

Joan Stewart
202.719.7438
jstewart@wiley.law



Wiley Rein LLP
1776 K Street NW
Washington, DC 20006
Tel: 202.719.7000

April 26, 2021

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

wiley.law

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission

Re: **Response to Broadcast EEO Audit Letter
Gray Television Licensee, LLC
KGMB(TV), Honolulu, HI, Facility ID No. 34445
KSIX-TV, Hilo, HI, Facility ID No. 34846**

EEO Staff:

On behalf of Gray Television Licensee, LLC, licensee of the above referenced broadcast stations in the Honolulu, HI station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of February 25, 2021 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. In accordance with your request, this submission consists of a sworn statement by Katie Pickman, Vice President of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully submitted,

/s/ Joan Stewart

Joan Stewart
Counsel to Gray Television Licensee, LLC

cc: KGMB(TV), KSIX-TV

DECLARATION OF KATIE PICKMAN, VICE PRESIDENT

I, Katie Pickman, hereby declare as follows:

I am a Vice President of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, the licensee Stations KGMB, Honolulu, HI (FID 34445) and KSIX-TV, Hilo, HI (FID 34846), which are part of a station employment unit based in Honolulu, HI and which also includes KFVE, Kailua-Kona, HI (FID 664), KOGG, Wailuku, HI (FID 34859), and KHNL, Honolulu, HI (FID 34867) (the “SEU” or “Unit”). This Statement and relevant attachments are being submitted in response to the February 25, 2021 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau concerning a random audit of the station’s EEO compliance (the “EEO Audit Letter”).

1. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission (“FCC” or the “Commission”), 47 C.F.R. § 73.2080(e)(1).

2. In response to Question 2(b)(1) of the EEO Audit Letter, the SEU’s two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), covering January 1, 2019-September 30, 2019 and October 1, 2019-September 30, 2020 are appended at Attachment A. The first report covers an abbreviated reporting period reflecting the date this SEU was acquired by the current licensee.

The web address of the stations in this SEU is <https://www.hawaiiinewsnow.com/>. A copy of the current EEO Public File Report is included on or linked to each of these websites.

The date of each full-time hire listed in the above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B.

3. In response to Question 2(ii) of the EEO Audit Letter, the licensee acknowledges that it is required to retain records documenting outreach to its recruitment sources used to fill its full-time positions, pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B.

4. In response to Question 2(ii)(iii) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning the (a) date of hire, (b) total number of interviewees for each vacancy and (c) referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.

5. In response to Question 2(iv) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating station personnel noted therein. This SEU

employs a total of 128 full-time employees and at least one of our stations is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four points worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

6. In response to Question 2(v) of the EEO Audit Letter, the licensee affirms that it is not aware of any complaints alleging unlawful discrimination in the employment practices of the stations in this SEU based on race, color, religion, national origin or sex filed during the current license term before a body with jurisdiction under federal, state, territorial or local law.

7. In response to Question 3(f) of the EEO Audit Letter, at the corporate level Gray is committed to ensuring that its stations have the resources and training needed to comply with all EEO obligations. Gray provides online training webinars on FCC EEO compliance to its markets at periodic times throughout the year, hosted by its outside FCC counsel, Wiley Rein, LLC. Additionally, all General Managers and News Directors were invited to participate in a six-week training program entitled “Foundations in Diversity, Equity and Inclusion.” This program provided an important education opportunity for stations to learn how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion. To ensure that each job posting receives broad outreach, Gray requires that markets post all full-time jobs to its corporate job search site (GrayTV/PeopleMatter/SNAG). Job postings made to this site are automatically posted to Indeed.com.

At the local level, our Business Manager handles daily recruitment and recordkeeping duties under my supervision. This SEU’s compliance efforts include identifying our efforts to afford equal employment opportunities to employees and applicants through statements disseminated in job applications and posted in conspicuous areas within the workplace. This SEU’s employment practices are my ultimate responsibility, working in conjunction with in-house counsel at Gray and, when applicable outside employment and labor counsel.

8. In response to Question 2(viii) of the EEO Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. This SEU is active in its community and conducts broad outreach to local schools for opportunities to learn about careers in broadcasting. Many of the station leaders serve on boards and/or volunteer for Hawaii organizations with the mission of making more connections in the community. Given the unique challenges of recruiting in Hawaii, and after a thorough review of our recruitment program, in late 2019 we revised our recruitment process to use solely the Gray corporate website (hosted by PeopleMatter/SNAG), and Indeed.com, which receives our job postings automatically once posted to PeopleMatter/SNAG. We were encouraged to find that our recruitment using these two

sources has lessened our reliance on referral sources while increasing our pool of quality candidates.

9. In response to Question 3(h) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect.

Dated: April 23, 2021

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF KATIE PICKMAN, VICE PRESIDENT**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.

A handwritten signature in cursive script that reads "Katie Pickman". The signature is written in black ink and is positioned above a horizontal line.

Katie Pickman

ATTACHMENT A

**KHNL/KGMB/KHBC/KOGG
EEO PUBLIC FILE REPORT
January 1, 2019 to September 30, 2019¹**

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Senior Newscast Producer	1-3, 7, 8, 10-11, 13, 16-18, 20, 22	20
Director / Technical Director	2-5, 7-8 10-13, 15-18, 20, 22, 23	20
Master Control Operator	2-5, 7, 10-13, 15-18	3
Master Control Operator	2-5, 7, 10-13, 15-18	7
Accounting Office Manager	2-5, 7, 10-13, 15-18, 21	7
Producer / Weekend Assignment Editor	2-4, 7-8, 10-11, 13, 16-18, 22, 23	3
Traffic Coordinator	2-5, 7, 10-11, 13, 16-18, 20	20
Marketing Coordinator	2-5, 7, 10-11, 13, 15-18, 20	20
Success Manager	2-5, 7-8, 10-11, 13, 15-18, 22	3
Director of Technology	7, 19, 20	20

¹ KHNL, KGMB, KHBC, and KOGG were acquired by Gray Television Licensee, LLC on January 1, 2019. See FCC File No. BALCDT - 20180709ADY. Therefore, this Report includes recruitment activities occurring from January 1, 2019 onwards. This Report was revised in April 2021 to address reporting discrepancies.

**KHNL/KGMB/KHBC/KOGG
EEO PUBLIC FILE REPORT
January 1, 2019 to September 30, 2019**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	HPU Connect http://www.hpu.edu/CareerServices/Alumni/alumni.html	No	
2	University of Hawaii, Leeward Community College All University Hawaii Campus https://www.myinterfase.com/leeward/Account/LogOn	No	
3	HawaiiNewsNow/RaycomMedia Website https://careers-raycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	No	8
4	HireNet Hawaii https://www.hirenethawaii.com/	No	
5	TV Jobs.Com http://tvjobs.com	No	
6	TVB Broadcasting http://www.tvjobs.tvb.org/	No	
7	Indeed http://indeed.com	No	10
8	California State University (Northridge) (CSUN) http://www.csun.edu/career https://www.joinhandshake.com	No	
9	The University of Southern California (USC) https://usc-csm.simplicity.com/employers/?signin.tab=0 https://www.joinhandshake.com	No	
10	University of Missouri-Columbia https://www.joinhandshake.com/	No	
11	Brigham Young University https://www.joinhandshake.com/	No	
12	LinkedIn https://www.linkedin.com/jobs/	No	
13	Hawaii Pacific University https://www.joinhandshake.com/	No	
14	Hawaii Association of Broadcasters www.hawaiibroadcasters.com	No	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	No	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	Arizona State University https://www.joinhandshake.com/	No	
17	Ithaca College https://www.joinhandshake.com	No	
18	University of San Francisco https://www.joinhandshake.com	No	
19	Gray TV SNAG https://login2.peoplematter.com	No	
20	Word of Mouth	No	12
21	Non-Employee Referrals	No	2
22	Loyola Marymount University https://www.joinhandshake.com	No	
23	Oral Roberts University https://www.joinhandshake.com	No	
TOTAL INTERVIEWEES OVER REPORTING PERIOD			32

**KHNL/KGMB/KHBC/KOGG
EEO PUBLIC FILE REPORT
January 1, 2019 to September 30, 2019
III. RECRUITMENT INITIATIVES**

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Internship program	<p>We participate in the internship program organized by the Society of Professional Journalists (SPJ) - Hawaii Chapter. Our involvement in addition to subsidizing funding includes interviewing applicants and final selection for our station. Our coordinator, Brenda Salgado (Assignment Manager) develops a schedule for the SPJ intern during their six to eight-week term, which includes experience in every facet of our news operation. This year we hosted one intern from the University of Southern California.</p> <p>Our Stations also participate with the Dow Jones News Fund Internship program. This paid internship program allows students hands-on experience with leading news organizations. Our Digital Content Manager works directly with the students. This year we hosted three interns, one from the University of Florida, one from Arizona State University and one from the University of Hawaii.</p>
2	Internship program	<p>This is an on-going program started over 20 years ago. We offer unpaid internships for college credit to students attending an accredited college or university. We also offer selected high school students "shadow programs" to give them a taste of what the broadcast business is all about. We offer internships in the news and business departments.</p> <p>Our news internship coordinator is the Assignment Manager. The program is designed to give students working experience and a glimpse of the skills necessary for a career in broadcasting.</p> <p>This year two interns participated in our news intern program. One from Colorado State University and one from Santa Clara University. Our business internship coordinator is our Business Office Manager. The program is designed to give students experience in administrative work relating to broadcasting.</p> <p>This year one intern from the University of Hawaii participated in our business intern program.</p>
3	Participate in events sponsored by educational institutions relating to careers in broadcasting.	<p>4/3/19 – Our Weekend Weather Anchor/Reporter participated in the Saint Louis School, Career Day</p> <p>1/5/19 – Our Traffic Reporter participated in the Girl Scouts Media Training, McCoy Pavilion, Ala Moana</p>

