hide

Invoice #2103341 - Paid

Action Without Borders
302 Fifth Avenue, 11th Floor
New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: danielle berger
Title: hr assistant
Phone: 617-300-4247
Email: danielle_berger@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: September 17, 2012
Due: Upon receipt

Applied Payments:
Payment (Credit card ending in "1246") for \$70.00

Type	Description	Price	Paid
Job	WGBH Project Director		
	Posted "WGBH Project Director" (in Boston) on Idealist.org for up to 60 days.	\$70.00	
	Total	\$70.00	\$70.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealist.org or call us at 646-786-6872.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to Action Without Borders and send it with a reference to this invoice number (#2103341) to:

Action Without Borders
302 Fifth Avenue, 11th Floor
New York, NY 10001

Thank you!

Payments not received within 45 days (November 1, 2012) will result in your organization's account on Idealist being suspended.

P0836

9/17/12

\$ 70

Av: 292500

PO 836

Bookbuilders OF BOSTON

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Postings

Postings — Editorial

JOBS

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WGBH Project Director
Posted: September 17, 2012

Duties and Responsibilities:

Department Overview:

The Educational Outreach department is responsible for national and local educational outreach aimed at educators, parents, children, and community volunteers in schools, libraries, museums, and other community-based organizations. The department creates print, online, and other multimedia resources, including teachers guides, supplemental curricula, family activity booklets, workshop and online training content. In addition, the department develops community campaigns, national content, and outreach events. The Educational Outreach staff develops and delivers trainings for educators and parents on a variety of topics including hands-on science, literacy, health, and English language learner strategies.

Position Overview:

The Editorial Project Director is responsible for researching, developing, writing, and editing educational materials to support television series and programs, interactive media projects, outreach activities, and other initiatives. The Editorial Project Director works with producers, writers, advisors, design staff, and others to meet other project goals, schedules, and budgets.

Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Required Experience:

Skills Required:

8-10 years developing curriculum-based materials for preschool audiences. Background in ELL preferred. Early math a plus. Excellent project and staff management skills. Strong editorial and writing skills.

Educational Requirements:

College degree required.

Salary/Hours:

Part-time, project contract.

Direct Application To:

PO 836
9/17/12
\$75
Av. 272500

P0836



Invoice 47829725

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: danielle berger
WGBH
10 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 10/09/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 16357847

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • WGBH Project Director • WGBH - Greater Boston Area • Expires November 8, 2012	1	US\$295.00	US\$295.00
2	Profile Matches • For WGBH Project Director • 24 profile matches + 5 free InMails	-	-	US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0836
Project Director
\$295

N: 292500

10/9/12

P0857

THE CHRONICLE OF HIGHER EDUCATION
THE CHRONICLE OF PHILANTHROPY
1255 TWENTY THIRD STREET, NW
SUITE 700
WASHINGTON, DC 20037
202-466-1006

WGBH Educational Foundation
125 Western Avenue
Boston, MA 02134

Thank you for your payment!

CREDIT CARD PURCHASE

Card #: XXXXXXXXXXXXX1246
Transaction Date: 09/27/2012
Charge Amount: 285.00
Order number/Invoice Number: 0000744872
Account Number: 1037153
Payment Reference Number: 079465

Receipt

Please call with any questions at the number above.

P0857

9/27/12

\$ 285.

Ac. 327000

PO 857

Invoice #2056260 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: December 20, 2011
Due: Upon receipt
Applied Payments:

- › Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	Manager of Development Operations & /Campaign Planning		
	Posted "Manager of Development Operations & /Campaign Planning" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealist.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to *Action Without Borders* and send it with a reference to this invoice number (#2056260) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (February 3, 2012) will result in your organization's account on Idealist being suspended.

PO 857

LinkedIn Order 28199357

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 12/20/2011
Order Total: US\$295.00
Payment Method: Visa
*****8411
Receipt #: 9928174

Item	Description	Quantity	Rate	Price
1	30-day Job Posting <ul style="list-style-type: none"> • Manager of Development Operations & Campaign Planning • WGBH - Greater Boston Area • Expires January 19, 2012 	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0857



Current Newspaper and Current.org
6930 Carroll Ave
Suite 350
Takoma Park, MD 20912

(301)270-7240x38
rogers@current.org



Invoice

Date	Invoice #
01/17/2012	12-137
Terms	Due Date
Net 30	02/16/2012

Bill To

WGBH
Attn: Sarah Vershon
One Guest St.
Boston, MA 02135

PAID

Balance Due	Enclosed
\$0.00	

x Please detach top portion and return with your payment. x

Sales Rep	Issue Number
Unwin	1201

Date	Service	Activity	Quantity	Rate	Amount
01/17/2012	Classified Ad:Line Ad	Standard Classified Line Ad-Manager of Development Operations and Campaign Planning	200	1.15	230.00

Thank you for "keeping Current".

Total	\$230.00
Payment	\$230.00
Balance Due	\$0.00

P0933

Danielle Berger

From: Alyssa Mullen
Sent: Wednesday, October 03, 2012 3:28 PM
To: Danielle Berger
Subject: AM

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Danielle,

Can you please post the Account Manager for National Marketing – P-0933 on the following websites:

LinkedIn, mediabistro, Ad ^{no} Boston and Boston.com.

Thanks,
Alyssa

Alyssa A. Mullen
Talent Acquisition and Development Manager
WGBH
One Guest St
Boston, MA 02135
P: (617) 300-3750
F: (617) 300-1015



Can you put a value on public television? Meet five of the millions of people whose lives have been changed by WGBH and public media.

Get our free app at <<http://itunes.apple.com/us/app/wgbh-impact-stories-changing/id441543485?mt=8&ls=1>>. Or watch online at <<http://www.supportwgbh.org/>>. And tell us your own story about how WGBH has changed your life!

This email and attachment (if any) may contain confidential information that is intended only for the use of the person(s) to which it is addressed and is not to be disseminated, distributed, or duplicated beyond the intended recipient(s). If you are not the intended recipient, or if you have received this message in error, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. Additionally, if you are not the intended recipient, or if you have received this message in error, please notify the sender and delete all copies from the system immediately.

P0933

Account Manager, Nat Marketing

AV: 135000

P0933



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Sales Receipt

danielle berger
10 Guest Street
Boston, MA 02135 USA

Date 10/9/2012

Re:1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 141109

Posted by: Human Resources on 10/9/2012

Company: WGBH

Job Title: WGBH Account Manager

Job requirements/qualifications:

Department Overview: The National Marketing team works closely with producers and WGBH executives to increase the visibility, awareness, and value of WGBH's award-winning productions. National Marketing is responsible for marketing and promotion for ...

Sold To: danielle berger
10 Guest Street
Boston, MA 02135 USA

Name on Card: danielle berger

Card: *****1246

Charged On: 10/9/2012 4:42:27 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

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P0933



Invoice 47828410

LinkedIn Corporation
 2029 Stierlin Ct, Mountain View, CA 94043 USA
 Federal Tax ID: 47-0912023

Billed To: danielle berger
 WGBH
 10 Guest Street
 Boston, MA 02135
 United States
 617-300-3740

Date: 10/09/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 16357422

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • WGBH Account Manager • WGBH - Greater Boston Area • Expires November 8, 2012	1	US\$295.00	US\$295.00
2	Profile Matches • For WGBH Account Manager • 24 profile matches + 5 free InMails	-		US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0933

Danielle Berger

From: Boston@monster.com
Sent: Wednesday, October 10, 2012 12:24 PM
To: Danielle Berger
Subject: Boston.com/Monster Receipt - Order # 3314310

To ensure delivery of this email please add Boston@monster.com to your Address Book or Safe List.

Monster Receipt- Order #3314310

Welcome danielle berger,

Thank you for ordering from Monster for Employers.

Your order will be available within one hour.

Once your order has been approved, you can access your [Monster for Employers](#) account. Your account offers access to all Monster's hiring tools and personalized information that will help you find and hire the right candidates.

Your Username: hr_wgbh | [Forgot your password?](#)

Your Order

Quantity	Product	Price
1	60 Days Local Job Posting Inventory Posting Location: US-MA-Boston	\$385.00
Subtotal		\$385.00
Order Total		\$385.00

Payment Method: Visa
Order Number: 3314310

Account Information
 Danielle Berger
 WGBH
 10 West Street
 Boston, Massachusetts 02111-5105
 United States
 617-300-2277

Billing Information
 Danielle Berger
 WGBH
 10 West Street
 Boston, Massachusetts 02111-5105
 United States
 617-300-2277

P0900

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [logged in as [human_resources@wgbh.org](#)] [[logout](#)]
[business/mgmt jobs](#) > payment confirmation [no profile selected]

Thanks for posting with us, we really appreciate it!

2012-09-27 -- Payment ID 27055161

Description	Price
WGBH Unit Manager	
PostingID 3300643587: <i>boston > boston/cambridge/brookline > business/mgmt jobs</i>	25.00
	Total: 25.00

Please visit your account homepage to manage this posting.

FORMAT: mobile tablet regular

Unit
Sales Manager
P0900
\$25

PO900



Invoice 46726744

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To:
danielle berger
WGBH Educational Foundation
10 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 9/27/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 16009470

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • WGBH Unit Manager • WGBH - Greater Boston Area • Expires October 27, 2012	1	US\$295.00	US\$295.00
2	Profile Matches • For WGBH Unit Manager • 24 profile matches + 5 free InMails	-	-	US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

Unit
Sales Manager

PO900
\$295

12/4/12

Your Receipt - Order #51338 - Stack Overflow Careers 2.0

P0945

Your Receipt - Order #51338

Thank you for your purchase! Your order number is: #51338 . Please print a copy of this receipt for your records.

A confirmation email has been sent to you at danielle_berger@wgbh.org. If you have any problems or questions, please check out our support page, or send us an email at careers@stackoverflow.com.

Remember, as always, if you're not satisfied for any reason within 90 days you can always get a full refund, period, no questions asked. We don't want to keep your money if you're not fully satisfied.

Visit your account page to see all of your orders.

Qty	Description	Total
1	One Thirty Day Job Listing	\$350.00
Sales Tax:		\$0.00
Order Total:		\$350.00

Billing Information

Billing Contact

Danielle Berger
danielle_berger@wgbh.org
6173004247

Payment Information

Credit Card

Accepted

XXXX-XXXX-XXXX-1246
Expires: 09 / 2015
Payment Date: Nov 1, 2012
Payment Amount: \$350.00

P0945
Web Developer
11/1/12
\$350

Classified Purchase Agreement

Dice Career Solutions

Address: 12150 Meredith Dr. Urbandale, IA 50323
 Remit To: 4939 Collection Center Dr. Chicago, IL 60693
 Telephone: (877) 386-3323 x2082

For Internal Use Only:

Acct #: 501358099 Grp ID: RTX14691
 Corp ID: _____
 Rep: Scott Stevenson
 Authorization: _____
 Renewal New Adjustment Agen

Return signed order to - orders@dice.com or via Fax: 515-313-2788

Company Information:

Company: WGBH
 Address: 10 Guest Street
 City: Boston
 State: MA Zip: 02135
 Main Contact: Stephanie Novick
 Phone: (617) 300-3740 Ext. _____
 Fax: _____
 Web Address: http://www.wgbh.org/careers

Send all invoices to:

Company: Same
 Address: _____
 City: _____
 State: _____ Zip: _____
 Acctg. Contact: _____
 Phone: _____ Ext. _____
 Acctg. Email: _____

Named User Information:

Name: Stephanie Novick
PERSON WHO PERFORMS SEARCHES AND/OR POSTS JOBS
 Email: stephanie_novick@wgbh.org
 Phone: (617) 300-3740
 Address: 10 Guest Street
 City: Boston
 State: MA Zip: 02135

Comments:

Classified*	# of Jobs	Overall Total	Job Total
1		\$495	
\$495	Total	\$495	NET DUE

* Jobs may be posted up to 1 year from date of purchase. Once a job is posted it will run continuously for 30 days or until date of expiration, whichever is shorter.

Date of Purchase: 11.20.12

Terms & Conditions: This non-cancellable agreement is between your company and organization ("You") and Dice Career Solutions, Inc. d/b/a Dice.com. If You breach any provisions of this agreement, Dice.com may: 1) discontinue your Dice.com service and/or 2) pursue all other available remedies to enforce this agreement and obtain payment hereunder. In such event, Dice.com shall be entitled to collect all of its costs and attorney fees incurred. Upon expiration of the Service Period and payment of applicable fees, You will automatically be cancelled from service and this Agreement will terminate. Prior to termination of the Agreement, You may contact Dice.com to enter into a new Prepay Purchase Agreement at Dice.com's then current monthly billing rate.

https://employer.dice.com/common/provider-does-not_auth_terms_and_conditions.jsp

Cardholder Name: Danielle Berger AMEX VISA MC
 Credit Card #: 4715 6321 5339 1246 Expiration Date: 9/11/5

Name: Stephanie Novick Signature: *Stephanie Novick*
 Title: Admin. Coordinator Date: 11/20/12

**Signature required on all orders

P0941, Query Specialist
 130100
 \$495
 11/20/12



P0947
AV: 130100
\$330
11/16/

Danielle Berger
WGBH Educational Foundation
MA

Date: 11/16/2012
Account No: 23683163
Invoice No: 384263
V.A.T. No:

Tax Invoice

Service Provided	Cost (USD)
4 Week Job Posting	330.00
Sub Total	330.00
Tax	0.00
Total	USD 330.00

Payment Received: 330.00

Balance Due: 0.00

Paid in full

Invoice paid in full. No further action is required

Remit:
ComputerWork
6120 Parkland Bvd.
Suite 101
Mayfield Heights
OH 44124

Phone: 866-494-1623
Fax:
Email: accounts@mail.computerwork.com
Web: www.computerwork.com

Bank: Westfield Bank
Branch: Westfield Center, OH
Account Name: JobServe USA Corporation
Account No: 1252220
Routing No: 041272279

P0941



RECEIPT

PURCHASER INFO
WGBH Educational Foundation
Boston, Massachusetts
United States
Attn: Stephanie Novick

ORDER #	R5401307
DATE	11/20/12
IO / PO #	-
AMOUNT PAID	\$295.00
PURCHASED BY	
Stephanie Novick	
stephanie_novick@wgbh.org	

PRODUCT	DESCRIPTION	AMOUNT
Single 60-Day Job Posting Job Posting - Web	Women in Technology International (paid - creditcard) Job ID: 11437947 Job Name: WGBH Query/Segmentation Specialist Job Title: WGBH Query/Segmentation Specialist	\$295.00

SUBTOTAL	\$295.00
TAXES	\$0.00
TOTAL	\$295.00

P0941, Query Specialist

130100

\$295

11/20/12

70941

Invoice #2112619 - Unpaid

(Paid 12/10/12)

*70941
A.U. 130100
\$70
11/16/12*

Action Without Borders
302 Fifth Avenue, 11th Floor
New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: danielle berger
Title: hr assistant
Phone: 617-300-4247
Email: danielle_berger@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: November 16, 2012
Due: Upon receipt

Type	Description	Price	Paid
Job	Query/Segmentation Specialist		
	Posted "Query/Segmentation Specialist" (in Boston) on idealist.org for up to 60 days.	\$70.00	
	Total	\$70.00	\$0.00
		Amount Due	\$70.00

Payment is due upon receipt. If you have questions about your invoice, please email us at invoices@idealist.org or call us at 646-786-6872.

Idealist reserves the right to remove inappropriate postings.

To pay with a credit card, please visit <http://www.idealist.org/pay/invoices/2112619>. Please note, you must be logged in to pay this invoice.

To pay with a check or money order, please make the payment out to *Action Without Borders* and send with a reference to this invoice number (#2112619) to:

Action Without Borders
302 Fifth Avenue, 11th Floor
New York, NY 10001

Thank you!

Payments not received within 45 days (December 31, 2012) will result in the suspension of your organization's Idealist account.

PO 878



Dice Inc.
12150 Meredith Drive
Urbandale, Iowa 50323
Toll Free: 888.321.3423 (DICE)
Fax: 515.280.1452
Local: 515.280.1144

Step 5: Your receipt

Order date: 11/5/2012

Thanks! Your order was successfully completed.