	<p>Jan 2019 – Our Traffic Reporter participated in the Holy Family Catholic Academy, Career Day</p> <p>Feb 2019 – Our Traffic Reporter participated in the Island Pacific Academy, Kapolei, Career Day</p> <p>5/7/19 – Our Traffic Reporter participated in the Class Tour of Hawaii News Now Studio for 12 students from 5th grad Media class, Royal School</p> <p>4/9/19 – Our News Director participated in the Hawaii News Now Day at University of Hawaii</p>
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KHNL/KGMB/KFVE/KOGG/KSIX-TV
EEO PUBLIC FILE REPORT
October 1, 2019 – September 30, 2020¹

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Sales Assistant	1, 2	2
MMJ / Reporter	1, 2, 3	3
Newscast Producer	1, 2, 3	3
Anchor / Reporter	1, 2, 3	3
Sports Journalist / MMJ	1, 2, 3	3
MMJ / Reporter	1, 2, 3	3
Creative Services Producer	1, 2, 3	3
Master Control Operator	1, 2	2
Digital Sales Assistant	1, 2	2
Digital Sales Specialist	1, 2, 3	3

¹ KSIX-TV was acquired by Gray Television Licensee, LLC (“Gray”) on August 25, 2020. See BALCDT-20200708AAJ. This EEO Public File Report was revised in April 2021 to address reporting discrepancies.

KHNL/KGMB/KFVE/KOGG/KSIX-TV
EEO PUBLIC FILE REPORT
October 1, 2019 – September 30, 2020

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed https://indeed.com	No	0
2	Peplematter https://www.login2.peplematter.com	No	22
3	Word of Mouth	No	7
TOTAL INTERVIEWEES OVER REPORTING PERIOD			29

KHNL/KGMB/KFVE/KOGG/KSIX-TV
EEO PUBLIC FILE REPORT
 October 1, 2019 – September 30, 2020

III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Society of Professional Journalists (SPJ) - Hawaii Chapter - Journalism Internship Program	We participate in the internship program organized by the SPJ. Our involvement in addition to subsidizing funding includes interviewing applicants and final selection for our station. Our coordinator (Assignment Manager) develops a schedule for the SPJ intern during their six to eight-week term, which includes experience in every facet of our news operation. This year our SPJ intern was a student from University of Hawaii at Manoa. In addition, we had a part-time intern, also a student attending University of Hawaii at Manoa.
2	KHNL/KGMB Internship program	This is an on-going program started over 20 years ago. We offer unpaid internships for college credit to students attending an accredited college or university. We also offer selected high school students "shadow programs" to give them a taste of what the broadcast business is all about. The program is designed to give students working experience and a glimpse of the skills necessary for a career in broadcasting. This year we chose NOT to conduct the credit-only internship program due to Covid-19. We kept the body count numbers in the newsroom to essential newsroom employees only.

3	Center for Tomorrow's Leaders HI Now Virtual Internship	June 8 th – July 28 th , 2020 – Two students “virtually” shadowed the HI Now Team and learned how to create long form custom content.
4	Undoing Racism Program	July 9 - August 4, 2020 – our General Manager participated in a training series “Foundations in Diversity, Equity and Inclusion” from Adaway Consulting, a program developed for Gray Television. Item covered in this training include: how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion, handling conflict, how to avoid common faux pas made regarding: gendered language, race, class and ability, how to apologize effectively.

ATTACHMENT B

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Senior Newscast Producer	Date Filled: 3/18/2019
Recruitment Source ("RS") Referring Hiree: 20 - Word of Mouth (transfer)	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	HPU Connect http://www.hpu.edu/CareerServices/Alumni/alumni.html	N	
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	2
7	Indeed http://indeed.com	N	2
8	California State University (Northridge) https://www.joinhandshake.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com	N	
11	Brigham Young University https://www.joinhandshake.com	N	
13	Hawaii Pacific University https://www.joinhandshake.com/		
16	Arizona State University https://www.joinhandshake.com	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
20	Word of Mouth	N	1
22	Loyola Marymount University https://www.joinhandshake.com	N	
TOTAL INTERVIEWEES			5



Page Functions

- Copy Job
- View Activity
- Calendar
- Resource Library
- I want to...
- Report a Hire

Viewing Job: 14412/Senior Newscast Producer

-

Position Information

[Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.
Click the [View Activity] link above to view all activity for this job posting.

***Job ID:** 14412
***Job Title:** Senior Newscast Producer
Job Reference No. (i): 2018-9595
Organization Name: KHNL KGMB LLC dba Hawaii News Now
No. of Openings: 1
Work Schedule: Varies
Hours per Week: Varies
***Wage/Salary (i):** commensurate with experience
Benefits/Comments (i):
Employment Start Date (i): immediate
Employment End Date (i):

***Job Description:** Hawaii News Now, KGMB(CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu, Hawaii has an immediate opening for a highly creative and highly motivated senior newscast producer for our top-rated evening newscasts.

This is a leadership position that requires an aggressive decision-maker on coverage, content, show direction, graphics, and multi-platform journalism, while maintaining brand dominance. Must be able to line produce, write compelling news stories and work well under pressure and tight deadlines. Must be creative and thrive in breaking news situations.

Example of Duties Performed:

1. Plan, structure, write and edit newscasts, or other news programming or material, and multi-media properties.
2. Produce and edit editorial content directly to website.
3. Work with our evening reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices, and procedures.
4. Work with assignment editors and newsroom managers to assign stories and monitor story coverage.
5. Perform other duties as needed and directed by News Management.

***Qualifications (i):** Requirements:
 1. Bachelor's degree in journalism or related field.
 2. A minimum of 3 years of producing experience, strong showcasing skills, and familiarity with ENPS are preferred.

Skills/Abilities: Must work well in stressful situations, meeting deadlines under pressure. Must be self-motivated and adaptable to changing schedules. Excellent writing, spelling, and typing skills required. Must have good creative and editorial judgment. Must work well with news personnel, other station employees, and the public. Must be available for shift changes, nights, weekends, holidays, and possible overtime hours.

Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018). We offer a generous compensation and benefits package, commensurate with experience.

***Application Instructions:** Qualified applicants, please apply online <https://careers-raycommedia.icims.com> to Job ID No. 2018-9595 and attach your resume and cover letter. No phone calls please. EOE-M/F/D/V

Online Application Address: <https://careers-raycommedia.icims.com>

Contact Information

[Edit]

***First Name:** Patty
***Last Name:** Kanoa
Title:
Address Line 1: 420 Waiakamilo Road
Address Line 2: Suite 205
City: Honolulu
State: HI

Zip: 96817
Country:
*Phone: (808) 847-3246
Alternate Phone:
Fax: (334) 223-1886
*Email : hrdept@hawaiiensnow.com
Website :

Posting Information

[Edit]

IMPORTANT: Please select ALL options in the Student Status field. If options are not selected, job will not be viewable by students in the system.

*Job Location - Island: Oahu
*Job Location - Area : Oahu - Honolulu
*Job Category : Other Not Listed
*Position Status : Full-time
*Position Type : Full-time
*Additional Position Requirements : None of the above
Student Status :
Minimum Education Required: Graduate degree
Preferred Majors :
Which campus(es) would you like to post your job with? : From UHCC System Campuses
Hawai'i Community College
Honolulu Community College
Kapi'olani Community College
Kaua'i Community College
Leeward Community College
Maui College
Windward Community College
Primary College: Leeward Community College
*Post Date: 12/27/2018
*Expiration Date : 1/26/2019
Show Contact Info : Yes
Allow Students to Apply thru JobCenter : No

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Director / Technical Director	Date Filled: 1/28/2019
Recruitment Source ("RS") Referring Hiree: 20 - Word of Mouth	Total Number of Interviewees: 7

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	1
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	2
8	California State University (Northridge) (CSUN) https://www.joinhandshake.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
12	LinkedIn https://www.linkedin.com/jobs/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
20	Word of Mouth	N	4
22	Loyola Marymount University https://www.joinhandshake.com	N	
23	Oral Roberts University https://www.joinhandshake.com	N	
TOTAL INTERVIEWEES			7

Job Listing Preview



 **KHNL** (NBC) Honolulu, HI

Position Director/Technical Director
Reference # Will be assigned when submission is completed ...
Type Television
Full / Part Full Time - Regular
Experience Preferred
Posted 1/7/2019
Closes 2/7/2019
Time Left 31 Days
DMA #66
Found In Production - Director / Technical Director (Live News)



Director/Technical Director

Hawaii News Now, KGMB(CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu, Hawaii has an immediate opening for an experienced, energetic newscast Director/Technical Director.

The successful candidate must be a team leader who is able to work with producers to coordinate and execute fast pace, multiple live shot, graphic and animation intense newscasts. This person must give clear direction to everyone involved in the production of our news products. A working knowledge of the Kahuna switcher, chyron, video servers, audio and other studio equipment is required. We are looking for someone who is pro-active, a team player, creative, and keeps their composure during stressful situations.

Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018). We offer a generous compensation and benefits package, commensurate with experience.

Please apply online at <https://careers-raycommmedia.icims.com> and attach your cover letter,



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time - Regular
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period
Benefits Yes
Benefit Premium
401K Plan Available
Vacation Yes
Paid Sick Leave Yes
Phone Calls No Phone Calls Please
Agent Phone Calls
Résumé Required
Cover Letter Preferred
References
Salary History
Tape / Reel Required
Tape Format
Tape Return
Director's Track
FAX Résumé No
TVJobs.com E-Résumé No
Degree Required

resume, and links to your work. No phone calls please.
Reference Job ID 2019-9615. EOE-M/F/D/V.

KHNL
420 Waiakamilo Road Suite 205
Honolulu, HI 96817

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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[[View other KHNL job listings](#)]



- Contract Required
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting

- Previous Applicants
- Local Apartment Rental
- Moving Expenses

Union Position No
 Union Contract Expires

- Confirmation Letter
- Rejection Letter
- Feedback
- Drug Screen
- Proof of Eligibility to work in U.S. Required

Equal Opportunity Employment Yes
 EOE Data Form Yes
 Application Form No

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Master Control Operator	Date Filled: 02/18/2019
Recruitment Source ("RS") Referring Hiree: 3 – HawaiiNewsNow/RaycomMedia Website	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	1
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	2
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
12	LinkedIn https://www.linkedin.com/jobs/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
TOTAL INTERVIEWEES			3

HireNet Hawaii - Job Orders - Review Job Order Information

[[Job Title and Occupation](#) | [Location/Work Site of this job](#) | [Contact Person for this Job](#) | [Job order information to be displayed online](#) | [Job Details](#) | [Job Description](#) | [Skills](#) | [Other Skills](#) | [Hiring Requirements](#) | [Specialized Requirements](#) | [Minimum Education, Experience, & Age Requirements](#) | [Transportation Requirements](#) | [Compensation & Hours](#) | [Benefits Offered](#) | [Job Application Methods Accepted](#) | [Job Applicant Information Needed](#) | [Application Question Set](#) | [Applicant Notification Method](#) | [Job Order Upload Options](#) | [Other Information](#)]

Job Order Number 1462361

Job Title and Occupation

Job Title: Master Control Operator
Occupation: Media and Communication Equipment Workers, All Other (27409900)
Typical Employment Data: [View Typical Job and Employment Data for Media and Communication Equipment Workers, All Other](#)

[[Edit Job Title and Occupation](#)]

Location/Work Site of this job

KHNL
 420 Waiakamilo Rd # 205
 Honolulu , HI 96817
 US

To change the location of this job order, please click the Select Another Location for this job. If other locations do not exist, you will have the opportunity to add a new location which can then be attached to the job order.

[[Edit this Location of this Job](#)] [[Select Another Location for this Job](#)]

Contact Person for this Job

Patty Kanoa
 Tel: (808) 847-9332 ext:
 hrdept@hawaiinewsnow.com

[[Edit Contact Person for this Job](#)] [[Select Another Contact Person for this Job](#)]

Job Order Information to be Displayed Online

Display online to job seekers:	Yes
Display your company name:	Yes
Display worksite full address:	Yes
Display worksite street address:	Yes

Have a local workforce staff member screen your applicants: No

[[Edit Job Order Information to be Displayed Online](#)]

Job Details

Positions: 1

Earliest date to display this job order on the system: 01/25/2019

Last date this job order will be displayed on the system: 02/24/2019

Anticipated hire date:

Type of job: Regular

Full-Time or Part-Time: Full Time (30 Hours or More)

Work At Home: Not Specified

Anticipated job duration: Over 150 Days

Does this job fall within any of the following special categories:

Maximum number of applicants you would like to consider at this time: 25

[[Edit Job Details](#)]

Job Description

Job Description

Hawaii News Now, KGMB (CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominate news and multimedia organization in Honolulu, has an opening for a master control operator. If you have great attention to detail and a sense of pride for working for an outstanding media organization, we need to talk.

Master control is a 24/7 department, MCO's may work all shifts including weekends, overnight and holidays.

Responsibilities include but not limited to,

- Monitor 8 channels to ensure regulatory compliance and quality signals.
- Operate Imagine equipment.
- Execute, edit and update playlists.
- Keep accurate program and transmitter logs.
- Follow FCC monitoring and EAS procedures.
- Ensure satellite feed reception for broadcast.
- Assist in the ingestion and dubbing of commercials.

Strengths should include.

- Solid computer knowledge.
- Multi-tasking and strong troubleshooting abilities.
- Time management and multi-tasking skills.
- Self-motivated, detail oriented, well organized.
- Able to work under pressure.

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Master Control Operator	Date Filled: 3/18/2019
Recruitment Source ("RS") Referring Hiree: 7 – Indeed	Total Number of Interviewees: 3

Please see documentation for Master Control Operator hired on 2/18/2019. The recruitment efforts used to fill that position also apply to this hire.

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Accounting Office Manager	Date Filled: 1/16/2019
Recruitment Source ("RS") Referring Hiree: 7 - Indeed	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	1
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
12	LinkedIn https://www.linkedin.com/jobs/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
21	Non-Employee Referrals	N	2
TOTAL INTERVIEWEES			3

Overview Jobs Candidates Career Page Campaigns

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Accounting Office Manager

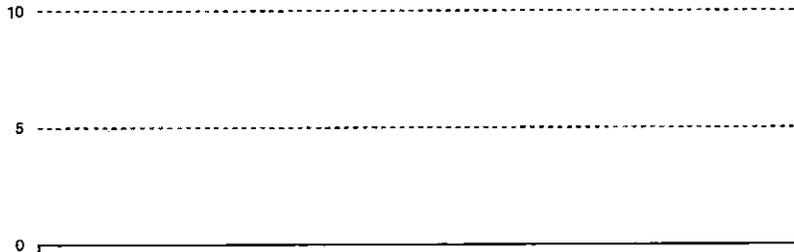
KHNL/KGMB TV - Hawaii News Now - Honolulu, HI

edit job

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week

close job

view cost & performance

find candidates for this job

add candidate

Views: 0

Candidates: 0

Job Budget: \$100.00 monthly

Status: Open - pause

Created: Dec 3

This job will be visible on Indeed shortly.

Increase Budget for More Clicks

Improve Job Description

Candidates

Awaiting Review

0

Total (excluding rejected)

0

0 Rejected

Job Description

Hawaii News Now - KHNL/KGMB/KFVE TV - Honolulu, HI

Hawaii News Now (CBS and NBC affiliated television stations), the dominant news organization and premier multimedia company in Honolulu, Hawaii, has an immediate opening for a highly motivated, detail-oriented Accountant/Office Manager, to provide excellent quality services for KHNL (NBC affiliate), KGMB (CBS affiliate) and KFVE television stations. The ideal candidate will be experienced in a wide range of accounting

responsibilities needed to support the stations in a face paced environment. A positive attitude, flexible, excellent interpersonal skills, and the ability to prioritize and multitask are necessary for success.

Responsibilities include accounts receivable, accounts payable, daily broadcast log reconciliations and other accounting related duties. The Accountant/Office Manager will also be responsible for job postings and EEO compliance, new hire orientation, payroll administration and providing confidential administrative support to the General Manager. The successful candidate must be a self-starter who is proactive and can work independently.

Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018).

We offer a generous compensation and benefits package, commensurate with experience. This is a wonderful opportunity for the right person to join our team!

Requirements and Key Competencies

- 3+ years accounts receivable, credit and collections, accounts payable and general accounting experience
- Accounting and some HR experience preferred
- Accuracy, attention to detail, and ability to meet tight deadlines
- Excellent interpersonal skills and oral/written communication
- Strong proficiency in Microsoft Office
- Working knowledge of Wide Orbit Traffic software application is a plus

Qualified applicants, please apply online <https://careers-raycommedia.icims.com> to Job ID No. 2018-9506 and attach your resume and cover letter. No phone calls please.
EOE-M/F/D/V

Job Type: Full-time

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Producer / Weekend Assignment Editor	Date Filled: 2/18/2019
Recruitment Source ("RS") Referring Hiree: 3 - HawaiiNewsNow Website	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	2
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
7	Indeed http://indeed.com	N	3
8	California State University (Northridge) (CSUN) https://www.joinhandshake.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
22	Loyola Marymount University https://www.joinhandshake.com	N	
23	Oral Roberts University https://www.joinhandshake.com	N	
TOTAL INTERVIEWEES			5

#2277654 Producer/Weekend Assign...