Please print out a copy of this invoice for your records. Your credit card account has already been billed accordingly.

Your login information is:

User Name: danielle_berger@wgbh.org

Password: _____

Your Job Posting will be valid for 30 days. If you wish to edit or inactivate your posting, proceed to the Employer Login by clicking here or visit <https://employer.dice.com>. Log in using the username and password listed above.

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXT. PRICE
Job Postings	Classified Express Account	2	\$410.00	\$820.00
			TOTAL	\$820.00

11/5/12

PO 878

159005

System Admin

Software Developer

\$410

\$410

PO 856

13

159006

P0943



Invoice 50542029

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: danielle berger
WGBH
10 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 11/07/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 17180484

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Royalties Accounting Manager • WGBH - Greater Boston Area • Expires December 7, 2012	1	US\$295.00	US\$295.00
2	Profile Matches • For Royalties Accounting Manager • 24 profile matches + 5 free InMails	-	-	US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

11/7/12

\$295

P0943, Royalties Accting Mgr

AV: 110100

Marketing Mgr
 P0950
 11/28/12
 0295

P0950
 934005
 GDPLMRT



Invoice 52536232

LinkedIn Corporation
 2029 Stierlin Ct, Mountain View, CA 94043 USA
 Federal Tax ID: 47-0912023

Billed To: danielle berger
 WGBH
 10 Guest Street
 Boston, MA 02135
 United States
 617-300-3740

Date: 11/28/2012
Invoice Total: US\$295.00
Payment Method: Visa
 *****1246
Receipt #: 17795904

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Marketing Manager • WGBH - Greater Boston Area • Expires December 28, 2012	1	US\$295.00	US\$295.00
2	Profile Matches • For Marketing Manager • 24 profile matches + 5 free InMails	-	-	US\$0.00

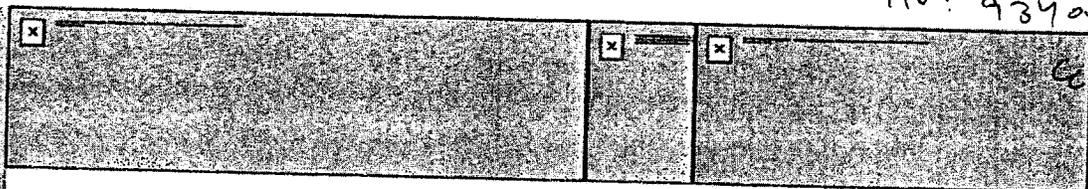
Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0950

Danielle Berger

From: Bridgespan@NoReplyBridgespan.org
Sent: Monday, December 17, 2012 4:04 PM
To: Danielle Berger
Subject: Bridgespan: Posting Confirmation

12/17/12
P0950
AV: 934005

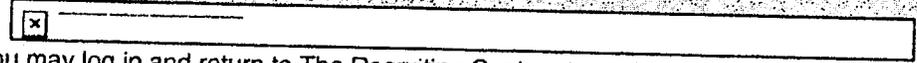


Dear danielle berger,

Thank you for posting on the Bridgespan Job Board. Your posting is now live.

Your payment has been processed, and **you will receive your receipt from transaction@skipjack.com**. Please add this email address to your safe list. If you do not receive a copy, be sure to check your spam filter. If you cannot locate it, please contact Customer Service for a copy of your receipt.

Position: Marketing Manager
Hiring Organization: WGBH Educational Foundation
Expiration Date: 2/15/2013
Price: \$100.00



You may log in and return to The Recruiting Center at any time if you wish to view, update, edit, or close this posting.

Bridgespan reserves the right to remove any posting that does not meet the requirements of our site. All postings must follow our Privacy Policy and Terms and Conditions and be an Equal Employment Opportunity.

Regards,
The Bridgespan Group

* **Note:** Do not reply to this email. If you need further assistance please contact Customer Service at: (617) 572-2593.

Your Position

Position:
Marketing Manager



PCard Compliance Questions

For **ALL** expenses, please provide a detailed explanation including answers to the following questions.

Name of Card Holder Danielle Berger

Vendor: Bridge Span Date of transaction: 12/17/12

Amount of Transaction: \$ 16.0 Activity Posted: 934005

1) What was purchased? (Please clarify abbreviations)

job ad

2) How is the expense related to and necessary for the project to which the expense is charged? (E.g., "This [product] is being purchased for [reason] for use in [project] because [xyz]")

recruiting

3) If the purchase is for a specific part (or part) of a project, please identify that part. (E.g., episode, segment, etc.)

P0150, Marketing Mgr

4) Is the project's purchase being spread over several activity codes?

If YES to #4 above, please answer the below:

P0952

Danielle Berger

From: AIGA Design Jobs Management <designjobs@aiga.org>
Sent: Friday, December 21, 2012 5:10 PM
To: Danielle Berger
Subject: AIGA DesignJobs Job Posting Receipt



Services provided by:
CORE 77, INC
561 Broadway
6th Floor
New York, NY 10012

PURCHASE RECEIPT: A1212353
PURCHASE DATE: 12.21.2012

Thank you for purchasing a Single Job Posting. This message confirms your purchase, and will function as your receipt. For your reference, your purchase details are below.

PURCHASE SUMMARY

Item: Single Job Posting
Job Title: Associate Designer - Temporary Position
Start Date: 12.21.2012
End Date: 02.04.2013

To view your job posting go to:
<http://designjobs.aiga.org/job.asp?id=44658&p=y>

PAYMENT INFORMATION

Bill To: Danielle Berger
WGBH
1 Guest Street
Boston, Massachusetts 01235
United States
danielle_berger@wgbh.org

Pay By: Credit Card
Amount Billed: \$195
Card Number: *****1246
Card Holder: Danielle Berger

Charges will appear on your statement as billed to:
AIGA Design Jobs

12/21/12
\$195
P0952
560103

SUPPORT INFORMATION

Feel free to contact us at any time if you have questions about this job posting, or to discuss other ways we can help you with your creative staffing needs.

Thanks again for using AIGA DesignJobs!

AIGA DesignJobs Client Support Team
phone: +1-888-756-8282
email: designjobs@aiga.org

P0939



Invoice 54724984

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: danielle berger
WGBH
10 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 12/21/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 18477924

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Manager of Accounting • WGBH - Greater Boston Area • Expires January 20, 2013	1	US\$295.00	US\$295.00
2	Profile Matches • For Manager of Accounting • 24 profile matches + 5 free InMails	-	-	US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0939

\$295

12/21/12

110100

P0953



Invoice 54268333

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: danielle berger
WGBH
10 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 12/17/2012
Invoice Total: US\$295.00
Payment Method: Visa *****1246
Receipt #: 18350660

Item	Description	Quantity	Rate	Price
1	30-day Job Posting <ul style="list-style-type: none"> • Network/Telecom Engineer • WGBH - Greater Boston Area • Expires January 16, 2013 	1	US\$295.00	US\$295.00
2	Profile Matches <ul style="list-style-type: none"> • For Network/Telecom Engineer • 24 profile matches + 5 free InMails 	-	-	US\$0.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Invoice Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

P0953

\$295

159002

12/17/12

P0953

Classified Purchase Agreement

Dice Career Solutions

Address: 12150 Meredith Dr. Urbandale, IA 50323
Remit To: 4939 Collection Center Dr. Chicago, IL 60693
Telephone: (877) 386-3323 x2082

For Internal Use Only:

Acct #: 501358099 Grp ID: RTX14b913
 Corp ID: _____
 Rep: Scott Stevenson
 Authorization: _____
 Renewal New Adjustment Agency

Return signed order to - orders@dice.com or via Fax: 515-313-2788

Company Information:

Company: WGBH
 Address: 10 Guest Street
 City: Boston
 State: MA Zip: 02135
 Main Contact: Danielle Berger
 Phone: (617) 300-3740 Ext. _____
 Fax: _____
 Web Address: http://www.wgbh.org/careers

Send all invoices to:

Company: Same
 Address: _____
 City: _____
 State: _____ Zip: _____
 Acctg. Contact: _____
 Phone: _____ Ext. _____
 Acctg. Email: _____

Named User Information:

Name: Danielle Berger Address: 10 Guest Street
PERSON WHO PERFORMS SEARCHES AND/OR POSTS JOBS
 Email: danielle_berger@wgbh.org City: Boston
 Phone: (617) 300-4247 State: MA Zip: 02135

Comments:

Classified*	Overall Total
2 # of Jobs	\$990 Job Total
\$990 Total	(\$170) Bulk Discount
	\$820 NET DUE

* Jobs may be posted up to 1 year from date of purchase. Once a job is posted it will run continuously for 30 days or until date of expiration, whichever is shorter.

Date of Purchase: 12.17.12

Terms & Conditions: This non-cancellable agreement is between your company and organization ("You") and Dice Career Solutions, Inc. d/b/a Dice.com. If You breach any provisions of this agreement, Dice.com may: 1) discontinue your Dice.com service and/or 2) pursue all other available remedies to enforce this agreement and obtain payment hereunder. In such event, Dice.com shall be entitled to collect all of its costs and attorney fees incurred. Upon expiration of the Service Period and payment of applicable fees, You will automatically be cancelled from service and this Agreement will terminate. Prior to termination of the Agreement, You may contact Dice.com to enter into a new Prepay Purchase Agreement at Dice.com's then current monthly billing rate.

https://employer.dice.com/common/provider/docs/non_auth_terms_and_conditions.jsp

Cardholder Name: Danielle Berger AMEX VISA MC
 Credit Card #: 4715 6321 5339 1246 Expiration Date: 9/15

Name: Danielle Berger Signature: _____
 Title: HR Assistant Date: 12/17/12

**Signature required on all orders

WGBH P0953 Network Engineer | T0963 Database Admin #159005 \$410 each

Friday, March 2, 2012 11:20:30 AM E

Subject: Your Receipt From Monster.com
Date: Friday, March 2, 2012 11:19:06 AM ET
From: Monster.com Receipts
To: human_resources@wgbh.org

Transaction Detail

Order # 3063547
Job ID: 102782052
PO #:
IO #:
Amount: \$375.00
(Tax Amount: \$0.00)
Currency: USD
Transaction Type: S

Date & Time: 12/1/2011 1:43:00 PM
Job Title: Digital Content Manager
Site Name: Monster.com
Company Name: WGBH
Credit Card Number: 8411
Cardholder Name: Victoria Zimmerman

PO660

PO 640

LinkedIn. Order 27370343

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 12/01/2011
Order Total: US\$195.00
Payment Method: Visa
*****8411
Receipt #: 9625443

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Digital Content Manager • WGBH - Greater Boston Area • Expires December 31, 2011	1	US\$195.00	US\$195.00

Total Purchases: US\$195.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$195.00
Payment: (US\$195.00)
Balance: US\$0.00

[craigslist](#) > manage posting

[logged in as human_resources@wgbh.org] [[logout](#)]

P0660

This posting has expired from craigslist. [?]

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Digital Content Manager

Date: 2011-12-01, 1:18PM EST

Reply to: see below

Job Requisition #: P-0660

Posting Title: Digital Content Manager

Department: Digital Marketing Products/Svc

Position Type: Management, Full Time, Staff

Department Overview:

Candidate will be part of the Digital Marketing Products and Services team dedicated to increasing engagement and awareness for WGBH.org and other local online and national priorities by providing valuable marketing engagement tools and finding ways to convert online audiences to lifetime members and/or donors to the institution. This team collaborates with local and national teams to maximize engagement and revenue in three key digital areas: Platform strategy and execution: recommend and drive technology due diligence and platform strategy specializing in one-to-one relationship building which includes four core platforms: CRM, marketing automation, e-mail, social media, digital analytics and integration with CMS Direct Marketing Strategy and Execution: recommend and execute digital marketing and social media/community management (online, email, mobile, social) to increase one-to-one relationship engagement and revenue. Aggregate data across platforms to recommend strategies and to maximize effectiveness for local, national and CDP Engagement and Content Strategy and Execution: recommend and execute digital content and new media strategies to help drive engagement and increase one-to-one relationship building and revenue

Position Overview:

This role will report to the Director of WGBH Online and will be responsible for managing a staff of producers and editors. The Content Manager for WGBH Online is responsible for helping to drive the overall content and promotional strategy of wgbh.org and provide hands-on leadership to the team in order to create, curate and maintain online content and promotions. The content manager will be responsible for helping the online team meet it's key performance indicators (KPI) driving up traffic, customer satisfaction, development goals and other marketing metrics. This position requires someone who can closely collaborate with the immediate and extended team, working closely with WGBH's online content teams, television and radio production units, as well as fellow online marketing managers, to create value for WGBH's online content, brand, build new audiences, and promote

WGBH's ongoing programming and initiatives. Beyond wgbh.org, the Content Manager will build and maintain WGBH's presence on third party online platforms, social networking sites, and online content partnerships.

Specific duties for this position include:

- Manage and develop team of content producers and editors which includes growing the teams content strategy and execution skills while promoting efficiencies
- Build online content strategy based on a methodical metrics driven approach. Use data and feedback to continually improve content and promotional offerings
- Curate, maintain and update online content that promotes and expands the reach of WGBH's programming and initiatives
- Build new online content for local/national television, radio, and other areas as determined by the Director of WGBH Online
- Create and execute promotional campaigns that support WGBH's marketing and development/membership goals using web content, e-mail, social media and other online tools
- Manage web presence, daily posting, and interactivity of radio's locally produced news programming (talk shows, news segments, partnerships with production units)
- Work with Online Marketing team to create new revenue opportunities including tiered membership content; including playlists, streams, special offers, etc.
- Expand WGBH's online partnerships, leverage existing partnerships for new content and forging new partnerships to deepen WGBH's reach into the community
- Oversee and maintain online functions related to TV and radio programming, such as schedules, program pages and playlists
- Coordinate with TV and radio, on-air promotion of wgbh.org

Skills Required:

- Qualified candidates must have at least 5 years of online and offline content management and marketing experience.
- Ideal candidate should have experience managing a team and developing a team in order to quickly and efficiently meet objectives based on metrics
- The position requires close attention to detail and the ability to balance concurrent tasks under tight deadlines. Candidates must be able to build strong cross-departmental relationships, prioritize responsibilities and work well under time pressure. They must possess excellent interpersonal skills, with the ability to work constructively with different personalities. Familiarity with WGBH and public media a plus
- Should be an effective team leader with strong coaching skills, ability to set priorities to help their team focus on critical issues, develop staff and team capabilities, and react quickly to address performance gaps.
- Ideal candidate should be able to present ideas to team and to groups and to do it in a convincing manner
- Ideal candidate is one who is not afraid to ask questions or challenge preexisting assumptions.
- Person of conviction/passion/intensity
- Sense of humor/thick skin
- Able to participate in the creation of this role, as well as make significant contributions in the future.

Educational Requirements:

College degree required.

Please apply online via the WGBH Careers Page at <http://www.wgbh.org/about>

/employmentOpportunities.cfm

- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2730469663

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email. [Send Note](#)

P0660

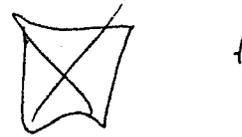
Sarah Vershon

From: Alyssa Mullen
Sent: December 09, 2011 3:55 PM
To: Sarah Vershon
Subject: FW: Job posting

260000

✓ 8100.00

Please post the Digital Content Manager position on Bridgestar.



Thanks,
Alyssa

From: Ken Yanhs
Sent: Friday, December 09, 2011 3:48 PM
To: Alyssa Mullen
Subject: Job posting

What about posting the manager job to this board:

<https://www.bridgestar.org/Register.aspx>

PO689

Invoice #2054450 - Paid

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

To: WGBH Educational Foundation

Created by: Victoria
Name: Victoria Zimmerman
Phone: 617-300-3740
Email: human_resources@wgbh.org
Address: 10 Guest Street, Boston, Massachusetts, 02135, United States
Posted: December 7, 2011
Due: Upon receipt
Applied Payments:
 ▶ Payment (Credit card ending in "8411") for \$60.00

Type	Description	Price	Paid
Job	WGBH Development Associate		
	Posted "WGBH Development Associate" (in Boston) on idealist.org for up to 60 days.	\$60.00	
	Total	\$60.00	\$60.00
		Amount Due	\$0.00

Payment is due upon receipt. For questions about your invoice, email us at invoices@idealists.org or call us at 212-843-3973.

Idealist reserves the right to remove inappropriate postings.

Please make your check or money order payable to Action Without Borders and send it with a reference to this invoice number (#2054450) to:

Action Without Borders
 302 Fifth Avenue, 11th Floor
 New York, NY 10001

Thank you!

Payments not received within 45 days (January 21, 2012) will result in your organization's account on Idealist being suspended.

P0712

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[logged in as [human_resources@wgbh.org](#)] [[logout](#)]

This posting has expired from craigslist. [?]

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[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [web/HTML/info design jobs](#)

Senior Interactive Designer (Boston, MA)

Date: 2012-01-05, 2:50PM EST

Reply to: see below

JOB REQ#: P-0712

DATE POSTED: 11/07/11

TITLE: Sr Interactive Designer

DEPARTMENT: Interactive

TYPE OF POSITION: AEEF, Full-Time, Project Contract

Department Overview:

WGBH Interactive works with the WGBH National Production units to produce a multitude of media-rich websites and transmedia products supporting our national prime-time and children's television series. You would be joining the kids' team of dedicated designers, technologists and producers to create high quality educational websites and mobile apps for kids. We're about serious fun, with benefits (ie. This job comes with a full benefits package).

Position Overview:

We are looking for a Senior Interactive Designer to lead the visual, structural and interaction design across multiple platforms--from desktop to mobile to emerging platforms. This is a great opportunity to work with a multidisciplinary, collaborative team on some of WGBH's best-known brands, including Curious George, ARTHUR, Fetch with Ruff Ruffman and Martha Speaks, and major new projects. Our sites get 15 million visits per month, so if you are looking for somewhere to get your work in front of a massive international audience, this is the right place. It's a collaborative, fun work environment focused on games and engaging interactive experiences for kids and families. And it's engagement with a strong educational backbone. WGBH has been a leader in TV for forty years and this interactive team of designers, producers and developers is leading WGBH into the 21st century. Will you join us?

Skills Required:

You should show strength in interaction and game design for kids, preschool through teen. You should have a strong sense of games design, animation; a command of formal design, typography, interface and information design; and be up to date with web and multimedia design tools and technologies including mobile and touch screen interfaces. Facility with Flash, Photoshop, and Illustrator are

essential, as well as responsive design, HTML5 and CSS coding skills. You should have strong communication skills and the ability to work collaboratively, quickly and creatively under deadline. In order to be considered, you must provide an online portfolio or samples of work which include mobile projects. The ideal candidate: • lives and breathes kids culture, from books to movies to games, and this informs the approach to design • is a trend-spotter and thought leader, able to push the team in new directions • knows how to view things from the perspective of a child, making the work both appealing and understandable by kids • can deliver great and playful work at the crossroads of education and fun • values the importance of gaming and it's ability to engage and teach simultaneously • is familiar with, and willing to discuss, design decisions in WGBH's kids' work (can be seen at: interactive.wgbh.org/kids)

Educational Requirements:

You should possess a BFA/BA degree in graphic design.

Please apply online via WGBH Careers Page at <http://www.wgbh.org/about/P0712.cfm>

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2784918168

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

[Send Note](#)



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Back to [Home](#) > [Employers](#) > Sales Receipt

Sales Receipt

Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Date 1/6/2012

Re: 1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 128257

Posted by: Human Resources on 1/6/2012

Company: WGBH

Job Title: Reporter

Job requirements/qualifications:

JOB REQ#: P-0731 DATE POSTED: 12/08/11 TITLE: Reporter DEPARTMENT: Frontline TYPE OF POSITION: AEEF, Full-Time, Staff Department Overview: PBS's flagship public affairs series FRONTLINE -- the longest-running investigative documentary series...

Sold To: Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Name on Card: Victoria Zimmerman

Card: *****8411

Charged On: 1/6/2012 3:41:23 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

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P0712



Services provided by:
CORE 77, INC
561 Broadway
6th Floor
New York, NY 10012

PURCHASE RECEIPT: C0112112
PURCHASE DATE: 01.06.2012

Thank you for purchasing a Single Job Posting. This message confirms your purchase, and will function as your receipt. For your reference, your purchase details are below.

PURCHASE SUMMARY

Item: Single Job Posting
Job Title: Interactive Designer
Start Date: 01.06.2012
End Date: 04.05.2012

To view your job posting go to:
http://www.coroflot.com/company/job_details.asp?job_id=37541

PAYMENT INFORMATION

Bill To: Victoria Zimmerman
WGBH
10 Guest Street
Boston, Massachusetts 02135
United States
human_resources@wgbh.org

Pay By: Credit Card
Amount Billed: \$265
Card Number: *****8411
Card Holder: Victoria Zimmerman

Charges will appear on your statement as billed to:
Core77 Inc.

SUPPORT INFORMATION

Feel free to contact us at any time if you have questions about this job posting, or to discuss other ways we can help you with your creative staffing needs.

Thanks again for using Coroflot!

Coroflot Client Support Team
phone: +1-888-756-8282
email: support@coroflot.com

© 2012 Core77, Inc

CORE 77, INC | 561 Broadway New York, NY 10012 | management@core77.com | (212) 965-1998

P0712

Behance NETWORK™ The Creative Professional Platform

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[Contact Us](#)

EDIT YOUR INFO

- [Billing History](#)
- [Edit Billing Info](#)
- [Subscriptions](#)

Invoice Details

[Print Invoice](#)

Order #	#2197684f0759ac5505f
Date	01/06/2012
Name	Victoria Zimmerman
Product Purchased	Single Credit
Price Paid	\$199.00
Payment Method	Visa XXXX-XXXX-XXXX-8411 11/2012

[Back To All Invoices](#)

P0712

LinkedIn Order 28279179

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 12/22/2011
Order Total: US\$295.00
Payment Method: Visa
*****8411
Receipt #: 9955215

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Interactive Designer • WGBH - Greater Boston Area • Expires January 21, 2012	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Sales Tax (0.00%): US\$0.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [logged in as [human_resources@wgbh.org](#)] [[logout](#)]
[tv/film/video/radio jobs](#) > payment confirmation [no profile selected]

Thanks for posting with us, we really appreciate it!

2012-10-05 -- Payment ID 27165498

Description	Price
WGBH Fall TV Pledge Production Internship	
PostingID 3318368046: boston > boston/cambridge/brookline > tv/film/video/radio jobs	25.00
Total:	25.00

Please visit your account homepage to manage this posting.

FORMAT: mobile tablet regular

Av: 168000

\$25

10/5/12

Tuesday, February 28, 2012 12:52:38 PM ET

Subject: Your LinkedIn Order 31700983
Date: Tuesday, February 28, 2012 12:50:22 PM ET
From: LinkedIn Receipts (sent by <messages-noreply@bounce.linkedin.com>)
To: WGBH Human Resources



Order ID: 31700983

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 2/28/2012
Order Total: US\$295.00
Payment Method: VISA...8411
Receipt #: 11156904

Item	Description	Qty	Rate	Price
1	30-day Job Posting • Account Manager • WGBH - Greater Boston Area • Expires March 29, 2012	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

[Customer Service](#) | [Purchase History](#) | [Terms of Sale](#)

© 2012 LinkedIn Corporation

Tuesday, February 28, 2012 1:59:58 PM ET

Subject: craigslist post 2875505526: "Account Manager"
Date: Tuesday, February 28, 2012 1:15:36 PM ET
From: craigslist - automated message, do not reply
To: human_resources@wgbh.org

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate, edit or delete your post
- 3) instructions for contacting craigslist

1) information about your transaction

posting ID: 2875505526
date: 2012-02-28
Payment ID: 24127526

Item: jobs posting
Title: Account Manager
Location: boston
Category: marketing/advertising/PR jobs

Quantity: 1 posting
Total: 25.00

2) how to locate, edit, or delete your post

Your ad can be found here:

<http://boston.craigslist.org/gbs/mar/2875505526.html>

To edit your ad:

https://post.craigslist.org/u/-ohq_jdi4RG22a7WFsquSA/p78z4

3) contact information for craigslist

for issues related to billing, credit cards, paid posting accounts:
email: billing@craigslist.org
phone: 415-566-6394, extension 8283
mailing address: craigslist Accounts Receivable, P.O. Box 225159, San Francisco, CA 94122-5159
fax: (415) 566-1615

for other customer service issues:
email: jobs@craigslist.org

INVOICE



ACCESS INTELLIGENCE, LLC

DATE	NUMBER
01/31/2012	173825

CLIENT CODE: 11887

BILL TO:

WGBH
Attn. ACCOUNTS PAYABLE
10 GUEST STREET
BOSTON, MA 02135

ADVERTISER:

WGBH
11887*XX

PUBLICATION/PRODUCT:
CYNOPSIS CLASS ADVANTAGE

Customer Order No.	Issue Date	Sales Contact	Page No.
	01/27/2012	TRISH PIHONAK	
DESCRIPTION			
CLASSIFIED AD Pre-payment of 400.00 Check no. V1020212 WEB ADVERTISING			AMOUNT - USD
Sub-Total			0.00
			400.00
			<hr/> 0.00
PAYMENT REQUIRED IN US DOLLARS			
INVOICE TOTAL - USD:			0.00

Direct all billing inquires or credit card payments to: billinghelp@accessintel.com or to 1-800-347-4031
For your convenience, we accept VISA, Mastercard, American Express and Discover.

REMIT TO:

Access Intelligence, LLC
P.O. Box 9187
Gaithersburg, MD 20898-9187

WIRE TRANSFERS:

Webster Bank, N.A., Waterbury, CT USA
Account #: 10747825
Routing/Transit/ABA #: 211170101
SWIFT #: WENUS31

Please include invoice number on all payments.
Federal Tax ID # 52-2270063

CREDIT CARD AUTHORIZATION
for Access Intelligence, LLC Invoices

To pay by credit card please fax the completed data to 301-560-6618
OR

email to billinghelp@accessintel.com

Visa MasterCard AMEX Discover
(Your statement will reference this charge as Access Intelligence, LLC)

Credit Card Number: 4715 6326 3697 8411

Security Code: 145 (on back of card)

Expiration Date: 11/2012

Full Name (as it appears on card): Victoria Zimmerman

Address (required)
Street: One Guest Street

City, State, Zip: Boston MA 02135

Today's Date: 02/03/12

Amount to Charge Against Card: \$ 400.00

Paying Invoice Number(s): 173825

Email Address or Fax Number for Charge Receipt (if required):

sarah_vershan@wgbh.org

Contact Information

Name: Sarah Vershan

Telephone #: 617-300-3740

Fax #/Email Address: sarah_vershan@wgbh.org

Sarah Vershon



From: Sarah Vershon
Sent: January 25, 2012 10:44 AM
To: Alyssa Mullen
Subject: RE: Placing an ad for an Editor

808015

ANGY1ADM

All set.

From: Alyssa Mullen
Sent: January 24, 2012 3:34 PM
To: Sarah Vershon
Subject: FW: Placing an ad for an Editor

Hi Sarah,

Can you please post the Editor for MW on Mandy.com?

Thanks,
Alyssa

From: John Kalish
Sent: Tuesday, January 24, 2012 2:53 PM
To: Alyssa Mullen; Marsha Bemko
Cc: Heather Prince; Sam Farrell
Subject: Re: Placing an ad for an Editor

Thanks! Are we doing Mandy also?

From: Alyssa Mullen <alyssa_mullen@wgbh.org>
Date: Tue, 24 Jan 2012 14:51:17 -0500
To: Marsha Bemko <marsha_bemko@wgbh.org>, John Kalish <john_kalish@wgbh.org>
Cc: Heather Prince <heather_prince@wgbh.org>, Sam Farrell <sam_farrell@wgbh.org>
Subject: RE: Placing an ad for an Editor

We posted the Editor position on Cynopsis.

-Alyssa

From: Marsha Bemko
Sent: Monday, January 23, 2012 4:46 PM
To: Alyssa Mullen; John Kalish
Cc: Heather Prince; Sam Farrell
Subject: Re: Placing an ad for an Editor

And from the anxious ep: can you do it quick -- by tomorrow??
MB

Marsha Bemko
Executive Producer

Antiques Roadshow
Market Wars (w.t.)
617-300-3501

WGBH
One Guest Street
Boston, MA 02135

From: Alyssa Mullen <alyssa_mullen@wgbh.org>
Date: Mon, 23 Jan 2012 16:44:10 -0500
To: John Kalish <john_kalish@wgbh.org>
Cc: Heather Prince <heather_prince@wgbh.org>, Sam Farrell <sam_farrell@wgbh.org>, Marsha Bemko <marsha_bemko@wgbh.org>
Subject: RE: Placing an ad for an Editor

Yes, we can post the Editor position on Cynopsis.

Thanks,
Alyssa

From: John Kalish
Sent: Monday, January 23, 2012 4:42 PM
To: Alyssa Mullen
Cc: Heather Prince; Sam Farrell; Marsha Bemko
Subject: Placing an ad for an Editor

Alyssa:

Is it possible for us to place an add in Cynopsis for an editor? As you probably know, the response to our posting was underwhelming and Sam quite rightly pointed out that the kind of editor we're looking for may not be someone who's inclined to check the WGBH website. It's possible we might find a NY based editor with the skills and experience we need who would jump at the chance to move to Boston. (There may be other/better places to advertise- Cynopsis is the site that comes to mind for reality positions.)

Thanks.

-- John

Sarah Vershon

From: human_resources
Sent: February 29, 2012 11:02 AM
To: Sarah Vershon
Subject: FW: Your job is successfully posted on mediabistro.com

From: "Jacky Carter | mediabistro.com" <job.info@mediabistro.com>
Date: Tue, 28 Feb 2012 12:59:07 -0500
To: Vanessa Reese <human_resources@wgbh.org>
Subject: Your job is successfully posted on mediabistro.com

Dear job poster,

Hello. Thank you for posting a job on mediabistro.com! I'm confident you'll get a good response to your posting from Account Manager. This job will remain active on our site for 30 days, but you can edit it or take it down at any time.

To view your job:
<http://www.mediabistro.com/joblistings/jobview.asp?jobid=130887>
To print a receipt, edit or delete your job:
<http://www.mediabistro.com/employers/account.asp>

Want your posting to get EXTRA attention? You have three great options:

- *Job of The Day - For an extra \$299 your job will get a full day of premium placement:
 - Morning Media News Feed - our daily news digest emailed to more than 170,000 subscribers
 - on mediabistro.com's Homepage (30,000+ page views)
 - at the top of the Job Listings page (80,000+ page views)

- *Featured Job - Get more exposure over the life of your job posting for an extra \$147:
 - automatically renew your posting and jump to the top of the listings every 7 days
 - includes 3 selling points to attract more attention
 - includes your company logo in the featured Employers box and links to all your jobs

- *Featured Twitter Job - For an extra \$97, reach thousands of highly engaged media pros in real time by having your job posted on our @mediabistro Twitter feed:
 - over 65,000 followers and averaging 200 new followers per day
 - brand awareness for your company as your job circulates through our network of savvy media pros
 - reach thousands more when our followers retweet your job to their network

If you decide to post more jobs, we offer great discount plans starting at just 3 jobs that can save you up to 46% off each posting!

To learn more click here:
<http://www.mediabistro.com/employers>

If you have any questions or need assistance, please call me direct at (212) 547-7893, toll free at (888) 589-1963, or simply reply to this email.
Good luck and have a great day!

Jacky Carter
Community Coordinator

Purchase date: 2/28/2012
Description: Single Job Ad on mediabistro.com
Title: Account Manager
ID Card: ***** 8411

Total charge: \$279.00

Sarah Vershon

From: human_resources
Sent: February 29, 2012 11:02 AM
To: Sarah Vershon
Subject: FW: Your job is successfully posted on mediabistro.com

From: "Jacky Carter | mediabistro.com" <job.info@mediabistro.com>
Date: Tue, 28 Feb 2012 12:57:12 -0500
To: Vanessa Reese <human_resources@wgbh.org>
Subject: Your job is successfully posted on mediabistro.com

Dear job poster,

Hello. Thank you for posting a job on mediabistro.com! I'm confident you'll get a good response to your posting for Account Executive. This job will remain active on our site for 30 days, but you can edit it or take it down at any time.