Home

(/)

My Profile

[Job Details \(/jobs/2277654\)](/jobs/2277654)

[Edit \(/jobs/2277654/edit\)](/jobs/2277654/edit)

[\(/users/10636683\)](/users/10636683)

[Applicants \(/jobs/2277654/applications\)](/jobs/2277654/applications)

Company Profile

[\(/employers/232778\)](/employers/232778)

Job [Preview job posting \(/jobs/2277654/edit?initial_page=4\)](/jobs/2277654/edit?initial_page=4) **Applicants**

Postings

[Edit Details \(/jobs/2277654/edit\)](/jobs/2277654/edit)

[Expire Job](#)

[Review 0 Applicants](#)

[\(/jobs/2277654/applications\)](/jobs/2277654/applications)

Jobs

[Duplicate job \(/jobs/2277654/duplicate?job_id=2277654\)](/jobs/2277654/duplicate?job_id=2277654)

[\(/jobs\)](/jobs)

View profiles and download application documents.

Relationships

Search Students

[\(/students\)](/students)

i We are currently distributing your job to all selected schools. You'll see them appear below in just a few minutes!

Schools

[\(/employer_approvals\)](/employer_approvals)

Contacts

[\(/contacts\)](/contacts)

School	Applicant Count	Last Update	Status	Comment Count
CSUN - David Nazarian College of Business and Economics		Requested a few seconds ago	Pending	None
Ithaca College		Approved a few seconds ago	Approved	None
Loyola Marymount University		Requested a few seconds ago	Pending	None
Arizona State University		Requested a few seconds ago	Pending	None
Brigham Young University-Hawaii		Approved a few seconds ago	Approved	None
Hawaii Pacific University		Requested a few seconds ago	Pending	None
Oral Roberts University		Requested a few seconds ago	Pending	None

Campus

Events

[\(/events\)](/events)

Interviews

[\(/interview_schedules\)](/interview_schedules)

Fairs

[\(/career_fairs\)](/career_fairs)

Producer/Weekend Assignment Editor

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Hawaii News Now (/employers/232778)

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(/users/10636683)

Company Profile

(/employers/232778)

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Relationships

Search Students

(/students)

Schools

(/employer_approvals)

Contacts

(/contacts)

Campus

Events

(/events)

Interviews

(/interview_schedules)

Fairs

(/career_fairs)

About this Job

Hawaii News Now, KGMB (CBS) and KHNL (NBC)affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu, Hawaii has an immediate opening for a Producer / Weekend Assignment Editor.

The successful candidate must be a team leader, someone who can creatively manage a rundown, showcase a story and write with a compelling voice under tight deadlines. Our next Producer / Weekend Assignment Editor is someone with strong editorial judgement who thrives in breaking news situations and is confident with making decisions and managing multiple crews. Most importantly, the right person has a real passion for news.

Job Responsibilities:

- Line produce as needed, including writing stories for the newscasts.
- Maintain contact with various police, business, and government agencies.
- Answer phones, dispatch crews, listen to scanners, follow social media to develop stories for use on-air and online.
- Manage daybook/planner-inputting information on upcoming events with background and contact information.
- Communicate information on news updates, breaking news to the newsroom.
- Manage logistics of assigning crews, vehicles and/or live gear.
- Coordinate and fulfill requests from other affiliates, as well as CBS/NBC networks.
- Ability to work varying shifts, including nights and weekends.

Qualifications

- Strong news judgment, ethics and knowledge of Hawaii are a must.
- Familiarity with use of social media as news gathering tools
- Excellent writing, grammar and copy-editing skills
- Bachelor's degree in Journalism or equivalent preferred
- Previous experience in a newsroom preferred

Qualified applicants, please apply online <https://careers-raycommedia.icims.com> (<https://careers-raycommedia.icims.com/>) to Job ID No. 2018-9597 and attach your resume and cover letter. No phone calls please. EOE-M/F/D/V

About Hawaii News Now

Hawaii News Now is the state's top source for local headlines, breaking news, in-depth storytelling, weather and sports.

Location

Honolulu, Hawaii, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

100 - 250 employees

INDUSTRY

Other Industries industry

COMPANY TYPE

Private company

HEADQUARTERS

Waiakamilo Rd, Honolulu, Hawaii 96817, United States

WEBSITE

<http://HawaiiNewsNow.com>

SOCIAL MEDIA

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

Home

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(/career_fairs)

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Traffic Coordinator	Date Filled: 2/5/2019
Recruitment Source ("RS") Referring Hiree: 20 - Word of Mouth	Total Number of Interviewees: 1

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
20	Word of Mouth	N	1
TOTAL INTERVIEWEES			1



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

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Page Functions

- Copy Job
- View Activity
- Calendar
- Resource Library
- I want to...
- Report a Hire

Viewing Job: 14405/Traffic Coordinator

Profile View Position Information Contact Information Posting Information

Position Information [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.
Click the [View Activity] link above to view all activity for this job posting.

*Job ID: 14405

*Job Title: Traffic Coordinator

Job Reference No. (🔗): 2018-9596

Organization Name: KHNL KGMB LLC dba Hawaii News Now

No. of Openings: 1

Work Schedule: Varies

Hours per Week: Varies

*Wage/Salary (🔗): commensurate with experience

Benefits/Comments (🔗):

Employment Start Date (🔗):

Employment End Date (🔗):

*Job Description: Hawaii News Now, KGMB (CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu is looking for someone to lead the efforts of our Traffic Department while specializing as a Log Editor in a fast paced Broadcast Traffic environment. The role is responsible for managing commercial advertisement inventory through a variation of log editing and preempting, communicating inventory oversell and availability, as well as working closely with Sales and the Traffic team daily to maximize inventory and revenue potential.

Responsibilities include, but not limited to:

- Verify commercial logs for accurate programming information, commercial content, product separation, advertiser separation, and extensive editing for on-air broadcast
- Lead and effectively manage all advertising material to maximize inventory and revenue potential
- Provide assistance as needed for all processes related to programming, generating sales reports, and working advanced inventory within established time parameters
- Communicate inventory availability or programming conflicts to stations daily
- Effectively work with other team members and managers in a professional manner
- Other duties as assigned

*Qualifications (🔗): MINIMUM QUALIFICATIONS

- Positive attitude
- You must be computer literate, detail-oriented, dedicated and dependable
- Ability to work well under pressure in a fast-paced environment is essential
- Excellent communication and organizational skills are also a must
- Regular attendance required
- Ability to work overtime and varying hours when required including weekends if necessary

Ideal Candidate:

- Experience with Wide Orbit or OSi preferred
- Broadcast TV or radio experience is a plus but we will train the right candidate

*Application Instructions: Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018). We offer a generous compensation and benefits package, commensurate with experience. This is a wonderful opportunity for the right person to join our team!

Qualified applicants, please apply online <https://careers-raycommedia.icims.com> to Job ID No. 2018-9596 and attach your resume and cover letter. No phone calls please. EOE-M/F/D/V

Online Application Address: <https://careers-raycommedia.icims.com>

Contact Information [Edit]

*First Name: Patty

*Last Name: Kanoa

Title:

Address Line 1: 420 Waiakamilo Road

Address Line 2: Suite 205

City: Honolulu
 State: HI
 Zip: 96817
 Country:
 *Phone: (808) 847-3246
 Alternate Phone:
 Fax: (334) 223-1886
 *Email : hrdept@hawaiinewsnow.com
 Website :

Posting Information

[Edit]

IMPORTANT: Please select ALL options in the Student Status field. If options are not selected, job will not be viewable by students in the system.

*Job Location - Island: Oahu
 *Job Location - Area : Oahu - Honolulu
 *Job Category : Administrative/Clerical
 *Position Status : Full-time
 *Position Type : Full-time
 *Additional Position Requirements : None of the above
 Student Status :
 Minimum Education Required:
 Preferred Majors :
 Which campus(es) would you like to post your job with? : From UHCC System Campuses
 Hawaii Community College
 Honolulu Community College
 Kapi'olani Community College
 Kaua'i Community College
 Leeward Community College
 Maui College
 Windward Community College
 Primary College: Leeward Community College
 *Post Date: 12/26/2018
 *Expiration Date : 1/25/2019
 Show Contact Info : No
 Allow Students to Apply thru JobCenter : No

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Marketing Coordinator	Date Filled: 3/25/2019
Recruitment Source ("RS") Referring Hiree: 20 - Word of Mouth (Employee Promotion)	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
20	Word of Mouth	N	5
TOTAL INTERVIEWEES			5

CAREERPAGE

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WELCOME, DEBORAH LEONG-YEP

MARKETING COORDINATOR

[Edit](#) [Delete](#) [Repost](#)

Honolulu, HI
Posted: 2019-01-25

Description:

Hawaii News Now, KGMB(CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu is seeking a full-time Marketing Coordinator to join our Marketing Department. You will work closely with our creative team scheduling on-air promos, sponsorships, and psa's on our three television stations. Candidates should be organized, detailed oriented and comfortable learning new software. Prior media traffic experience is preferred but training and support will be provided. You will work with our award-winning news organization, Hawaii News Now, our innovative lifestyle program, Hi Now, and our ground breaking digital and social media platforms. Come thrive a creative, collaborative environment and be a part of Hawaii's most successful media brand.