To view your job:
<http://www.mediabistro.com/joblistings/jobview.asp?joid=130886>
To print a receipt, edit or delete your job:
<http://www.mediabistro.com/employers/account.asp>

Want your posting to get EXTRA attention? You have three great options:

- *Job of The Day - For an extra \$299 your job will get a full day of premium placement:
 - Morning Media News Feed - our daily news digest emailed to more than 170,000 subscribers
 - on mediabistro.com's Homepage (30,000+ page views)
 - at the top of the Job Listings page (80,000+ page views)

- *Featured Job - Get more exposure over the life of your job posting for an extra \$147:
 - automatically renew your posting and jump to the top of the listings every 7 days
 - includes 3 selling points to attract more attention
 - includes your company logo in the featured Employers box and links to all your jobs

- *Featured Twitter Job - For an extra \$97, reach thousands of highly engaged media pros in real time by having your job posted on our @mediabistro Twitter feed:
 - over 65,000 followers and averaging 200 new followers per day
 - brand awareness for your company as your job circulates through our network of savvy media pros
 - reach thousands more when our followers retweet your job to their network

If you decide to post more jobs, we offer great discount plans starting at just 3 jobs that can save you up to 46% off each posting!

To learn more click here:

<http://www.mediabistro.com/employers>

If you have any questions or need assistance, please call me direct at (212) 547-7893, toll free at (888) 589-1963, or simply reply to this email.

Good luck and have a great day!

Jacky Carter
Community Coordinator

Purchase date: 2/28/2012
Description: Single Job Ad on mediabistro.com
Job Title: Account Executive



• Credit Card: ***** 8411
Total charge: \$279.00

Sarah Vershon

From: Arlene McNulty <widgb@widgb.org>
Sent: March 05, 2012 9:47 AM
To: Sarah Vershon
Subject: FW: Job List Receipt

From: Arlene McNulty [mailto:widgb@widgb.org]
Sent: Monday, March 05, 2012 9:47 AM
To: 'Sarah Vershon'
Subject: FW: Job List Receipt

From: Arlene McNulty [mailto:widgb@widgb.org]
Sent: Tuesday, January 24, 2012 2:48 PM
To: 'Sarah Vershon'
Subject: Job List Receipt

Job List Receipt

Information for Transaction ID: VXJA8CB25B3F

Information for Paypal Transaction ID:

Transaction Result Details

Transaction ID:	VXJA8CB25B3F	Result Code:	0
PayPal Transaction ID:		Response Message:	Approved
Timestamp:	Jan 24, 2012 11:45:45 AM	Authorization Code:	012310
Transaction Type:	Sale	AVS Street Match:	N
Tender Type:	Visa	AVS Zip Match :	Y
Credit Card Number:	8411	International AVS Indicator:	N
Credit Card Expiration:	11 / 2012	Card Security Code Match:	
Amount:	150.00 USD	ABA #:	
Tax Amount:	0.00 USD	Cust Ref #:	
Shipping/Freight Amount:	0.00 USD	Payment Advice Code:	
Duty Amount:	0.00 USD		
Original Amount:	0.00 USD		

Original Transaction ID: N/A
Supplier Reference #: 8860499007
Comment 1: February Job Listing

Billing Information

Billing Address: Victoria Zimmerman
10 Guest Street
Boston, MA 02135
Email: sarah_vershon@wgbh.org

Shipping Information

Shipping Address:

Additional Information

Client IP Address: 66.211.170.66
Client Type: J

Merchant: widgboston
User: widgboston

Information for Transaction ID: VXJA8CB25B3F

Information for Paypal Transaction ID:

Transaction Result Details

Client Version: 4.3.2
Transaction State: 6
Duration: 0.00

Transaction History

Transaction ID	Timestamp	Transaction Type	Amount	Result	Details
VXJA8CB25B3F	Jan 24, 2012 11:45:45 AM	Sale	150.00	USD	

HISTORICAL

Dice Holdings, Inc.

INVOICE #: **861514**
 INVOICE DATE: **12/6/2011**
 REMITTANCE #: **501358099861514**

WGBH
 One Guest Street

 Boston MA 02135
 USA
 ATTN: Sarah Vershon

PAID
 BY CREDIT CARD
 THIS IS YOUR RECEIPT

REMIT TO:
 Checks: Dice Holdings, Inc.
 4939 Collections Center Dr.
 Chicago, IL 60693
 ACH: Bank of America
 ABA#: 073000176
 Bank Account#: 003792653542
 Wire/EFT: Bank of America
 ABA Routing #: 026009593
 Swift Code: BOFAUS3N
 Account#: 003792653542

DETACH AND RETURN THIS REMITTANCE FORM WITH YOUR PAYMENT

OFFICE
 L
 C
 C
 WGBH
 One Guest Street

 Boston MA 02135
 USA

Account # 501358099
 Invoice # 861514
 Invoice Date 12/6/2011
 Payment Terms Due Upon Receipt

ITEM	DESCRIPTION	PRICE
2200	Webstore Jobs Purchased Service from 12/5/2011 thru 1/6/2012 PO Number:	\$495.00
	Discount	\$0.00
	Tax	\$0.00
TOTAL DUE		\$495.00

PAID
 BY CREDIT CARD
 THIS IS YOUR RECEIPT



[craigslist](#) > manage posting

[logged in as [human_resources@wgbh.org](#)] [[logout](#)]

This posting has expired from craigslist. [?]

Repost this Posting

You will have the opportunity to make changes before it is made live.

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [internet engineering jobs](#)

Senior Developer -- NOVA/WGBH for NOVA Labs (Boston, MA)

Date: 2011-12-05, 9:37AM EST

Reply to: see below

Lead Web Developer -- NOVA/WGBH

NOVA pioneered the science documentary series in the U.S. and remains the gold standard for engaging, accurate, and thought-provoking coverage, seen on TV by over 25 million people each month. Working with WGBH's Interactive department, NOVA has developed a cross-platform presence and reaches more than a million visitors monthly on its website.

Position Overview

NOVA Labs is a trailblazing initiative that will create an interactive experience for users to work with real-time scientific data and contribute to ongoing research for research institutions such as NASA. Think of it as a startup within a large and well-respected education icon in the community.

The Lead Developer will define and architect the NOVA Labs platform. Working with a small cross-functional team chosen to work on this project, the Lead Developer will:

- Collaborate with the team in a fast-paced environment
- Gather requirements from WGBH technical stakeholders
- Write technical specifications and testing procedures
- Interface with vendors and distributors
- Write code

Requirements:

- Skills and qualities required to complete a Bachelor's Degree in Computer Science
- More than 5 years of work experience solving problems for web-based environments
- Advanced mastery of Internet technologies, including jQuery and the Django and Zend frameworks
- Experience developing cross-platform HTML, CSS and JavaScript
- Experience developing and implementing web-based APIs and working with cloud services (particularly Amazon)

• Demonstrated ability and experience effectively communicating technical concepts to non-technical colleagues
• Candidates should be prepared to share and discuss code samples. We are a Macintosh shop that creates web sites for users on many platforms and browsers.

This is a full-time position, starting in mid-January 2012, for a 52-week employment contract, with a high likelihood of renewal plus full benefits. No travel is required. We work hard but believe in work/life balance.

Come and exchange ideas with a smart and passionate team that produces one-third of PBS content and creates innovative public media. WGBH is centrally located in a bright, sunny building that includes open floor plans, with its own parking garage, cafeteria (the food is actually good!), health club access, and more.

Please submit your resume to: Alyssa_Mullen@wgbh.org and to the WGBH job site at <http://www.wgbh.org/about/employmentOpportunities.cfm>

About WGBH:

Our Mission

WGBH's mission is an enduring, empowering call to action, one we're proud to wear on our sleeve -- and even on our building. Next time you enter our One Guest Street studios, look up! You'll see it wrapped around the outside of our facility, 90 feet across:

"WGBH enriches people's lives through programs and services that educate, inspire, and entertain, fostering citizenship and culture, the joy of learning, and the power of diverse perspectives."

Our Commitments

WGBH makes a commitment to:

- Foster an informed and active citizenry
- Make knowledge and the creative life of the arts, sciences, and humanities available to the widest possible public
- Reflect the diversity of our audience, inviting a sense of inclusion and a better understanding of each other
- Improve, for all people, access to public media
- Be a trusted partner to parents and educators, providing programs and services that promote the healthy development of children
- Serve the individual not just as a spectator but as a participant, able and willing to learn new skills through our programs and services

- Location: Boston, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2736733030

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

[Send Note](#)

[craigslist](#) > manage posting

[logged in as [human_resources@wgbh.org](#)] [[logout](#)]

This posting has expired from craigslist. [?]

[Repost this Posting](#) You will have the opportunity to make changes before it is made live.

[boston craigslist](#) > [boston/camb/brook](#) > [jobs](#) > [web/HTML/info design jobs](#)

Freelance Drupal Developer

Date: 2011-12-06, 10:53AM EST

Reply to: *your anonymous craigslist address will appear here*

My company is looking for a freelance Drupal developer to work on some development projects. We need someone who can produce quality work quickly and at a low cost. The ideal person would be:

Local to New England
Flexible with hours
Able to work on-site
Experienced with Drupal 7

The projects you are working on would be Drupal 7 based in an externally hosted environment. The websites that are being produced will be relatively static, information based websites that provide information about our company as a whole. (About Us, Services we offer, etc.)

We are NOT looking for overseas development teams or development houses. We want to hire an individual who will be accountable to the technology manager for production of work.

Forward your resume with a thoughtful cover letter, examples of recent work, 3 references and hourly rates for consideration.

- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

PostingID: 2738773009



MEMBER BENEFITS | COURSES | EVENTS | CAREERS | FORUMS | CONTENT

[Back to Previous Page](#)

Back to [Home](#) > [Employers](#) > Sales Receipt

Sales Receipt

Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Date 1/26/2012

Re:1- Online Classified Advertisement: www.mediabistro.com

Job ID Number: 129257

Posted by: Human Resources on 1/26/2012

Company: WGBH

Job Title: Senior Account Executive

Job requirements/qualifications:

Job Req#: P-0715 Date Posted: 11/11/11 Title: Senior Account Executive
Department: National Marketing Type of Position: AEEF, Full-time, Project Contract
Project Length: 52 Weeks Department Overview: National Marketing is responsible for ma...

Sold To: Victoria Zimmerman
10 Guest Street
Boston, MA 02135 USA

Name on Card: Victoria Zimmerman

Card: *****8411

Charged On: 1/26/2012 1:41:25 PM

Price: \$279

Total \$279

Thank you for posting on mediabistro.com!
475 Park Avenue South, 4th FL, New York, NY 10016
Corporate ID # 13-406-0189

Satisfaction Guaranteed! If you are not satisfied with the response to your posting, please write "dissatisfied" and FAX receipt within 30 days. Our full policy is explained [here](#).

[Back to Previous Page](#)

mediabistro.com inc., call 212-389-2000
PRIVACY POLICY Copyright © 2012 mediabistro.com inc. All rights reserved.

Thursday, February 2, 2012 1:57:07 PM ET

Subject: Your LinkedIn Order 29968563
Date: Thursday, January 26, 2012 1:39:12 PM ET
From: LinkedIn Receipts (sent by <messages-noreply@bounce.linkedin.com>)
To: WGBH Human Resources



Order ID: 29968563

LinkedIn Corporation
2029 Stierlin Ct, Mountain View, CA 94043 USA
Federal Tax ID: 47-0912023

Billed To: Victoria Zimmerman
1 Guest Street
Boston, MA 02135
United States
617-300-3740

Date: 1/26/2012
Order Total: US\$295.00
Payment Method: VISA...8411
Receipt #: 10539434

Item	Description	Qty	Rate	Price
1	30-day Job Posting • Senior Account Executive • WGBH - Greater Boston Area • Expires February 25, 2012	1	US\$295.00	US\$295.00

Total Purchases: US\$295.00
Order Total: US\$295.00
Payment: (US\$295.00)
Balance: US\$0.00

[Customer Service](#) | [Purchase History](#) | [Terms of Sale](#)

© 2012 LinkedIn Corporation

C-3

WGBH Job Opportunities

Sarah Vershon

Sent: Friday, February 04, 2011 12:05 PM**To:** anand@youintern.com; andreak@careerworks.org; bucareer@bu.edu; careers@emerson.edu; Careers@umb.edu; Careers@Newbury.edu; careerservices@bfit.edu; catherine.snedeker.jcs@cityofboston.gov; crcjobs@lesley.edu; cslatter@wnec.edu; customerservice@recruitmilitary.com; daniel.craven@mrc.state.ma.us; deden@caasomerville.org; denong@wit.edu; Dgarrett@detma.org; driebman@brandeis.edu; dwilliams@ulem.org; Elaine.Gadson.BRA@cityofboston.gov; ellen.shaw-peterson@va.gov; employer.recruiting@bc.edu; employerhelp@bostonjobs.com; employment@cambridgema.gov; feedback@theworkplace.org; fshorr@bu.edu; gjc-info@gjc.org; gplata@conciliohispano.org; henrina@emmanuel.edu; hgariepy@fisher.edu; Hr@bostonabcd.org; hr@bc.edu; info@aarw.org; info@lpn.org; jeffrey.craig@bristolcc.edu; jemmart@deafinonline.org; jmccarthy@detma.org; john@adclub.org; josh.bruno@bostonpic.org; jspeliotis@communityenterprises.com; jthibod2@bentley.edu; kennethjohnson@hotmail.com; m.shea@neu.edu; matthew_cardin@emerson.edu; Mhn@allstonbrightoncdc.org; montanac@bu.edu; msullivan@wheeloak.edu; mvance@bostonabcd.org; nejobsadmin@escne.org; ocs_recruiting@harvard.edu; OHR@cityofboston.gov; rbrooks@mountida.edu; rcolon@laalianza.org; recruitmentsolutions@globe.com; RRamirez@detma.org; rrichard@mit.edu; smcneeley@fas.harvard.edu; s.curran@neu.edu; schandra@hearst.com; ses@umb.edu; sschaff@bhcc.mass.edu; susan.antonelli@cambridgecollege.edu; swain@bostonabcd.org; swilkins@thepartnershipinc.org; tcorrigan@baystate.edu; twells@suffolk.edu; wlauser@hopefoundboston.org; wmoran@enableinc.org**Attachments:** Job Board 02.04.11.doc (113 KB) ; Job Appendix 02.04.11.doc (49 KB)**From:** WGBH Educational Foundation

In accordance with WGBH's Diversity Program and our commitment to equal employment opportunity, attached is a list of our most recent job postings along with the job descriptions of the newest openings. I would be most interested in reviewing resumes of persons whom you feel are qualified for these positions.

Please log on to our website at www.wgbh.org for full job descriptions and advise any interested candidates to apply online. If candidates are unable to apply online, please mail cover letter and resume to:

WGBH Educational Foundation
Human Resources Department
10 Guest Street
Boston, MA 02135

WGBH Boston informs, inspires, and entertains millions through public broadcasting, the web, educational multimedia, and access services for blind and deaf awareness.

WGBH Job Appendix 02/04/11

Date	Req Number	Title	Dept.
01/26/11	4994	SW Developer/Business Analyst	Information Technology
01/21/11	4991	Assistant Account Executive	American Experience
01/19/11	4992	Dir Foundation Development	Foundation Development
12/30/10	4984	Assistant Account Executive/Masterpiece	National Marketing
12/28/10	4989	SW Developer/Business Analyst	Information Technology
12/21/10	4981	Associate Developer	Interactive
12/21/10	4980	Associate Developer	Interactive
12/20/10	4979	Senior Developer	Interactive
12/09/10	4974	Major Gifts Officer	Major Gifts
12/08/10	4977	Production Assitant/Online	Nova
12/06/10	4973	Radio Producer - The Takeaway	Radio
11/24/10	4970	Radio Assoicate Producer/Callie Crossley Show	Radio
11/16/10	4966	Administrative Coordinator	Physical Plant
11/11/10	4964	Technology Manager/World Channel	Radio
11/10/10	4962	Program Director/Radio/99.5 Classical	Radio
10/21/10	4953	Research Manager	Major Gifts
10/05/10	4946	Program Director/89.7	Radio
9/27/2010	4942	Executive Director/World Channel	Local TV
9/16/2010	4934	Account Executive	National Marketing
9/9/2010	4922	Account Executive Development	Local Corporate Sponsorship
9/2/2010	4925	Secretary	Frontline
8/12/2010	4911	Director of Sales Operations	National Corporate Sponsorship
8/12/2010	4912	Production Secretary	Boston Media Producitons
8/9/2010	4904	SalesForce Solutions Architect	Information Technology
8/2/2010	4899	Director Gift Planning - Major Gifts	Major Gifts
03/31/10	4834	Major Gifts officer	Major Gifts
03/18/10	4812	WCAI Station Manager/Cape & Islands Station	Radio

WGBH IS AN EQUAL OPPORTUNITY EMPLOYER.

PLEASE NOTE THAT THIS JOB DESCRIPTION IS MEANT TO BE A GENERIC DESCRIPTION AND REPRESENTS THE MINIMUM JOB DUTIES AN INDIVIDUAL WILL BE REQUIRED TO PERFORM. INDIVIDUAL DEPARTMENTS WILL/CAN CUSTOMIZE JOB DESCRIPTIONS AND HOURS OF WORK TO MEET THEIR SPECIFIC NEEDS.

JOB REQ#: 4812

DATE POSTED: March 18, 2010

TITLE: WCAI Station Manager [Radio] - Cape & Islands Station (Cape & Islands)

TYPE OF POSITION: Management, Full Time, Project Contract (52 weeks)

Department Overview: The Cape and Islands NPR stations, WCAI 90.1FM, WNAN 91.1FM and WZAI 94.3FM are listener-supported public radio stations serving Cape Cod, Nantucket, Martha's Vineyard, and the south coast. Founded by local residents, the stations are a service of WGBH Radio with locally produced and nationally acquired programs. The Cape and Islands stations strive to celebrate the uniqueness of the communities that they serve while discussing common issues.

Position Overview: The Station Manager is responsible for all aspects of the operation of the WCAI network of stations, WCAI, WNAN, and WZAI, serving Cape Cod and the Islands with a service of WGBH Radio. The Station Manager plays a key role in strategic planning particularly as it pertains to expansion of the membership base, major donor cultivation, leading a capital campaign and relations with the local business community. This position requires experience and skills in four key areas: executive management, broadcast management, community relations and resource development. The Station Manager reports to the General Manager of Radio and works in conjunction with the WGBH's Development Department. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Extensive experience including previous supervisory experience, financial management, strategic planning, fundraising, community relations and major donor cultivation is essential. Previous broadcast experience and knowledge of both the Cape and Islands and the public radio system is desired.

JOB REQ#: 4834

DATE POSTED: April 07, 2010

TITLE: Major Gifts Officer [Major Gifts] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes the Ralph Lowell Society/Annual Major Giving, Directed Support/Major Gifts, and Planned Giving and Endowment, and is responsible for raising funds from individuals and family foundations who can support WGBH at a significant level for annual operating, restricted gifts and the WGBH Endowment. The team works closely with WGBH executives, board members and other high level volunteers.

Position Overview: Under the joint supervision of the Director of Major Gifts and Director of Major Annual Giving, the Major Gifts Officer (MGO) will work in a fast-paced, highly complex development environment and will carry a portfolio of no less than 150 prospects with potential for five- and six-figure gifts. The MGO will dedicate 50% of his/her time to the Ralph Lowell Society/Annual Operating and 50% to Restricted Giving/Directed Support. The MGO will support stewardship, cultivation and engagement opportunities for the Ralph Lowell Society as well as develop individual cultivation and stewardship strategies for specific major giving prospects. This individual will work closely with, consult, and prepare high-level volunteers, executive producers, vice presidents, and the president regarding strategy. The MGO is responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A four-year college degree is required. Candidates should have a minimum of 5 years experience in development with at least 2 of those years demonstrating effectiveness and success in a major gifts environment. Experience working with high-level fundraising volunteers and committees is required. Ability to multitask with extreme proficiency is essential, as is a sense of humor. Candidates should be prepared to show a portfolio of writing samples from prior work in development.

JOB REQ#: 4899

DATE POSTED: August 03, 2010

TITLE: Dir Gift Planning- Maj Gifts [Major Gifts] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes the Ralph Lowell Society, Major Gifts and Gift Planning and Endowment and is responsible for raising funds from those who can support WGBH at a significant level for annual operating, capital and directed gifts, and the WGBH Endowment.

Position Overview: Reporting to the VP for Development, the Director will have primary responsibility for planning and carrying out a comprehensive program for promoting, cultivating and soliciting planned gifts in support of all areas of WGBH programming. The Director of Gift Planning will manage a well established and growing planned giving office, carry a personal portfolio of prospects, and serve as a partner with other development officers in developing and carrying out solicitation strategies for planned giving prospects. This position works closely with the WGBH President and Vice Chairman, as well as other senior management, Trustees, Overseers and high-level volunteers. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A minimum of eight to ten years of progressive, successful planned giving fundraising experience, preferably for a cultural organization or secondary or higher education institution. Will have the ability to develop new and creative approaches to marketing planned giving opportunities and possess a thorough understanding of wills and bequests, charitable remainder trusts and the like. Will have proven relationship building competencies to be effective with a wide variety of constituencies, and the ability to bring creativity and vision to the advancement of WGBH's goals and objectives. The ideal Director of Gift Planning will have a proven track record in the successful solicitation of planned gifts, and possess a thorough understanding of planned gift policies, strategies and prospect identification techniques, donor recognition, and administration. Experience in financial planning or trust administration helpful.

JOB REQ#: 4911

DATE POSTED: August 13, 2010

TITLE: Director of Sales Operations [National Corporate Sponsorship] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Corporate Sponsorship department is responsible for securing corporate funding in support of WGBH's national and local TV and radio productions and for raising awareness in the marketplace of WGBH and PBS productions as a marketing solution.

Position Overview: Reporting to the Vice President Sponsorship. The Director of Sales Operations will collaborate with management and a cross functional team to maximize sale productivity, analyzing existing data, performing territory optimization analysis and help implement our salesforce.com system and processes to support our client's business initiatives. Provide oversight and management of the financial systems that support the national and local salespeople, including incentives with the goal of increasing team performance. Manage sponsorships contracts and relationship with the Legal department. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: - Bachelor's degree required, MBA a plus. - Minimum 7 -10 years sales ops or operations management experience. - Previous experience in TV and radio sales operations a plus - Review monthly P & L with VP - Assemble cash flow data and prepare reports - Take leadership role in implementation of salesforce.com. - Provide training related to salesforce.com to the sales team and others as required. - Develop, maintain and run key standard and ad-hoc reports and dashboards using salesforce.com to support executive management, sales operations and other key stakeholders. - Actively participate in sales forecasting activities. Leverage operational reporting to analyze trends and provide feedback and recommendation to sales leadership that will help improve performance. Run ad-hoc queries as needed to answer business questions. - Utilize business and marketplace savvy to put data-driven metrics to constructive use by VP, sales management and sales representatives. - Analyze process issues and develop creative solutions to improve sales support efficiency. - Build and maintain strong relationships with the sales management and sales team, and educate the sales organizations on company initiatives that impact their sales process and their customers (eg billing, procurement) - Be a strong, informed representative of the division to all administration and leadership teams. - Collaborate with sales management on strategic planning for the department. - High energy level, hands-on, multi-tasking capabilities - Demonstrated experience in proactively identifying and riving change that will provide benefit to the sales organization. - Proven experience working in a matrixed management basis - Solid negotiation, leadership, influence, project management, relationship-building, and communication skills with strong writing skills. - Ideal candidate has experience in media sales. - IT project management experience a plus, especially regarding sales database systems. - Experience writing sales and service contracts preferred. - Must have supervisory experience, and experience with hiring and training employees. - Strong analytical skills required, including advanced proficiency with Microsoft Excel. - Must have a strong background in a variety of software programs including, but not limited to salesforce.com, Microsoft Project, Filemaker, Excel, PowerPoint, inDesign, Word—all on a Mac platform.

JOB REQ#: 4925

DATE POSTED: September 03, 2010

TITLE: Secretary [Frontline] (Boston)

TYPE OF POSITION: AEEF, Full Time, Project Contract (52 weeks)
UNION SALARY RANGE: \$30,856 - \$39,116

Department Overview: Since 1983, FRONTLINE has served as PBS's flagship public affairs series. Hailed upon its debut as 'the last best hope for broadcast documentaries,' FRONTLINE's stature after 28 seasons is reaffirmed each week through incisive documentaries covering the scope and complexity of the human experience.

Position Overview: Under the supervision of FRONTLINE's executive producer and senior management, the Secretary provides direct administrative and general support to members of FRONTLINE's editorial staff and senior management. With direction from the Editorial Researcher, the Secretary ensures the efficient operation of the Editorial Department. Responsibilities include coordinating meetings, answering phones, arranging travel, overseeing the inventory of the FRONTLINE video library, filing, database entry and management, occasional research projects, and assisting with the day-to-day administrative process. Flexible and overtime evening hours are sometimes required. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: A successful candidate should be able to juggle competing demands while seeing projects through from finish to start. This person should possess an unflappable demeanor, a take-charge attitude, and a curiosity for current events along with an appreciation for FRONTLINE's brand of journalism. Candidates must demonstrate strong organizational, communication, writing and copy-editing skills, as well as the ability to meet deadlines within a fast-paced environment. Additional requirements include a strong attention to detail, good judgment, a sense of discretion and a professional demeanor. College degree required.

JOB REQ#: 4922

DATE POSTED: September 10, 2010

TITLE: Account Executive Development [Local Corporate Sponsorship] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: Local Corporate Sponsorship is part of the Corporate Sponsorship division. The department is responsible for securing sponsorship from the New England business community in support of media and program activities at WGBH. Local Corporate Sponsorship raises revenue through sponsorship of television, radio, online, print and events. The staff includes sales, marketing, research, client service and trafficking personnel.

Position Overview: The Account Executive is responsible for securing revenue from local businesses and advertising agencies through sponsorship of WGBH TV, radio, online, print and events with an emphasis on creating and securing sponsorship for multimedia packages. The position will report to the Local Sales Manager. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Bachelor's Degree, 3-5 years related work experience.

JOB REQ#: 4942

DATE POSTED: September 28, 2010

TITLE: Executive Director [Local TV] - World Channel (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (Through 06/30/11)

Department Overview: WORLD is a national broadcast/online project, based at WGBH in Boston, which aims to reinvent a new public media service by providing a space for non-fictional journalism and promoting the works of a broad array of voices and creators often underserved by traditional media. We seek to create an interactive forum, engaging with our communities to serve a diverse audience including a younger demographic. We will reach out to communities of interest around a set of monthly themes, which will act as conceptual pegs to curate, commission, and present content. The broadcast channel is supplemented by a web presence and is built on a public TV stations subscription base, and will demonstrate an approach that will offer alternatives to the traditional public media broadcast model.

Position Overview: The position reports to the VP and GM of Radio and TV and will manage the entire operation including programming and production on broadcast and website, working closely with the Director of Programming for TV, and the Director of New Media for Radio and TV. The Executive Director of WORLD will carry out the mission of the project by developing plans for project goals. S/he will manage business, technical and creative issues surrounding the production, distribution and marketing of the project. S/He will supervise project staff and manage the projects grant obligations and budget with the help of the business/administrative unit. The Executive Director will manage the relationship with CPB and other funders, coordination with the

project editorial and business partners, help raise funding in collaboration with WGBH Foundation Development, and coordinate with other relevant WGBH departments. H/she will hire and supervise staff including: - a Managing Editor responsible for the curation, creation and editing of online content. - A Managing Editor for Online, who is responsible for engaging online communities with the project, using social networks and online marketing. - A Technical Manager who will support and develop the web presence with new features and functionalities, and/or manage the vending of technical support and development. - A Programming Manager to assist with managing the broadcast channel operation. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Candidate should have at least five years of experience in executive management at a broadband media company, multi-platform media environment or equivalent. Candidate must have strong knowledge of cable/TV broadcast production and business practices, including operations and scheduling and be expert in all facets of a web-based business, including content creation, metrics and oversight of CMS-based websites. Ideal candidate should have a proven record of success at growing projects into sustainable businesses. S/he must be able to communicate a vision effectively to stakeholders, and forge productive collaborations and partnerships with media, technology and marketing companies. A working knowledge of diverse cultures will be important due to the nature of the WORLD projects strongly multi-cultural programming. Candidate must be a strong leader with excellent communication skills. S/he must be highly creative, confident, well organized, self-motivated, and be able to juggle multiple tasks under pressure and deadlines. Strong managerial and interpersonal skills and proven ability to work both independently and collaboratively are essential. The ideal candidate will have an active interest in the mission of public media; familiarity with broadband video, participatory web architectures, television and web metrics, social media tools, open source technologies; and a strong understanding of licensing issues as applied to film, video, and web media.

JOB REQ#: 4946

DATE POSTED: October 05, 2010

TITLE: Program Director [Radio] - 89.7 (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (52 weeks)

Department Overview: WGBH Radio 89.7FM serves its audience with local, national and international news, jazz, Celtic music, and current affairs. The news department seeks to inform, educate and enlighten our audience on both the news of the day and the news in historical context through in-depth, high quality radio journalism using the best tools and methods of the craft. WGBH news seeks to report on and facilitate discussion of the news with integrity, fairness, balance, accuracy and civility. WGBH news also seeks to tell the stories of and allow expression of the diversity of voices that make up our entire community.

Position Overview: Candidates for this position, reporting to the Radio General Manager, must have extensive radio programming and production experience. Knowledge of news and public affairs is essential. Knowledge of jazz is also desired. Proven supervisory experience, preferably in a public broadcasting environment, is required. Must have broad editorial and production knowledge of news gathering and broadcast on multiple platforms. Experience in new media applications and community outreach is of particular interest. **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:** 1. Oversee and direct all news programming according to the stated vision for the station's news service. Meet the goals of audience and financial metrics specified in the station's business plan. 2. Work closely with the on-air staff on regularly reviewing and evaluating on-air performance. 3. Oversee all on-air elements to ensure consistency in sound appropriate to a news service. 4. Oversee the local news and information team including identifying and providing editorial oversight of enterprise reporting team. 5. Oversee and manage all contributors, commentators, reviewers and freelance reporters. 6. Working with the Executive Producer of Greater Boston, supervise the Hosts/Executive Producers and oversee the editorial content of two daily weekday local shows as well as other collaborations across other platforms. 7. Work regularly with the on-air jazz and non-classical music staff on regularly reviewing and evaluation on-air performance. 8. Advise on news on 99.5. 9. Meet audience goals. Analyze audience data and provide monthly reports to the Radio Manager and the management team, and make the necessary adjustments to the service to meet the goals under the direction of the Radio General Manager and in consultation with the other teams. 10. Participate both in membership and corporate sponsorship planning, strategy setting and operations to maximize revenues from both sources and meet the revenue goals as projected in the financial planning. This work includes setting the best campaign schedule and strategy and positioning 99.5 for contributor and sponsor support. 11. Work with marketing and communications to best position WGBH Radio and to promote the station's programs and projects. 12. Work with development department to support the strategies for patron support of our radio services. 13. Work with the WGBH editorial staff on the development and oversight of all content online (text, audio, video, social media and audience engagement). 14. Work to develop editorial partnerships both internally and externally. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A Bachelor's degree in journalism or broadcast is required, and an advanced degree is preferred. At least seven years of program director experience with strong background in news, management, and fund-raising is essential. Must be able to work well with diverse, internal and external constituents. Must be comfortable with public appearance and speech with passion for radio broadcasting, news, and current affairs. High energy with strong interpersonal skills is required.

JOB REQ#: 4953

DATE POSTED: October 21, 2010

TITLE: Research Manager [Major Gifts] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes the Ralph Lowell Society/Annual Major Giving, Directed Support/Major Gifts, Planned Giving and Endowment, and is responsible for raising funds from individuals and family foundations who can support WGBH at a significant level for annual operating, restricted gifts and the WGBH Endowment. The team works closely with WGBH executives, board members and other high level volunteers.