Responsibilities:

Promo Traffic

- Manage promo inventory
 - Assign house numbers
 - Complete filling instructions
 - Purge Expired content
 - Facilitate formatting with traffic department
 - Check daily programming grids
- ### Daily Episodic Producing
- Tag network and syndicated promos with announcer and station branding
 - Check network and syndicator affiliate websites regularly
 - Download and produce fresh content to supplement promo inventory as needed
 - Alert sales management to network and syndicated sponsorship opportunities

Digital & Social Media Producing

- Post promotional and sponsored content on websites and social media
- Monitor websites and social media daily for quality control

Proof of Performance Reports

- MY PROFILE
- POST A JOB
- MY POSTINGS
- ALL POSTINGS
- MY MEMBERS
- RECRUITMENT SOURCES
- MY EEO REPORT
- VIEW RESUMES
- JOB FAIRS
- LOG OUT

Tweets by
[@BroadcasterJobs](#)

 **Broadcast Jobs**
[@BroadcasterJobs](#)

#tvjobs @KPLC7News seeks news producer willing to learn to edit video, write copy, be willing to work holidays and irregular hours, and call the shots from the control room
careerpage.org/g_job.php?id=2... @LABroadcasters

4h

 **Broadcast Jobs**
[@BroadcasterJobs](#)

#radiojobs @KUNMnews seeks Full time media sales pro to sell sponsorship announcements and digital ads and get outstanding @UNM benefits
careerpage.org/g_job.php?id=2... @NMBA02

4h

 **Broadcast Jobs**

[Embed](#) [View on Twitter](#)

- Produce traffic reports for sponsored promotion runs, deliver to sales managers
- Produce quarterly traffic reports for psa's, deliver to corporate traffic for FCC
- Produce quarterly traffic reports for network swap promotion, deliver to CBS and NBC

Requirements:

- Prior experience working in television traffic or master control is preferred
- Experience in WideOrbit traffic software is a plus
- Excellent communication skills

Contact:

Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018). We offer a generous compensation and benefits package, commensurate with experience.

Please apply online at <https://careers-raycommedia.icims.com> reference JOB ID# 2019-9675 and attach your cover letter, resume, and links to your work. No phone calls please. EOE-M/F/D/V.

Job posted by an Equal Opportunity Employer

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Find Applicants

EEO Records

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Success Manager	Date Filled: 02/21/2019
Recruitment Source ("RS") Referring Hiree: 3 -HawaiiNewsNow	Total Number of Interviewees: 2

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
2	University of Hawaii, Leeward Community College https://www.myinterfase.com/leeward/Account/LogOn	N	
3	HawaiiNewsNow/RaycomMedia Website https://careersraycommedia.icims.com/jobs/search?ss=1&searchLocation=-12795-Honolulu	N	2
4	HireNet Hawaii https://www.hirenethawaii.com/	N	
5	TV Jobs.Com http://tvjobs.com	N	
7	Indeed http://indeed.com	N	
8	California State University (Northridge) (CSUN) https://www.joinhandshake.com	N	
10	University of Missouri-Columbia https://www.joinhandshake.com/	N	
11	Brigham Young University https://www.joinhandshake.com/	N	
13	Hawaii Pacific University https://www.joinhandshake.com/	N	
15	NASBA (National Alliance of State Broadcasters Associations) https://www.careerpage.org/	N	
16	Arizona State University https://www.joinhandshake.com/	N	
17	Ithaca College https://www.joinhandshake.com	N	
18	University of San Francisco https://www.joinhandshake.com	N	
22	Loyola Marymount University https://www.joinhandshake.com	N	
TOTAL INTERVIEWEES			2

Overview Jobs Candidates Career Page Campaigns

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Back to all jobs

Success Manager

KHNL/KGMB TV - Hawaii News Now - Honolulu, HI

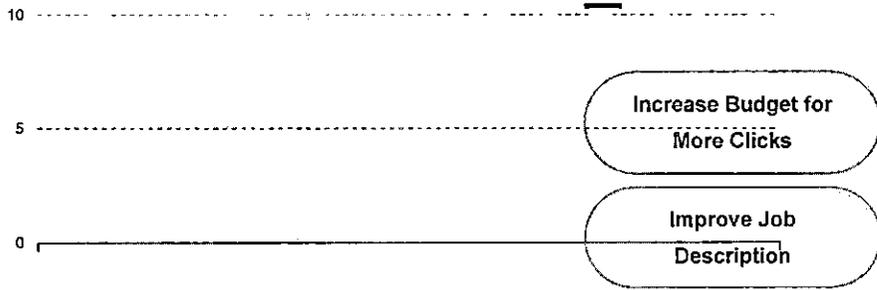
edit job

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

Clicks this week ?



- close job
- view cost & performance
- find candidates for this job

add candidate

Views: 0
 Candidates: 0
 Job Budget: \$100.00 monthly
 Status: Open - pause

Created: Jan 7
 This job will be visible on Indeed shortly.

Candidates

Awaiting Review	0	Total (excluding rejected)	0
		0 Rejected	

Job Description

Do you want to be a part of a winning sales team? Hawaii News Now, KGMB(CBS) and KHNL (NBC) affiliated, plus our independent station-KFVE, the dominant news organization and multimedia company in Honolulu, is looking for someone to join our fun and forward-thinking company. We are looking for somebody who sees the glass half full, who is eager to learn, who likes to have fun and most importantly, who wants to win.

The Success Manager is an essential member of a team responsible for booking and retaining revenue for our broadcast and digital properties and assisting Account Executives in developing new partnerships with local businesses. This role is a mix of serving as a sales assistant to our Account Executives and as a customer service liaison to our clients. The right candidate will support and collaborate with the Account Executives, take care when booking orders to ensure proper campaign deployment and serve as a secondary point of contact for our clients.

This position will support the entire sales team with a group of fellow Success Managers beside them.

Traits and Skills

- Proven ability to juggle multiple projects in a changing, fast-paced environment
- Detail oriented
- Propensity to take on tasks and see them through the very end
- Known for getting the job done well

- Confident when talking to new people or asking tough questions
- Thrives in a team atmosphere
- Talented user and learner of new technology tools, software and systems
- Great at presentations using a tool like PowerPoint
- Great listener
- Curious and excited about marketing and media

Hawaii News Now was selected as one of Hawaii's Best Places to Work for the fourth year in a row by its employees and Hawaii Business Magazine (2015-2018). We offer a generous compensation and benefits package, commensurate with experience.

Interested? Qualified applicants, please apply online at <https://careers-raycommedia.icims.com> and attach your resume and cover letter. Reference Job ID 2019-9614, No phone calls please.
EOE-M/F/D/V

Job Type: Full-time

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Microsoft Powerpoint experience do you have?

**KHNL/KGMB/KHBC/KOGG
VACANCY DATA FORM**

Full-Time Job Title: Director of Technology	Date Filled: 09/03/2019
Recruitment Source (“RS”) Referring Hiree: 20 – Word of Mouth	Total Number of Interviewees: 1

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
7	Indeed http://indeed.com	N	
19	Gray TV SNAG https://login2.peoplematter.com	N	
20	Word of Mouth	N	1
TOTAL INTERVIEWEES			1

Cynthia Landry

From: GrayTV - Jobs <Jobs@gray.tv>
Sent: Thursday, July 11, 2019 12:45 PM
To: Landry, Cynthia
Subject: Re: Director of Technology Position

Hi Cynthia,

DOT has been posted. Below is the req number tied to the job, and the link to the job on the career site.

[39958408014](#)

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=827c4a5b-22bd-454d-96a3-aa870175ae76&refererUrl=https://gray.tv/careers>

Thanks!
Donna Tadlock

From: Landry, Cynthia <clandry@hawaiinewsnow.com>
Sent: Thursday, July 11, 2019 4:25:23 PM
To: GrayTV - Jobs
Subject: Director of Technology Position

Aloha,

Please find the attached posting for Director of Technology in the Honolulu office (KHNL/KGMB).

Let me know if you need further information.

Thank you,

Cindy Landry
Accounting Office Manager



Phone: 808.847.9342 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:

Tech. - Director of Technology - KHNL/KGMB/KFVE

at the following location(s):

KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

[Get Started](#)

[Resume Application](#)

[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KHNL:

Hawaii News Now, (KGMB/CBS)-(KHNL/NBC)-(KFVE/IND) the state of Hawaii's dominant multimedia news organization has an immediate opening for an experienced Chief Engineer to be an integral part of our winning team! This person will report to the General Manager and is expected to lead a highly skilled team of engineers and computer specialists responsible for supporting and troubleshooting all aspects of our technical operations. We are seeking a strong, visionary and accomplished leader who must be a team player with excellent written and verbal

communication skills. Our candidate will be required to be forward thinking, and highly adept at dealing with the rapidly evolving digital marketplace. This person must also be able to work well with their fellow employees at all skill levels, and capable of developing strong relationships with clients, vendors and multiple broadcast and digital teams.

Hawaii News Now produces more than 41 hours of local news each week utilizing multiple on-air and digital platforms, and operates 7 different broadcast signals simultaneously out of its Broadcast Operations Center. Our entire enterprise and all of our employees are dedicated professionals committed to serving the people of Hawaii with the very best in local news and entertainment.

This is an extraordinary career opportunity for a well-seasoned and experienced individual who seeks professional growth and an exciting future in the telecommunications industry.