Position Overview: The Major Gifts Research Manager will identify and research prospective donors to support the major gifts and high-end annual fund activities for WGBH using their knowledge of best practices in the prospect research field, superior internet search skills, expert knowledge of Lexis-Nexis and online information sources (eg. Wealthengine, NOZA, Foundation Directory), and strong skills in financial analysis. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Familiarity with relational databases, CRM systems (preferably Salesforce), and expert-level knowledge of database management practices required. Supervisory experience required. The qualified applicant must have excellent organizational skills, strong written and verbal communication skills, a keen attention to detail, and excellent analytical and time-management skills. Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through. Ability to adjust to changing priorities and meet deadlines and to work well with a team of professionals. Ability to work with sensitive information and maintain confidentiality required. Four-year college degree and at least three years of full-time work experience in the development research field required.

JOB REQ#: 4962

DATE POSTED: November 10, 2010

TITLE: Program Director/Radio [Radio] - 99.5 Classical (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (52 weeks)

Department Overview: A service of WGBH Radio, 99.5 All Classical station will serve a wide spectrum of classical listeners by presenting great music in a friendly, informative manner. The station serves the audience with strong locally hosted classical music, reflecting vibrant music communities in the region. The station is a leading entity in the community with active partnerships with major cultural and music organizations, public programs, music education, and promotion.

Position Overview: Candidates for this position, reporting to the Radio General Manager, must have extensive classical music knowledge and music production as well as radio programming experience. Candidates must have experience in live music production and concert recordings. Knowledge of public radio national productions, classical audience demographics, classical music in the international scene is essential. Experience in managing a classical station including working with contributor development and corporate sponsorship is essential. Ability to work in the public arena interacting effectively with the various communities, funders and institutional partners is essential. Knowledge of developing new platforms for classical music in new media, other genres, and public affairs are preferred. Experience with Jazz and other music formats preferred. Candidates for this position, reporting to the Radio General Manager, must have extensive classical music knowledge and music production as well as radio programming experience. Candidates must have experience in live music production and concert recordings. Knowledge of public radio national productions, classical audience demographics, classical music in the international scene is essential. Experience in managing a classical station including working with contributor development and corporate sponsorship is essential. Ability to work in the public arena interacting effectively with the various communities, funders and institutional partners is essential. Knowledge of developing new platforms for classical music in new media, other genres, and public affairs are preferred. Experience with Jazz and other music formats preferred. 1. Oversee strategy for content and positioning of 99.5 service. 2. Oversee and direct all classical programming, according to the stated vision for the station's classical service and meet the goals of audience and financial metrics as specified in the classical services plan. 3. Work closely with all the music on-air staff on regularly reviewing and evaluating on-air performance. 4. Review and approve hosts proposed programming including implementation and use of programming software. 5. Oversee all on-air elements to ensure consistency in sound appropriate to a classical service on 99.5. 6. Advise on music elements on 89.7. 7. Oversee music projects operation including remote recording activities and Fraser performances. 8. Meet audience goals. Analyze audience data and provide monthly reports to the Radio Manager and the management team and make the necessary adjustments to the service to ensure the goals under the direction of the Radio General Manager and in consultation with the other teams. 9. Participate both in membership and corporate sponsorship planning, strategy setting and operations to maximize revenues from both sources and meet the revenue goals as projected in the financial planning. This work includes setting the best campaign schedule and strategy and positioning 99.5 for contributor and sponsor support. 10. Work closely with marketing and communications to best position WCRB and to promote the station's programs and projects. 11. Work closely with the development department to position our music services for philanthropic support. 12. Work to develop partnerships with the region's leading classical organizations. 13. Work with the online on the development and oversight of all musical content online (text, audio, video, social media and audience engagement). Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A Bachelor's degree in classical music or broadcast is required, and an advanced degree is preferred. At least seven years of program director experience with strong background in management, and fund-raising is essential. Must be able to work well with diverse, internal and external constituents. Must be comfortable with public appearance and speech with passion for radio broadcasting and music. High energy with strong interpersonal skills is required.

JOB REQ#: 4964

DATE POSTED: November 11, 2010

TITLE: Technology Manager [Radio] - World Channel (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (12/01/10 - 06/30/11)

Department Overview: WORLD is a national broadcast/online project, based at WGBH in Boston, which aims to reinvent a new public media service by providing a space for non-fictional journalism and promoting the works of a broad array of voices and creators often underserved by traditional media. We seek to create an interactive forum, engaging with our communities to serve a diverse audience including a younger demographic. We will reach out to communities of interest around a set of monthly themes, which will act as conceptual pegs to curate, commission, and present content. The broadcast channel is supplemented by a web presence and is built on a public TV stations subscription base, and will demonstrate an approach that will offer alternatives to the traditional public media broadcast model. The project has launched an early version of a web presence which will grow as a platform for communities of web users, viewers public television stations and other public media content creators. The web presence uses open source technologies, integrates social and participatory media, and looks to become a significant place for broadband media to be shared, distributed and an engagement point between stations, creators and users.

Position Overview: The position reports to the Executive Director of WORLD who will oversee the web and broadcast element of the R&D phase, coordinating closely with the Director of Programming for TV, and the Director of New Media for Radio and for Radio and TV. The position will involve maintenance and continued development of the web presence for the project, with frequent iterative releases. The web site is open source, strongly integrates audio, video, social media tools and technologies, to engage communities of interest around non-fiction public media. [Http://www.worldcompass.org](http://www.worldcompass.org) S/he will monitor and maintain technical quality, constantly assess technical options, devise and implement optimum strategies to meet project goals. Working as the sole technical person on a small project team, the Technology Manager will be responsible for supporting the codebase, overseeing/vending systems support, building new features, gathering and reporting metrics, and the development of technical partnership. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Candidate should have 5-7 years professional web development and management experience, with a track record of rapid deployment of sites, and successful management of outsourced development/design resources and cloud-based vendors. - Extensive experience executing consumer-facing web applications - Experience with Drupal 6 and following versions - Drupal Module Development experience - Experience with other FOSS CMSs. - Unix/Linux and Shell scripting experience - Experience with MySQL, PHP - Front-end web technologies: XHTML, CSS, Javascript, AJAX - Experience with LAMP stack - Familiarity with video and audio codes, and media websites. - Experience with integration of APIs - Version Control Software experience The Technology Manager will have strong coding skills, high level analytical and problem-solving skills, a proven ability to work both independently and in small, highly collaborative environments, a willingness to learn and apply new software development tools, technologies, and methodologies, and effectively triage problems. Candidate should be effective in communicating with non-technical staff. Because of the WORLD channel's strongly international/multi-cultural programming direction, a working knowledge of diverse cultures is a strong plus. Candidate must be confident, highly organized, self-motivated, and able to juggle multiple stakeholders and tasks under pressure and concurrent deadlines. Strong managerial and interpersonal skills are required; proven ability to work both independently and collaboratively, and an extensive attention to detail are essential. The ideal candidate will have an active interest in content typical of the WORLD, i.e. non-fiction storytelling, history, culture of communities, and be experienced in participatory web architectures and open source technologies.

JOB REQ#: 4966

DATE POSTED: November 16, 2010

TITLE: Administrative Coordinator [Physical Plant]

TYPE OF POSITION: Management, Part Time, Staff

Department Overview: The Physical Plant Department is responsible for managing all of the physical space for the Foundation from a central source. The management of the space includes but is not limited to allocations of space for each department or project within the Foundation, the day to day maintenance and operation of building systems throughout the Foundation, scheduling and coordination of building related services for departments and projects and liaison with many contractors and regulatory authorities. Physical Plant is also responsible for the physical security for the facilities which includes employee ID'S, parking administration and event security when required. WGBH's Human Resources department partners with internal customers to provide a broad array of programs and services. HR partners with management to recruit and retain a highly qualified diverse workforce; facilitate positive employee and labor relations; foster effective communications among WGBH's 800+ employees; provide professional development and mentoring to enhance employee skills, performance and job satisfaction; and design and deliver fair, competitive benefit and compensation programs.

Position Overview: The Administrative Coordinator serves Physical Plant (PP) and Human Resources (HR) as the receptionist and first point of contact for employees, vendors, and other visitors, dispatching PP service calls, creating ID badges, distributing and collecting forms, and maintaining a neat, welcoming reception area. Working under the direction of the PP Director, the Administrative Coordinator provides project and administrative support to Physical Plant, provides reception services to Human

Resources, answers a high volume of phone calls, and schedules Foundation-wide conference rooms. In addition, the Administrative Coordinator has regular and routine responsibilities that contribute to achieving the overall objectives of the departments. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Bachelor's degree or equivalent work experience preferred. Experience providing administrative support to multiple constituents. Ability to be flexible about shifting priorities and to use resources creatively. Excellent customer service orientation and project management approach. Commitment to continuous improvement. Excellent computer skills (word processing and presentation software such as PowerPoint, as well as calendar management systems). Ability to exercise good judgment and discretion when managing confidential information. Sense of ownership around task management and problem resolution

JOB REQ#: 4970

DATE POSTED: November 24, 2010

TITLE: Radio Associate Producer [Radio] - The Callie Crossley Show (Boston)

TYPE OF POSITION: AEEF, Full Time, Project Contract (02/21/11 - 08/31/11)

UNION SALARY RANGE: \$37,464 - \$38,000

Department Overview: WGBH Radio's news department seeks to inform, educate and enlighten our audience on both the news of the day and the news in historical context through in-depth, high quality radio journalism using the best tools and methods of the craft. WGBH news seeks always to report on and facilitate discussion of the news with integrity, fairness, balance, accuracy and civility, WGBH news also seeks to tell the stories of and allow expression of the diversity of voices that make up our entire community.

Position Overview: The Associate Producer is responsible for working with host and producer to produce WGBH's daily public affairs show, The Callie Crossley Show. Make story pitches and develop those pitches for broadcast. • Select, contact, and schedule program guests. • Gather background materials for host. • Update web content. • Gather and edit audio material for program for air and Web. • Screen callers for live broadcast. • As needed, the producer will perform all necessary tasks as director during the broadcast, including, cuing host, cuing engineer, greeting and preparation of program guests and coordination with technical help. • Perform all administrative duties as assigned. • Book segment, pre-interview guests, follow through on story development from a pitch to the actual radio conversation. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: A Bachelor's degree is required. Must have at least 3 years of radio and broadcast journalism experience, preferably on public broadcasting. A live daily show experience is essential. Must be a self-starter and able to work collaboratively with a small staff. Must have excellent organizational skills and attention to detail, general knowledge of this region and news talk programming and ability to plan in advance. Proven ability for story pitches and development skills as well as ability to manage many tasks simultaneously is required. Expected to be interested in a wide range of areas beyond current events, including arts, culture, film, history, science and public policy. Digital editing experience is desirable.

JOB REQ#: 4973
DATE POSTED: December 06, 2010
TITLE: Radio Producer [Radio] - The Takeaway (Boston)
TYPE OF POSITION: AEEF, Full Time, Project Contract (52 weeks)
UNION SALARY RANGE: \$48,000 - \$53,000

Department Overview: WGBH Radio in conjunction with WNYC Radio and Public Radio International, the New York Times and the BBC co-produce, national, daily morning show on public radio. The Takeaway is based in at WNYC in New York with WGBH providing regular segments. Designed as a news program, the show will be conversational in tone and will be designed across many platforms.

Position Overview: The Radio Producer for The Takeaway will be based at WGBH in Boston and will work in conjunction with the main production team at WNYC in New York on developing content for the show. Key responsibilities include: - Develop story ideas for a daily, morning radio program. - Develop regular contributors from WGBH's national television projects. - Develop show's sound and perspective in collaboration with other stakeholders. - Determine who are best guests and secure them for the show. - Target program contributors and develop a regular base of contributors as a key element of the daily program. - Produce web specific content for the program and develop strategies for interactive program components. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: Bachelor's degree is required. At least three years of radio production is required. Basic computer skills and knowledge of Microsoft Office is essential. Knowledge of various audio editing programs and web production tools as well as audio production skills are desired.

JOB REQ#: 4977
DATE POSTED: December 08, 2010
TITLE: Production Assistant [Nova] - Online (Boston)
TYPE OF POSITION: AEEF, Full Time, Project Contract (26 weeks)
UNION SALARY RANGE: \$37,464 - \$50,683

Department Overview: Now in its 38th season, NOVA has defined science television for the world. NOVA programs can be seen in over 110 countries, and over 25 million Americans tune in each month, making NOVA one of the most watched series in the PBS prime time lineup. NOVA works closely with the WGBH Interactive department to produce a media-rich Web site and other free digital content that supports the national broadcast and extends the NOVA brand.

Position Overview: Under the supervision of the NOVA Web site editorial staff, the Production Assistant (PA) assists in the administrative duties and content production of the NOVA Web site. The PA should be familiar with the editorial and content objectives of the NOVA Web site and provide research, production, and administrative support during all stages of production, from conceptual development to site uploading by the Interactive Projects Group, to project shut-down. Flexible and extended evening and weekend hours may be required. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: Candidates must be capable of working on multiple projects simultaneously, have excellent research, organizational, administrative, project management and communication skills, and the ability to respond quickly to changing project needs. Television and/or Web production experience is preferred. Familiarity with a variety of multimedia production and software programs is desired. Applicants should have an interest in science journalism or science education. Bachelors Degree or equivalent is required.

JOB REQ#: 4974
DATE POSTED: December 09, 2010
TITLE: Major Gifts Officer [Major Gifts]
TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes Directed Support/Major Gifts, Annual Major Giving (the Ralph Lowell Society), Planned Giving and Endowment, and is responsible for raising funds from individuals and family foundations who can support WGBH at a significant level for annual operating, restricted gifts, the WGBH Endowment and all capital campaigns. The team works closely with WGBH executives, board members and other high level volunteers.

Position Overview: Under the supervision of the Director of Major Gifts, the Major Gifts Officer (MGO) will work in an extremely fast-paced, highly complex development environment and will carry a portfolio of no less than 75 prospects with potential for five- and six-figure gifts. Along with a small team of account managers the MGO will raise funds for WGBH programs, projects and

initiatives, including specific funds for history, science, public affairs and children's programs, and our radio expansion campaign. Primary responsibilities include developing cultivation and solicitation strategies, tracking progress, and staying abreast of existing, new and developing funding opportunities. Work closely with, consult, and prepare high-level volunteers, executive producers, vice presidents, and the president regarding strategy. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A four-year college degree is required. Candidates should have a minimum of 7 years of development experience with progressively increasing responsibility, with at least 4 of those years demonstrating effectiveness and success in a major gifts environment. Candidates must possess exceptional skills of written and oral expression and be able to adapt their writing style for all manner of communications including email, formal letters, informal notes, extensive funding proposals, briefings, donor meetings and presentations. The ability to multitask with extreme proficiency, and work independently to achieve goals are both essential, as is a sense of humor. Candidates will be required to take an onsite writing test.

JOB REQ#: 4979

DATE POSTED: December 20, 2010

TITLE: Sr Developer [Interactive]

TYPE OF POSITION: Management, Full Time, Project Contract (26 weeks)

Department Overview: NOVA defines science on television for the world. WGBH Interactive defines NOVA on the web, and on new platforms. Together, we help 26 million Americans understand advances in science and technology every month.

Position Overview: NOVA and WGBH Interactive, the creators of the award-winning NOVA and NOVA scienceNOW Web sites, are looking for a new lead developer. If you are passionate about quality work, user experience and the future of science in public media, we would like to talk to you. The Senior Developer for <http://pbs.org/nova> works closely with interactive designers and NOVA producers to create several highly trafficked, user-friendly, engaging and educational web sites and other products. He or she will oversee the work of several developers migrating 15 years of NOVA web pages to a new NOVA 3.0 platform. The Senior Developer will also architect a new NOVA Labs platform, an interactive experience for users to work with live scientific data and contribute to ongoing research. As part of a cross-functional team, the Senior Developer's role will include requirements gathering, writing technical specifications (including testing procedures) and interfacing with vendors and distributors (i.e. PBS.org) as well as writing code. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: To perform the required duties, the NOVA Web Developer must possess the skills and qualities required to complete a Bachelor's Degree in Computer Science, and more than 5 years of work experience solving problems for web-based environments. The NOVA Web Developer must also demonstrate respect for and protection of private and confidential user data and proprietary company information. The Senior Web Developer must be able to demonstrate an advanced mastery of Internet technologies including jQuery and the Django and Zend frameworks. Experience developing and implementing web-based APIs and working with cloud services (particularly Amazon) is highly desirable. Familiarity with online media workflows (from post-production to compression to distribution) is a plus, as is experience with mobile platforms (web and/or apps). WGBH Interactive is a Macintosh shop that creates web sites for users on many platforms and browsers. Experience developing cross-platform HTML, CSS

JOB REQ#: 4980

DATE POSTED: December 21, 2010

TITLE: Associate Developer [Interactive] (Boston)

TYPE OF POSITION: Management, Full Time, Temporary (7 weeks)

Department Overview: NOVA defines science on television for the world. WGBH Interactive defines NOVA on the web, and on new platforms. Together, we help 26 million Americans understand advances in science and technology every month.

Position Overview: NOVA and WGBH Interactive, the creators of the award-winning NOVA and NOVA scienceNOW Web sites, are looking for an entry-level web developer. If you are passionate about quality work, user experience and the future of science in public media, we would like to talk to you. We are in the process of migrating over 15 years of some of the most popular science pages on the web into our NOVA 3.0 platform. This work involves reviewing old HTML originally intended for the very first web browsers, and updating it using current web standards and best practices. You will need to be familiar at least with HTML4 and HTML5, have the patience to deal with legacy code, and be highly detail-oriented. As part of a cross-functional team working on NOVA 3.0, the Associate Developer's role will include giving feedback to the design and editorial teams. The bulk of the web

developer's time will be split between writing code, fixing bugs and implementing designs. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: To perform the required duties, the Associate Web Developer must possess the skills and qualities required to complete a Bachelor's Degree in Computer Science, and more than 1 year of work experience solving problems for web-based environments. The Associate Web Developer must be able to demonstrate familiarity with Internet technologies including HTML, CSS, and JavaScript, (no WYSIWYG tools. Experience with django or other web frameworks or content management systems is a plus. WGBH Interactive is a Macintosh shop that creates web sites for users on many platforms and browsers. Experience developing cross-platform HTML, CSS and JavaScript is a must. Candidates should be prepared to share and discuss code samples.

JOB REQ#: 4981

DATE POSTED: December 21, 2010

TITLE: Associate Developer [Interactive] (Boston)

TYPE OF POSITION: Management, Full Time, Temporary (7 weeks)

Department Overview: NOVA defines science on television for the world. WGBH Interactive defines NOVA on the web, and on new platforms. Together, we help 26 million Americans understand advances in science and technology every month.

Position Overview: NOVA and WGBH Interactive, the creators of the award-winning NOVA and NOVA scienceNOW Web sites, are looking for an entry-level web developer. If you are passionate about quality work, user experience and the future of science in public media, we would like to talk to you. We are in the process of migrating over 15 years of some of the most popular science pages on the web into our NOVA 3.0 platform. This work involves reviewing old HTML originally intended for the very first web browsers, and updating it using current web standards and best practices. You will need to be familiar at least with HTML4 and HTML5, have the patience to deal with legacy code, and be highly detail-oriented. As part of a cross-functional team working on NOVA 3.0, the Associate Developer's role will include giving feedback to the design and editorial teams. The bulk of the web developer's time will be split between writing code, fixing bugs and implementing designs. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: To perform the required duties, the Associate Web Developer must possess the skills and qualities required to complete a Bachelor's Degree in Computer Science, and more than 1 year of work experience solving problems for web-based environments. The Associate Web Developer must be able to demonstrate familiarity with Internet technologies including HTML, CSS, and JavaScript, (no WYSIWYG tools. Experience with django or other web frameworks or content management systems is a plus. WGBH Interactive is a Macintosh shop that creates web sites for users on many platforms and browsers. Experience developing cross-platform HTML, CSS and JavaScript is a must. Candidates should be prepared to share and discuss code samples.

JOB REQ#: 4989

DATE POSTED: December 28, 2010

TITLE: SW Developer/Business Analyst [Information Technology]

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: Information Technology & Telecommunications is committed to providing top quality technology support and solutions to all WGBH employees. Our services and processes align with our mission "to work in partnership with projects/departments to foster the development and use of information and telecommunications technologies to meet their business needs and the goals of the Foundation".

Position Overview: Reporting to the Salesforce.com Solutions Architect, as a Salesforce.com Developer / Business Analyst you will be involved with business analysis, process design, and designing, coding, enhancing and testing of salesforce.com software applications to meet business requirements. This role will apply functional knowledge and technical expertise in the implementation of configuration changes, development and maintenance of salesforce.com solutions. Responsibilities: • Analyzing, designing and implementing business processes, workflows, functions and applications focused on solution implementations necessary to best support business needs • Project Management • Contribute to the development of vertical and functional best practices • Develop repeatable technology demonstrations • Support sales force users Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: The ideal candidate will have experience in the following: • Bachelors Degree required: BS in Information Technology, Information Systems or other related discipline or experience • 2+ years experience of commercial software development or systems consulting • Hands-on experience with Flex, APEX, Visualforce.com, Python or Ruby • Hands-on experience with Java, JavaScript/HTML/CSS/AJAX. PHP, .NET, etc. • Ability to engage effectively at both the business and technical level • Excellent Analysis skills and the ability to develop processes and methodologies • Detail-oriented individual with the ability to rapidly learn and take advantage of new concepts, business models and technologies Project management, documentation, secure code development, quality assurance and testing skills are also required. The ability to engage and communicate with multiple stakeholders and prioritize competing requirements is highly desirable. Additionally, candidates must understand and respect the demands of high-end user-interface design, application performance, reporting, and reliability requirements. Qualifications (Desirable): • Prior development experience for a professional consulting or CRM company • Software development using web services • Prior experience as a business analyst • Experience with salesforce.com, Informatica cloud or Eloqua platforms

JOB REQ#: 4984

DATE POSTED: December 30, 2010

TITLE: Assistant Account Executive [National Marketing] - Masterpiece (Boston)

TYPE OF POSITION: AEEF, Part Time, Project Contract (52 weeks)

Department Overview: National Marketing is responsible for marketing and promotion to national audiences including but not limited to media, governmental institutions, foundation and corporate partners, all national programming produced and/or presented by WGBH.

Position Overview: The Assistant Account Executive (AAE) for Masterpiece is responsible for assisting in the execution of comprehensive marketing and communications programs, under the direction and supervision of the Sr. Producer. The constituencies addressed by these efforts include WGBH audiences, the press, public media organizations with which WGBH works, funders, government, and WGBH boards. An Assistant Account Executive must work to develop an understanding of the "account" (WGBH production/program and associated Producer) s/he works on – their business, their audience, associated products, markets, personnel, outside influencers, etc. The Assistant Account Executive must support accounts and account team with daily tactical needs. Research, maintain and update press and media lists. Gather information for and assist in drafting press releases, pitches and other forms of PR collateral. Assist in conducting editorial outreach to a broad range of publications. Ability to market programs through social networking. Direct client contact/concerns on an as needed basis. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: A minimum of one year of communications (public relations, media relations, advertising, web) and/or marketing experience. Bachelor's degree required. Knowledge of all traditional public relations tools. Excellent communication skills, especially writing and proofreading ability. Ability to develop understanding of accounts s/he manages. Ability to multi-task efficiently. Excellent organizational skills. Demonstrated ability to work collaboratively. Bachelor's degree required.

JOB REQ#: 4992

DATE POSTED: January 19, 2011

TITLE: Dir Foundation Development [Foundation Development] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Foundation Development department is responsible for generating revenue for WGBH national and local projects and activities from major local and national foundations, from corporate foundations, and from some government agencies and non-traditional sources, such as non-profit educational organizations. This department works with virtually all major production, broadcast, web, and educational departments within WGBH.

Position Overview: Reporting to the Vice President of Development and leading the Foundation Development staff, the Director of Foundation Development will plan, manage, develop, and implement a national foundation fundraising strategy to raise funds from foundations for national television, radio, educational, and access projects. The Director will initiate and cultivate relationships with national foundations and provide proactive stewardship for all grants. The Director will oversee the research, proposal development and submittal, stewardship, and grant-tracking for all projects. Working internally with the President, Vice Presidents, Executive Producers, and a wide range of WGBH staff, the Director will assess feasibility of projects, tailor projects, and achieve institutional buy-in to advance projects through the applications process at foundations. S/he will manage a portfolio of foundation prospects and industry relationships; manage and lead a team of development professionals; and sustain and evolve processes for departmental administration and best practices. Moderate travel (NY, DC, West Coast). Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Seasoned fundraiser with at least 7 years of progressively increasing management responsibilities and a track record of successful fundraising from major national foundations, corporate foundations, and other areas. Candidates should have experience developing and orchestrating solicitations that involve input and participation from a wide range of disciplines and departments across an organization. Candidates should have experience regularly directing, developing, soliciting, and stewarding grants in the \$2 million - \$5 million range. They should have superior communications, interpersonal, and presentation skills to build trust and demonstrate effectiveness both externally and internally. Ability to navigate and get results from complex organizational structures. Ability to adapt prospecting and solicitation strategies and tactics to evolving projects. Understanding and meeting needs of internal and external clients. Resourceful problem-solving; promptly identifying, analyzing, and addressing conflicts, obstacles, or other issues with creative, collaborative solutions. Results-oriented, both in fundraising and in eliciting the strongest performance from staff and colleagues. Ability to use Word, PowerPoint, Excel. Knowledge of database software such as Filemaker, as well as relational databases. Knowledge of research software and online tools. Bachelor's degree required.

JOB REQ#: 4991

DATE POSTED: January 21, 2011

TITLE: Assistant Account Executive [American Experience] (Boston)

TYPE OF POSITION: AEEF, Full Time, Project Contract (17 weeks)

UNION SALARY RANGE: \$33,057 - \$50,683

Department Overview: American Experience is an award-winning historical documentary series broadcasting nationally on PBS. It is the longest running and most watched history series on television.

Position Overview: The Assistant Account Executive (AAE) is responsible for assisting in the execution of comprehensive marketing and communications programs, under the direction and supervision of the Series Manager. The constituencies addressed by these efforts include WGBH audiences, the press, public media organizations with which WGBH works, funders, government, and WGBH boards. An Assistant Account Executive must work to develop an understanding of the "account" (WGBH production/program and associated Producer) s/he works on -their business, their audience, associated products, markets, personnel, outside influencers, etc. The Assistant Account Executive must support accounts and account team with daily tactical needs. Research, maintain and update press and media lists. Gather information for and assist in drafting press releases, pitches and other forms of PR collateral. Assist in conducting editorial outreach to a broad range of publications. Direct client contact/concerns on an as needed basis. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: A minimum of one year of communications (public relations, media relations, advertising, web) and/or marketing experience. Bachelor's degree required. Knowledge of all traditional public relations tools. Excellent communication skills, especially writing and proofreading ability. Ability to develop understanding of accounts s/he manages. Ability to multi-task efficiently. Excellent organizational skills.

JOB REQ#: 4994

DATE POSTED: January 26, 2011

TITLE: SW Developer/Business Analyst [Information Technology] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: Information Technology & Telecommunications is committed to providing top quality technology support and solutions to all WGBH employees. Our services and processes align with our mission "to work in partnership with projects/departments to foster the development and use of information and telecommunications technologies to meet their business needs and the goals of the Foundation".

Position Overview: Reporting to the Associate IT Director - Business Application Services, as a Software Developer, you will be focused on analyzing customer requirements, specifying, developing, delivering and supporting technical solutions for the Foundation. As part of a small yet highly focused team of developers your responsibilities will include as described below. • Business Requirements analysis and appropriate solutions design. • SharePoint 2010 development including third-party applications, custom web parts, specialized workflows, BCS and user interface design. • Software development as needed using Java technologies to manage customized components of Digital Asset Management Systems. • Provide expert technical leadership in collaboration with various WGBH departments and stakeholders. • Overall solution architecture, customizations, implementation and support of IT enterprise applications such as Service Desk. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: • Bachelors degree in Computer Science or equivalent • Strong business analysis and design skills • 5+ years of hands-on development using a mixture of web, Java and .Net o Hands-on technical experience in JAVA and J2EE development and architecture o Hands-on technical experience in .NET including SharePoint 2010 and SharePoint Designer o Hands-on technical experience in XML, HTML, PHP • Demonstrated success in designing and delivering business solutions and applications • Relational database expertise such as Oracle, SQL Server, and FileMaker • Direct application and data integration experience with enterprise applications

WGBH IS AN EQUAL OPPORTUNITY EMPLOYER.

PLEASE NOTE THAT THIS JOB DESCRIPTION IS MEANT TO BE A GENERIC DESCRIPTION AND REPRESENTS THE MINIMUM JOB DUTIES AN INDIVIDUAL WILL BE REQUIRED TO PERFORM. INDIVIDUAL DEPARTMENTS WILL/CAN CUSTOMIZE JOB DESCRIPTIONS AND HOURS OF WORK TO MEET THEIR SPECIFIC NEEDS.

WGBH Job Opportunities

Sarah Vershon

Sent: Friday, February 11, 2011 10:03 AM**To:** anand@youintern.com; andreak@careerworks.org; bucareer@bu.edu; careers@emerson.edu; Careers@umb.edu; Careers@Newbury.edu; careerservices@bfit.edu; catherine.snedeker.jcs@cityofboston.gov; crcjobs@lesley.edu; cslatter@wnec.edu; customerservice@recruitmilitary.com; daniel.craven@mrc.state.ma.us; deden@caasomerville.org; denong@wit.edu; Dgarrett@detma.org; driebman@brandeis.edu; dwilliams@ulem.org; Elaine.Gadson.BRA@cityofboston.gov; ellen.shaw-peterson@va.gov; employer.recruiting@bc.edu; employerhelp@bostonjobs.com; employment@cambridgema.gov; feedback@theworkplace.org; fshorr@bu.edu; gjc-info@gjc.org; gplata@conciliohispano.org; henrina@emmanuel.edu; hgariepy@fisher.edu; Hr@bostonabcd.org; hr@bc.edu; info@aarw.org; info@lpn.org; jeffrey.craig@bristolcc.edu; jemmart@deafinonline.org; jmccarthy@detma.org; john@adclub.org; josh.bruno@bostonpic.org; jspeliotis@communityenterprises.com; jthibod2@bentley.edu; kennethdjohnson@hotmail.com; m.shea@neu.edu; matthew_cardin@emerson.edu; Mhn@allstonbrightoncdc.org; montanac@bu.edu; msullivan@wheeloak.edu; mvance@bostonabcd.org; nejobsadmin@escne.org; ocs_recruiting@harvard.edu; OHR@cityofboston.gov; rbrooks@mountida.edu; rcolon@laalianza.org; recruitmentsolutions@globe.com; RRamirez@detma.org; rrichard@mit.edu; smcneeley@fas.harvard.edu; s.curran@neu.edu; schandra@hearst.com; ses@umb.edu; sschaff@bhcc.mass.edu; susan.antonelli@cambridgecollege.edu; swain@bostonabcd.org; swilkins@thepartnershipinc.org; tcorrigan@baystate.edu; twells@suffolk.edu; wiauser@hopefoundboston.org; wmoran@enableinc.org**Attachments:** Job Board 02.11.11.doc (91 KB) ; Job Appendix 02.11.11.doc (45 KB)**From:** WGBH Educational Foundation

In accordance with WGBH's Diversity Program and our commitment to equal employment opportunity, attached is a list of our most recent job postings along with the job descriptions of the newest openings. I would be most interested in reviewing resumes of persons whom you feel are qualified for these positions.

Please log on to our website at www.wgbh.org for full job descriptions and advise any interested candidates to apply online. If candidates are unable to apply online, please mail cover letter and resume to:

WGBH Educational Foundation
Human Resources Department
10 Guest Street
Boston, MA 02135

WGBH Boston informs, inspires, and entertains millions through public broadcasting, the web, educational multimedia, and access services for blind and deaf awareness.