Job Summary:

A Chief Engineer who will lead and manage a staff of Engineers and IT professionals. Overall job description is to maintain the stations broadcast technology, facilities and all equipment. In addition, ensure all stations follow FCC standards and guidelines.

General Responsibilities include but are not limited to:

- Maintain broadcast technology equipment
- Maintain the IT networks, switches, work stations, computers and printers
- Maintain the news gathering equipment
- Perform routine equipment/facility maintenance
- Assist with system integration and modification of TV / IT systems
- Integration, maintenance and operation of new and existing equipment including towers, transmitters, microwave and satellite gear
- Supervise and mentor team members in Engineering, IT, and Master Control
- Work with other department heads to encourage a team approach to everyday business in all departments

Requirements:

- Technical Degree in Electronic Engineering, Broadcasting, Information Technology or a related field
- 5 years or more experience in a broadcast television station
- Excellent communication skills both oral and written
- Strong PC/MS Office experience
- Experience with video cameras, production setups, A/V routing and patching, audio equipment, graphics systems, editing systems, and live trucks
- Familiarity with digital transmitters, microwave equipment, satellite antennas, receivers, and other broadcast related experience
- Be available "on call" 24 hours a day, 7 days a week for emergency engineering problems
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
- Ability to lift and carry up to 50 pounds, occasional work on ladders
- Must possess and maintain a valid driver's license in good standing

- If interested you can apply online at <https://gray.tv/careers#currentopenings>

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Sales Assistant	Date Filled: 03/30/2020
Recruitment Source ("RS") Referring Hiree: 2 - Peplematter	Total Number of Interviewees: 3

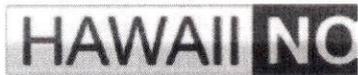
RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	3
TOTAL INTERVIEWEES			3

Cynthia Landry

From: Cynthia Landry
Sent: Thursday, January 9, 2020 2:20 PM
To: GrayTV - Jobs
Subject: RE: Posting for Success Manager Position

Thank you!

Cindy S. Landry
Business Office Manager



Phone: 808.847.9342 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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From: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Sent: Thursday, January 9, 2020 11:24 AM
To: Cynthia Landry <clandry@hawaiinewsnow.com>
Cc: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: Re: Posting for Success Manager Position

Hi Cynthia,

Job has been posted as Sales Assistant. Below is req # and link to job on the career site. Thanks for the update on this!

[64086177998](#)

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=272abf55-8659-4e3c-a502-ab3d015ea46a&refererUrl=https://gray.tv/careers>

Thanks!
Donna Tadlock

From: Cynthia Landry <clandry@hawaiinewsnow.com>
Sent: Wednesday, January 8, 2020 7:45 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: RE: Posting for Success Manager Position



Getting Started

Job you are applying for:
Sales - Sales Assistant - KHNL

at the following location(s):
KHNL/KFVE - Honolulu, HI

Get Started

Resume Application

View Job Description



Description:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 87 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

ABOUT KHNL
KHNL/KGMB/KFVE TV - Hawaii News Now

About Hawaii News Now:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

JOB SUMMARY

Hawaii News Now is looking to hire an Administrative Sales Assistant for our Sales Department. The primary responsibility of the position is to assist the executive leadership team.

Minimum qualifications:

- Bachelor's degree or equivalent practical experience.
- 1 year of direct executive support or project management experience.
- Authorization to work in the United States.

GENERAL RESPONSIBILITIES

Responsibilities

- Perform an extensive array of administrative tasks (manage multiple calendars, communicate with clients on behalf of sales executive leadership team, book travel for sales executive leadership team)
- Design sales templates in Power Point for client presentations
- Serve as the lead for major sales events
- Help prepare for meetings for sales executive leadership team and assist with follow-up
- Act as the point of contact between executives and employees/clients
- Create regular reports and update internal databases

Requirements:

Preferred qualifications:

- Proven ability to consistently and positively contribute in a high-paced, changing work environment with the ability to prioritize multiple functions and tasks and manage work time efficiently.
- Ability to adhere to an expectation of complete confidentiality on all business matters.
- Excellent communication and interpersonal skills; proven ability to take initiative and build strong, productive relationships.
- Ability to possess strong business judgment and communication skills needed to interact with all levels of the organization.
- Highly skilled in Power Point and Excel

Additional Info:

Please apply online at <https://gray.tv/careers#currentopenings>

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: MMJ / Reporter	Date Filled: 07/13/20
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth (Former Intern)	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs
Sent: Friday, May 22, 2020 4:16 AM
To: Cynthia Landry
Subject: Re: KHNL - Video Journalist [74] Posting

Follow Up Flag: Follow up
Flag Status: Completed

Hi Cindy,

I have changed the job title. Be sure to hire them in under the correct job code/job title. It would have to be under either under one of the MMJ's job titles or Reporter job titles.

Thanks, and have a great Memorial Day Holiday!

Donna

From: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Sent: Thursday, May 21, 2020 10:33 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: RE: KHNL - Video Journalist [74] Posting

Aloha,

My apologies.

May I please change this posting title to read "MMJ / REPORTER?"

Thank you,

Cindy S. Landry
Business Office Manager



Phone: 808.847.9342 Fax: 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



HAWAII
NEWS NOW



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From: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Sent: Monday, May 18, 2020 4:27 AM

To: Cynthia Landry <Cynthia.Landry@hawaiiinewsnow.com>

Subject: Re: KHNL - Video Journalist [74] Posting

Hi Cindy,

Job has been posted. Below is link to job on the career site.

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=92b0c298-f5b5-41a1-82c6-abbf00ed5d70&refererUrl=https://gray.tv/careers>

Thanks!

Donna Tadlock

From: Cynthia Landry <Cynthia.Landry@hawaiiinewsnow.com>

Sent: Friday, May 15, 2020 9:43 PM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Subject: KHNL - Video Journalist [74] Posting

Aloha,

Please post the attached Video Journalist position to replace [REDACTED] position.

Thank you,

Cindy S. Landry

Business Office Manager



Phone: 808.847.9342 Fax: 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



KGMB KHNL K56

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Getting Started

Job you are applying for:
News - MMJ/Reporter - KHNL

at the following location(s):
KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

Get Started

Resume Application

View Job Description 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KGMB (CBS), KHNL (NBC) and K5:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

HNN has an immediate opening for an experienced, energetic MMJ/Reporter to join our award-winning news team.

General Responsibilities:

The ideal candidate must be familiar with the Hawaiian Islands, its diverse culture and the "Aloha Spirit". We are looking for someone who can develop, write, shoot, and produce stories. As well as handle live shots and breaking news. We want a strong on-air communicator, not just a news reader, who can work well with our existing team. All candidates must be engaged digitally; utilizing multi-platform content distribution and display strong social media skills.

Requirements:

This is not an entry level position. All candidates must have at least three (3) years reporting experience at a commercial TV station. Pre-employment drug screen and MVR check required.

■ Interested applicants can apply online at <https://gray.tv/careers#currentopenings> and attach resume

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Newscast Producer	Date Filled: 3/9/2020
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth (Former Intern)	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs
Sent: Wednesday, January 8, 2020 12:49 PM
To: Cynthia Landry
Subject: Re: KHNL - Newscast Producer Position

Producer has been posted. Below is req # and link to job on the career site.

80843067046

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=26936ae1-bb2d-4495-bfb3-ab3c0176c893&refererUrl=https://gray.tv/careers>

Thanks!
DonnaTadlock

From: Cynthia Landry <clandry@hawaiinewsnow.com>
Sent: Tuesday, January 7, 2020 10:16 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KHNL - Newscast Producer Position

Aloha,

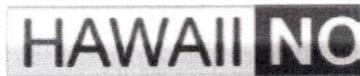
Please post the attached position.

This position has been budgeted for and approved by SVP.

Let me know if you need anything else.

Mahalo,

Cindy S. Landry
Business Office Manager



Phone: 808.847.9342 Fax: 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:
News - Producer - KHNL/KFVE

at the following location(s):
KHNL/KFVE - Honolulu, HI

[Get Started](#)

[Resume Application](#)

[View Job Description](#)



Description:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 87 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

ABOUT KHNL

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Circle TV, This TV, Escape and Bounce TV.

JOB SUMMARY

Hawaii News Now, the NBC & CBS affiliate has an immediate opening for a highly creative and highly motivated newscast producer. This position requires an aggressive decision-maker on coverage, content, show direction, graphics and multi-platform journalism, while maintaining brand dominance. Must be able to line produce, write compelling news stories and work well

under pressure & tight deadlines. Previous producing experience and strong showcasing skills are also critical needs. A familiarity with ENPS is preferred.

GENERAL RESPONSIBILITIES

1. Plan, structure, write and edit newscasts, or other news programming or material including but not limited to multi-media properties.
2. Produce and edit editorial content directly to website.
3. Work with reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices and procedures.
4. Work with Assignment Editors and newsroom manager to assign stories and monitor story coverage.
5. Perform other duties as needed and directed by News Management

Requirements:

Requirements:

1. Education: Bachelor's degree in journalism or related field.
2. Experience: Minimum 2 years' experience as a television news producer in mid to large market.
3. Skills/Abilities: Must work well in stressful situations. Meeting pressure of daily deadlines. Must be self-motivated and adaptable to changing schedules. Excellent writing, spelling and typing skills required. Must have good creative and editorial judgment. Mastery of journalistic ethics and libel laws.
Must work well with news personnel, and other station employees and the general public. Must be available for shift changes, nights, weekends and/or holidays and possible overtime hours.

Additional Info:

Please apply online at <https://gray.tv/careers#currentopenings>

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Anchor / Reporter	Date Filled: 5/4/2020
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth (Former Employee)	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs <GrayTV-Jobs@gray.tv>
Sent: Wednesday, November 13, 2019 8:45 AM
To: GrayTV - Jobs
Cc: Landry, Cynthia
Subject: Re: KHNL Anchor/Reporter Position - Request for Approval

Hi Cindy,

The email was probably missed since it didn't go to the jobs box...we get more than a hundred emails every day from all different sources so I probably did miss it and I'm so sorry for that. Please be sure to send all job posting requests to Jobs@gray.tv and it won't get missed.

The job was posted but please let your ND know that Anchor/Reporter is no longer a current job title. There are several different anchor titles so they will need to choose the one that best fits the position when someone is hired. Be sure that a current job title is used in the offer letter and on the New Hire form in Snag.

Below is req # tied to the job and link to the job on the website.

[17078485144](#)

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=4c5ed176-ba40-4e1d-af86-ab04012e1bef&refererUrl=https://gray.tv/careers>

Thanks, and let me know if any questions!

Donna

From: Tadlock, Donna <donna.tadlock@gray.tv>
Sent: Wednesday, November 13, 2019 1:06 PM
To: GrayTV - Jobs <GrayTV-Jobs@gray.tv>
Cc: Cynthia Landry <clandry@hawaiinewsnow.com>
Subject: FW: KHNL Anchor/Reporter Position - Request for Approval

Forwarding to jobs box.



Donna Tadlock
Gray Television, Inc.
Human Resources Generalist
201 Monroe Street 20th FL
Montgomery, AL 36104
Office: 334-206-1417
FAX: 334-223-5517
Email: Donna.Tadlock@gray.tv
Website: www.gray.tv



Getting Started

Job you are applying for:

News - Anchor/Reporter (Req.) - KHNL/KFVE

at the following location(s):

KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

[Get Started](#)

[Resume Application](#)

[View Job Description](#) 

Description:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

ABOUT STATION

KHNL/KGMB/KFVE TV - Hawaii News Now

About Hawaii News Now:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

JOB SUMMARY

Hawaii News Now has an immediate opening for an experienced, energetic Anchor/Reporter to join our award winning news team.

The ideal candidate must be familiar with the Hawaiian islands, its diverse culture and the "Aloha Spirit". We are looking for someone who can develop strong ties within the community. Be able to write and produce stories as well as anchor multiple newscasts, handle lives shots and breaking news. We want a strong on-air communicator, not just a news reader, who can work well with our existing team. All candidates must be engaged digitally; utilizing multi-platform content distribution and display strong social media skills.

GENERAL RESPONSIBILITIES

Strategic Needs:

- Must be a team leader with a great attitude, possess a strong sense of ethics and integrity, and bring professionalism, personality, energy, confidence, and team spirit to our newscasts and our multi-platform newsroom.
- Must be a strong writer, deeply knowledgeable about all current events, and have quick and thoughtful news judgment.
- Must be capable of creating content from sources beyond wires and feed (ex. Social Media, Court Records, reliable online publications) and be eager to present the day's news in an urgent and impactful manner on all platforms.
- The position requires an energetic personality who can connect with a large and engaged TV and online audience, and be able to recruit viewers and users to an already-strong news operation.
- Anchors must develop, maintain, and share sources.
- In the newsroom, the position requires a dedicated journalist who loves to pitch and do great stories, as well as someone highly skilled at handling non-scripted reports on set and detailed information when reporting live on location news events. In the studio, candidate must be able to organize and deliver breaking news information for easiest consumption by the audience, bringing order to the chaos of breaking news reporting, producing the market's best overall coverage on a consistent basis.
- Must consistently generate and execute important and engaging story content in a contemporary and aggressive manner. Must have excellent writing skills and be someone who knows the value of the present and future tenses, as well as writing in the active voice, using visual language, and consistently making audio/video connection.
- Must assist newscast producers and the digital team in the production and writing of news stories, consistent with station format and style.

- Must be proficient in the use of social media to communicate news and promotional messages, demonstrating strong multi-platforms skills on our News App, Website, and social media platforms. Must manage station social media accounts including responding and reviewing messages and comments. Must know how to determine difference between legitimate news sources and fake media. See attached guidance.
- Must enjoy engaging with community members through speaking engagements and special events.
- This is a job for someone comfortable in the public eye, comporting themselves with politeness and friendliness, as well as sincere interest in helping people in the community understand current events.
- This position needs someone who understands the audience research conducted from time to time and responds to what that research indicates the audience needs and desires.

Requirements:

This is not an entry level position. All candidates must have at least three (3) years anchoring and reporting at a commercial TV station.
MVR check and pre-employment drug screen required.

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

Please apply online at <https://gray.tv/careers#currentopenings>

**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Sports Journalist / MMJ	Date Filled: 6/29/2020
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth (Former Intern)	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs
Sent: Monday, May 18, 2020 8:38 AM
To: Cynthia Landry
Subject: Re: KHNL - Sports Anchor [66] Posting

Follow Up Flag: Follow up
Flag Status: Completed

Hi Cindy,

Job has been posted. Below is link to job on the career site.

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=e6a076c1-7f87-4601-883d-abbf0132b0e5&refererUrl=https://gray.tv/careers>

Thanks!
Donna

From: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Sent: Friday, May 15, 2020 9:45 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KHNL - Sports Anchor [66] Posting

Aloha,

Please post the attached Sports Anchor position.

Thank you,

Cindy S. Landry
Business Office Manager

HAWAII NOW Phone: 808.847.9342 Fax: 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:

News - Sports Journalist/MMJ - KHNL

at the following location(s):

KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

[Get Started](#)

[Resume Application](#)

[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About Hawaii News Now:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

HNN has an immediate opening for an experienced, energetic Sports Journalist / MMJ to join our award-winning news team.

We are looking for someone who can complete daily sports stories for our digital platforms as well as turn packages as needed in our newscasts. We are looking for someone who can truly make our sports coverage a point of difference on all our platforms. Great storytelling and the ability to report under tight, pressure packed deadlines are a must. This includes a leading presence on HawaiiNewsNow.com, Facebook, Twitter, and our other digital platforms. We are looking for someone who can enterprise stories on a daily and long-term basis. Must have the ability to grow and work sources.

General Responsibilities:

Experience with shooting video, editing, and operating as a Multi-Media journalist is a plus. Candidates must be energetic, team oriented, driven, have solid news/sports judgment and have strong writing skills. He or she must excel at breaking news/sports coverage from the studio and in the field. Exceptional planning and creative storytelling are a must - a flexible schedule is part of the job with sports events happening throughout the week.

Requirements:

- Social media and web skills essential
- Degree in journalism, broadcasting, communications, or related field
- At least 2 years of professional newsroom experience preferred
- The ability and desire to enterprise and produce local sports stories and content
- Excellent communicator
- Team player with a positive attitude
- Capable of working under pressure and meeting daily deadlines in a high energy working environment.

Please apply online at <https://gray.tv/careers#currentopenings>

Additional Info:

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information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: MMJ / Reporter	Date Filled: 9/12/2020
Recruitment Source (“RS”) Referring Hiree: 3 - Word of Mouth (transfer)	Total Number of Interviewees: 1

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			1

Cynthia Landry

From: Cynthia Landry
Sent: Wednesday, September 2, 2020 11:03 AM
To: Katie Pickman; Scott Humber
Cc: Nicole Wilson
Subject: RE: MMJ Posting

Hi Scott,

Job has been posted. Below is link to the job on the career site.

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=92b0c298-f5b5-41a1-82c6-abbf00ed5d70&refererUrl=https://gray.tv/careers>

Thanks!

Cindy S. Landry
Business Office Manager

Office: 808.847.9342 **Cell:** 808.342.8844 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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From: Cynthia Landry
Sent: Tuesday, September 1, 2020 10:30 AM
To: Katie Pickman <Katie.Pickman@hawaiinewsnow.com>; Scott Humber <Scott.Humber@hawaiinewsnow.com>
Cc: Nicole Wilson <Nicole.Wilson@hawaiinewsnow.com>
Subject: RE: MMJ Posting

Okay, thank you!

Cindy S. Landry
Business Office Manager

Office: 808.847.9342 **Cell:** 808.342.8844 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



Getting Started

Job you are applying for:
News - MMJ/Reporter - KHNL

at the following location(s):
KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

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[Resume Application](#)

[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KGMB (CBS), KHNL (NBC) and K5:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

HNN has an immediate opening for an experienced, energetic MMJ/Reporter to join our award-winning news team.