WGBH Job Appendix 02/11/11

Date	Req Number	Title	Dept.
01/26/11	4994	SW Developer/Business Analyst	Information Technology
01/19/11	4992	Dir Foundation Development	Foundation Development
12/30/10	4984	Assistant Account Executive/Masterpiece	National Marketing
12/28/10	4989	SW Developer/Business Analyst	Information Technology
12/21/10	4981	Associate Developer	Interactive
12/20/10	4979	Senior Developer	Interactive
12/09/10	4974	Major Gifts Officer	Major Gifts
12/08/10	4977	Production Assitant/Online	Nova
12/06/10	4973	Radio Producer - The Takeaway	Radio
11/24/10	4970	Radio Assoicate Producer/Callie Crossley Show	Radio
11/16/10	4966	Administrative Coordinator	Physical Plant
11/11/10	4964	Technology Manager/World Channel	Radio
10/05/10	4946	Program Director/89.7	Radio
9/27/2010	4942	Executive Director/World Channel	Local TV
9/16/2010	4934	Account Executive	National Marketing
9/9/2010	4922	Account Executive Development	Local Corporate Sponsorship
9/2/2010	4925	Secretary	Frontline
8/12/2010	4912	Production Secretary	Boston Media Producitons
8/9/2010	4904	SalesForce Solutions Architect	Information Technology
8/2/2010	4899	Director Gift Planning - Major Gifts	Major Gifts
03/31/10	4834	Major Gifts officer	Major Gifts

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PLEASE NOTE THAT THIS JOB DESCRIPTION IS MEANT TO BE A GENERIC DESCRIPTION AND REPRESENTS THE MINIMUM JOB DUTIES AN INDIVIDUAL WILL BE REQUIRED TO PERFORM. INDIVIDUAL DEPARTMENTS WILL/CAN CUSTOMIZE JOB DESCRIPTIONS AND HOURS OF WORK TO MEET THEIR SPECIFIC NEEDS.

JOB REQ#: 4834
DATE POSTED: April 07, 2010
TITLE: Major Gifts Officer [Major Gifts] (Boston)
TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes the Ralph Lowell Society/Annual Major Giving, Directed Support/Major Gifts, and Planned Giving and Endowment, and is responsible for raising funds from individuals and family foundations who can support WGBH at a significant level for annual operating, restricted gifts and the WGBH Endowment. The team works closely with WGBH executives, board members and other high level volunteers.

Position Overview: Under the joint supervision of the Director of Major Gifts and Director of Major Annual Giving, the Major Gifts Officer (MGO) will work in a fast-paced, highly complex development environment and will carry a portfolio of no less than 150 prospects with potential for five- and six-figure gifts. The MGO will dedicate 50% of his/her time to the Ralph Lowell Society/Annual Operating and 50% to Restricted Giving/Directed Support. The MGO will support stewardship, cultivation and engagement opportunities for the Ralph Lowell Society as well as develop individual cultivation and stewardship strategies for specific major giving prospects. This individual will work closely with, consult, and prepare high-level volunteers, executive producers, vice presidents, and the president regarding strategy. The MGO is responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A four-year college degree is required. Candidates should have a minimum of 5 years experience in development with at least 2 of those years demonstrating effectiveness and success in a major gifts environment. Experience working with high-level fundraising volunteers and committees is required. Ability to multitask with extreme proficiency is essential, as is a sense of humor. Candidates should be prepared to show a portfolio of writing samples from prior work in development.

JOB REQ#: 4899
DATE POSTED: August 03, 2010
TITLE: Dir Gift Planning- Maj Gifts [Major Gifts] (Boston)
TYPE OF POSITION: Management, Full Time, Staff

Department Overview: The Major Gifts department includes the Ralph Lowell Society, Major Gifts and Gift Planning and Endowment and is responsible for raising funds from those who can support WGBH at a significant level for annual operating, capital and directed gifts, and the WGBH Endowment.

Position Overview: Reporting to the VP for Development, the Director will have primary responsibility for planning and carrying out a comprehensive program for promoting, cultivating and soliciting planned gifts in support of all areas of WGBH programming. The Director of Gift Planning will manage a well established and growing planned giving office, carry a personal portfolio of prospects, and serve as a partner with other development officers in developing and carrying out solicitation strategies for planned giving prospects. This position works closely with the WGBH President and Vice Chairman, as well as other senior management, Trustees, Overseers and high-level volunteers. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A minimum of eight to ten years of progressive, successful planned giving fundraising experience, preferably for a cultural organization or secondary or higher education institution. Will have the ability to develop new and creative approaches to marketing planned giving opportunities and possess a thorough understanding of wills and bequests, charitable remainder trusts and the like. Will have proven relationship building competencies to be effective with a wide variety of constituencies, and the ability to bring creativity and vision to the advancement of WGBH's goals and objectives. The ideal Director of Gift Planning will have a proven track record in the successful solicitation of planned gifts, and possess a thorough understanding of planned gift policies, strategies and prospect identification techniques, donor recognition, and administration. Experience in financial planning or trust administration helpful.

JOB REQ#: 4925
DATE POSTED: September 03, 2010
TITLE: Secretary [Frontline] (Boston)
TYPE OF POSITION: AEEF, Full Time, Project Contract (52 weeks)
UNION SALARY RANGE: \$30,856 - \$39,116

Department Overview: Since 1983, FRONTLINE has served as PBS's flagship public affairs series. Hailed upon its debut as 'the last best hope for broadcast documentaries,' FRONTLINE's stature after 28 seasons is reaffirmed each week through incisive documentaries covering the scope and complexity of the human experience.

Position Overview: Under the supervision of FRONTLINE's executive producer and senior management, the Secretary provides direct administrative and general support to members of FRONTLINE's editorial staff and senior management. With direction from the Editorial Researcher, the Secretary ensures the efficient operation of the Editorial Department. Responsibilities include coordinating meetings, answering phones, arranging travel, overseeing the inventory of the FRONTLINE video library, filing, database entry and management, occasional research projects, and assisting with the day-to-day administrative process. Flexible and overtime evening hours are sometimes required. Responsible for supporting diversity and inclusion in the workplace and interacting in a way that is free from discrimination, intolerance or harassment.

Requirements: A successful candidate should be able to juggle competing demands while seeing projects through from finish to start. This person should possess an unflappable demeanor, a take-charge attitude, and a curiosity for current events along with an appreciation for FRONTLINE's brand of journalism. Candidates must demonstrate strong organizational, communication, writing and copy-editing skills, as well as the ability to meet deadlines within a fast-paced environment. Additional requirements include a strong attention to detail, good judgment, a sense of discretion and a professional demeanor. College degree required.

JOB REQ#: 4922

DATE POSTED: September 10, 2010

TITLE: Account Executive Development [Local Corporate Sponsorship] (Boston)

TYPE OF POSITION: Management, Full Time, Staff

Department Overview: Local Corporate Sponsorship is part of the Corporate Sponsorship division. The department is responsible for securing sponsorship from the New England business community in support of media and program activities at WGBH. Local Corporate Sponsorship raises revenue through sponsorship of television, radio, online, print and events. The staff includes sales, marketing, research, client service and trafficking personnel.

Position Overview: The Account Executive is responsible for securing revenue from local businesses and advertising agencies through sponsorship of WGBH TV, radio, online, print and events with an emphasis on creating and securing sponsorship for multimedia packages. The position will report to the Local Sales Manager. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Bachelor's Degree, 3-5 years related work experience.

JOB REQ#: 4942

DATE POSTED: September 28, 2010

TITLE: Executive Director [Local TV] - World Channel (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (Through 06/30/11)

Department Overview: WORLD is a national broadcast/online project, based at WGBH in Boston, which aims to reinvent a new public media service by providing a space for non-fictional journalism and promoting the works of a broad array of voices and creators often underserved by traditional media. We seek to create an interactive forum, engaging with our communities to serve a diverse audience including a younger demographic. We will reach out to communities of interest around a set of monthly themes, which will act as conceptual pegs to curate, commission, and present content. The broadcast channel is supplemented by a web presence and is built on a public TV stations subscription base, and will demonstrate an approach that will offer alternatives to the traditional public media broadcast model.

Position Overview: The position reports to the VP and GM of Radio and TV and will manage the entire operation including programming and production on broadcast and website, working closely with the Director of Programming for TV, and the Director of New Media for Radio and TV. The Executive Director of WORLD will carry out the mission of the project by developing plans for project goals. S/he will manage business, technical and creative issues surrounding the production, distribution and marketing of the project. S/He will supervise project staff and manage the projects grant obligations and budget with the help of the business/administrative unit. The Executive Director will manage the relationship with CPB and other funders, coordination with the project editorial and business partners, help raise funding in collaboration with WGBH Foundation Development, and coordinate with other relevant WGBH departments. H/she will hire and supervise staff including: - a Managing Editor responsible for the curation,

creation and editing of online content. - A Managing Editor for Online, who is responsible for engaging online communities with the project, using social networks and online marketing. - A Technical Manager who will support and develop the web presence with new features and functionalities, and/or manage the vending of technical support and development. - A Programming Manager to assist with managing the broadcast channel operation. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Candidate should have at least five years of experience in executive management at a broadband media company, multi-platform media environment or equivalent. Candidate must have strong knowledge of cable/TV broadcast production and business practices, including operations and scheduling and be expert in all facets of a web-based business, including content creation, metrics and oversight of CMS-based websites. Ideal candidate should have a proven record of success at growing projects into sustainable businesses. S/he must be able to communicate a vision effectively to stakeholders, and forge productive collaborations and partnerships with media, technology and marketing companies. A working knowledge of diverse cultures will be important due to the nature of the WORLD projects strongly multi-cultural programming. Candidate must be a strong leader with excellent communication skills. S/he must be highly creative, confident, well organized, self-motivated, and be able to juggle multiple tasks under pressure and deadlines. Strong managerial and interpersonal skills and proven ability to work both independently and collaboratively are essential. The ideal candidate will have an active interest in the mission of public media; familiarity with broadband video, participatory web architectures, television and web metrics, social media tools, open source technologies; and a strong understanding of licensing issues as applied to film, video, and web media.

JOB REQ#: 4946

DATE POSTED: October 05, 2010

TITLE: Program Director [Radio] - 89.7 (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (52 weeks)

Department Overview: WGBH Radio 89.7FM serves its audience with local, national and international news, jazz, Celtic music, and current affairs. The news department seeks to inform, educate and enlighten our audience on both the news of the day and the news in historical context through in-depth, high quality radio journalism using the best tools and methods of the craft. WGBH news seeks to report on and facilitate discussion of the news with integrity, fairness, balance, accuracy and civility. WGBH news also seeks to tell the stories of and allow expression of the diversity of voices that make up our entire community.

Position Overview: Candidates for this position, reporting to the Radio General Manager, must have extensive radio programming and production experience. Knowledge of news and public affairs is essential. Knowledge of jazz is also desired. Proven supervisory experience, preferably in a public broadcasting environment, is required. Must have broad editorial and production knowledge of news gathering and broadcast on multiple platforms. Experience in new media applications and community outreach is of particular interest. **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:** 1. Oversee and direct all news programming according to the stated vision for the station's news service. Meet the goals of audience and financial metrics specified in the station's business plan. 2. Work closely with the on-air staff on regularly reviewing and evaluating on-air performance. 3. Oversee all on-air elements to ensure consistency in sound appropriate to a news service. 4. Oversee the local news and information team including identifying and providing editorial oversight of enterprise reporting team. 5. Oversee and manage all contributors, commentators, reviewers and freelance reporters. 6. Working with the Executive Producer of Greater Boston, supervise the Hosts/Executive Producers and oversee the editorial content of two daily weekday local shows as well as other collaborations across other platforms. 7. Work regularly with the on-air jazz and non-classical music staff on regularly reviewing and evaluation on-air performance. 8. Advise on news on 99.5. 9. Meet audience goals. Analyze audience data and provide monthly reports to the Radio Manager and the management team, and make the necessary adjustments to the service to meet the goals under the direction of the Radio General Manager and in consultation with the other teams. 10. Participate both in membership and corporate sponsorship planning, strategy setting and operations to maximize revenues from both sources and meet the revenue goals as projected in the financial planning. This work includes setting the best campaign schedule and strategy and positioning 99.5 for contributor and sponsor support. 11. Work with marketing and communications to best position WGBH Radio and to promote the station's programs and projects. 12. Work with development department to support the strategies for patron support of our radio services. 13. Work with the WGBH editorial staff on the development and oversight of all content online (text, audio, video, social media and audience engagement). 14. Work to develop editorial partnerships both internally and externally. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: A Bachelor's degree in journalism or broadcast is required, and an advanced degree is preferred. At least seven years of program director experience with strong background in news, management, and fund-raising is essential. Must be able to work well

with diverse, internal and external constituents. Must be comfortable with public appearance and speech with passion for radio broadcasting, news, and current affairs. High energy with strong interpersonal skills is required.

JOB REQ#: 4964

DATE POSTED: November 11, 2010

TITLE: Technology Manager [Radio] - World Channel (Boston)

TYPE OF POSITION: Management, Full Time, Project Contract (12/01/10 - 06/30/11)

Department Overview: WORLD is a national broadcast/online project, based at WGBH in Boston, which aims to reinvent a new public media service by providing a space for non-fictional journalism and promoting the works of a broad array of voices and creators often underserved by traditional media. We seek to create an interactive forum, engaging with our communities to serve a diverse audience including a younger demographic. We will reach out to communities of interest around a set of monthly themes, which will act as conceptual pegs to curate, commission, and present content. The broadcast channel is supplemented by a web presence and is built on a public TV stations subscription base, and will demonstrate an approach that will offer alternatives to the traditional public media broadcast model. The project has launched an early version of a web presence which will grow as a platform for communities of web users, viewers public television stations and other public media content creators. The web presence uses open source technologies, integrates social and participatory media, and looks to become a significant place for broadband media to be shared, distributed and an engagement point between stations, creators and users.

Position Overview: The position reports to the Executive Director of WORLD who will oversee the web and broadcast element of the R&D phase, coordinating closely with the Director of Programming for TV, and the Director of New Media for Radio and for Radio and TV. The position will involve maintenance and continued development of the web presence for the project, with frequent iterative releases. The web site is open source, strongly integrates audio, video, social media tools and technologies, to engage communities of interest around non-fiction public media. [Http://www.worldcompass.org](http://www.worldcompass.org) S/he will monitor and maintain technical quality, constantly assess technical options, devise and implement optimum strategies to meet project goals. Working as the sole technical person on a small project team, the Technology Manager will be responsible for supporting the codebase, overseeing/vending systems support, building new features, gathering and reporting metrics, and the development of technical partnership. Responsible for maintaining a working environment that leverages the potential and diversity of the department's entire staff. Provide direction and leadership in such a way as to nurture, create and maintain an environment that is (1) free from discrimination, intolerance and harassment and (2) provides employees with equal access to opportunities for growth and advancement including professional development whenever possible.

Requirements: Candidate should have 5-7 years professional web development and management experience, with a track record of rapid deployment of sites, and successful management of outsourced development/design resources and cloud-based vendors. - Extensive experience executing consumer-facing web applications - Experience with Drupal 6 and following versions - Drupal Module Development experience - Experience with other FOSS CMSs. - Unix/Linux and Shell scripting experience - Experience with MySQL, PHP - Front-end web technologies: XHTML, CSS, Javascript, AJAX - Experience with LAMP stack - Familiarity with video and audio codes, and media websites. - Experience with integration of APIs - Version Control Software experience The Technology Manager will have strong coding skills, high level analytical and problem-solving skills, a proven ability to work both independently and in small, highly collaborative environments, a willingness to learn and apply new software development tools, technologies, and methodologies, and effectively triage problems. Candidate should be effective in communicating with non-technical staff. Because of the WORLD channel's strongly international/multi-cultural programming direction, a working knowledge of diverse cultures is a strong plus. Candidate must be confident, highly organized, self-motivated, and able to juggle multiple stakeholders and tasks under pressure and concurrent deadlines. Strong managerial and interpersonal skills are required; proven ability to work both independently and collaboratively, and an extensive attention to detail are essential. The ideal candidate will have an active interest in content typical of the WORLD, i.e. non-fiction storytelling, history, culture of communities, and be experienced in participatory web architectures and open source technologies.