General Responsibilities:

The ideal candidate must be familiar with the Hawaiian Islands, its diverse culture and the "Aloha Spirit". We are looking for someone who can develop, write, shoot, and produce stories. As well as handle live shots and breaking news. We want a strong on-air communicator, not just a news reader, who can work well with our existing team. All candidates must be engaged digitally; utilizing multi-platform content distribution and display strong social media skills.

Requirements:

This is not an entry level position. All candidates must have at least three (3) years reporting experience at a commercial TV station. Pre-employment drug screen and MVR check required.

■ Interested applicants can apply online at <https://gray.tv/careers#currentopenings> and attach resume

Additional Info:

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Creative Services Producer	Date Filled: 3/6/2020
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs
Sent: Tuesday, February 18, 2020 5:22 AM
To: Cynthia Landry
Subject: Re: Posting for Creative Services - Producer Position

Hi Cynthia,

Job has been posted. Below is link to job on the career site.

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=8cbc694f-48a0-4c8e-b7a1-aa0f015e44a5&refererUrl=https://gray.tv/careers>

Thanks,
Donna

From: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Sent: Tuesday, February 18, 2020 12:23 AM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: Posting for Creative Services - Producer Position

Aloha,

Please post the attached Creative Services position replacing [REDACTED] separation date on [REDACTED]

Thank you,

Cindy S. Landry
Business Office Manager

 **Phone:** 808.847.9342 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:
CR Svcs. - Producer - KHNL/KFVE

at the following location(s):
KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

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[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KHNL:

HNL/KGMB/KFVE TV - Hawaii News Now

About Hawaii News Now:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands.

HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

We need an experienced manager who can efficiently schedule and supervise a staff, write scripts and edit stories, and manage and communicate the expectations of our clients.

The role will include leading numerous lifestyle projects including producing Talk Story, with McKenna Maduli. Talk Story is dedicated to carrying on the tradition of classic shows made in Hawaii like Checkers and Pogo and Hot Hawaiian Nights, and giving viewers the opportunity to "watch local".

Like our signature lifestyle program HI Now, Talk Story, is quickly attracting fans and sponsors, and our business is growing to include live cultural specials.

This is a rewarding leadership opportunity for TV professional who understands and appreciates the Hawaiian lifestyle and enjoys informing and entertaining people.

General Responsibilities:

- Direct the content and production of Talk Story.
- Direct the content and production of additional new projects.
- Schedule and supervise the daily work of talent, photographers and editors.
- Write and copy edit scripts for television, web and social media.
- Oversee shoots field and studio.
- Communicate with sales to fulfill client expectations.

Requirements:

- Prior local news or lifestyle producing experience.
 - Excellent writing and verbal communication skills.
 - Knowledge of Photography, editing, and graphic design.
 - Field producing experience, directing talent and shoots.
 - Line producing experience, directing control room crew.
- Please apply online at <https://gray.tv/careers#currentopenings> and attach resume.

Additional Info:

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Master Control Operator	Date Filled: 11/8/2019
Recruitment Source ("RS") Referring Hiree: 2 - Peoplematter	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peoplematter https://www.login2.peoplematter.com	N	3
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs <GrayTV-Jobs@gray.tv>
Sent: Wednesday, October 2, 2019 6:11 AM
To: Viesta, Denise; Landry, Cynthia; GrayTV - Jobs
Subject: Re: KHNL-KGMB Job posting

MCO has been posted. Below is req # tied to the job and link to the job on the career site.

51728363618

<https://my.peoplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=5854e14a-b466-4888-a3b0-aada01053475&refererUrl=https://gray.tv/careers>

Thanks!
Donna Tadlock

From: Tadlock, Donna <dtadlock@RaycomMedia.com>
Sent: Wednesday, October 2, 2019 11:46 AM
To: GrayTV - Jobs <GrayTV-Jobs@gray.tv>
Subject: FW: KHNL-KGMB Job posting

Approval for MCO



Donna Tadlock
Gray Television, Inc.
Human Resources Specialist
201 Monroe Street 20th FL
Montgomery, AL 36104
Office: 334-206-1417
FAX: 334-223-5517
Email: Donna.Tadlock@gray.tv
Website: www.gray.tv

From: Viesta, Denise <dviesta@hawaiiinewsnow.com>
Sent: Tuesday, October 01, 2019 7:33 PM
To: Tadlock, Donna <dtadlock@RaycomMedia.com>
Subject: FW: KHNL-KGMB Job posting

Hi Donna,
Please see Nick's approval below.

Let me know if you need anything else.



Getting Started

Job you are applying for:

News - Master Control Operator - KHNL/KFVE

at the following location(s):

KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

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[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second-highest-rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KHNL:

GMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

The Master Control Operator is responsible for executing playback of programming and commercials through our automation playout servers. The Master Control Operator is also responsible for the oversight of multiple television stations simultaneously, including signal monitoring, transmitter remote control operation, and FCC compliance logging. Proper operation of all program channels to ensure continued and seamless program and Network delivery.

General Responsibilities:

- Broadcast Operations including controlling and monitoring television broadcast equipment that transmits television programs and commercials to our viewers.
- On-air switching, dubbing and transferring programs and commercials
- Tuning satellite feeds for broadcast use
- Support the production of newscasts and other live or recorded programming
- Support operation of the station by assisting Engineering, News, and other departments
- Assist in the performance of various building and equipment maintenance tasks
- Other duties as assigned

Requirements:

A minimum of two years of related broadcast experience preferred. Excellent verbal communication and telephone skills a must. Competent computer skills required. Excellent writing skills are necessary. Experience in automation and video server technology preferred. The ability to handle multiple evolving situations at the same time is essential. Must be detailed oriented. Ability to anticipate potential issues and to successfully resolve the issues before an on-air mistake occurs. Problem-solving ability and quick decisions under high stress at times are required. Ability to communicate well with co-workers in a team environment.

- If interested you can apply online at <https://gray.tv/careers#currentopenings>

Additional Info:

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Digital Sales Assistant	Date Filled: 7/13/2020
Recruitment Source ("RS") Referring Hiree: 2 - Peplematter	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www.login2.peplematter.com	N	4
TOTAL INTERVIEWEES			4

Cynthia Landry

From: GrayTV - Jobs
Sent: Wednesday, January 22, 2020 1:40 PM
To: Cynthia Landry
Subject: Re: KHNL - Digital Sales Assistant Position

Hi Cynthia,

Job has been posted. Below is req # and link to job on the career site.

[98207043325](#)

<https://my.peplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=49dfce5b-f9f9-4d07-ba99-ab4a01849052&refererUrl=https://gray.tv/careers>

Thanks!
Donna Tadlock

From: Cynthia Landry <clandry@hawaiinewsnow.com>
Sent: Tuesday, January 21, 2020 11:26 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KHNL - Digital Sales Assistant Position

Aloha,

Please post the attached Digital Sales Assistant position.

This position is SVP approved.

Mahalo,

Cindy S. Landry
Business Office Manager



Phone: 808.847.9342 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:

Sales - Digital Sales Assistant - KHNL/KFVE

at the following location(s):

KHNL/KFVE - Honolulu, HI

[Get Started](#)

[Resume Application](#)

[View Job Description](#)



Description:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KHNL/KGMB/KFVE - HAWAII NEWS NOW:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV

Job Summary:

Do you want to be a part of a winning sales team? Hawaii News Now is looking for someone to join our fun and forward-thinking company. We are looking for somebody who sees the glass

half full, who is eager to learn, who likes to have fun and most importantly, who wants to win.

General Responsibilities:

The Digital Sales Assistant is an essential member of a team responsible for protecting revenue for our digital properties by booking our digital business, optimizing orders and following through on fulfillment for our advertising partners digital campaigns. In this role, you will support the Account Executives, serving as a secondary point of contact for our clients when needed, as well as project manager, booking, maintaining and optimizing campaigns.

This position will work in support of a team of Account Executives and report to the Director of Sales.

Requirements:

Traits and Skills:

- Propensity to take on tasks and see them through the very end
Known for getting the job done well
- Detail oriented
- Confident when talking to new people or asking tough questions
- Thrives in a team atmosphere
- Talented user and learner of new technology tools, software and systems
- Picks up and masters new concepts quickly
- Great listener
- Proven ability to juggle multiple projects in a changing, fast-paced environment
- Curious and excited about marketing and media

Please apply online at <https://gray.tv/careers#currentopenings> and attach resume.

Additional Info:

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**KHNL/KGMB/KFVE/KOGG/KSIX-TV
VACANCY DATA FORM**

Full-Time Job Title: Digital Sales Specialist	Date Filled: 9/22/2020
Recruitment Source ("RS") Referring Hiree: 3 - Word of Mouth	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS
1	Indeed https://indeed.com	N	
2	Peplematter https://www..login2.peplematter.com	N	2
3	Word of Mouth	N	1
TOTAL INTERVIEWEES			3

Cynthia Landry

From: GrayTV - Jobs
Sent: Wednesday, August 12, 2020 7:20 AM
To: Cynthia Landry
Subject: Re: KHNL - Digital Sales Specialist Position

Follow Up Flag: Follow up
Flag Status: Completed

Hi Cindy,

Job has been posted. Below is link to job on the career site.

<https://my.peplematter.com/mja/graytelevision/jobapp/GetStarted?jobOpenings=78669bed-9ccd-45b4-81e8-ac15011d0772&refererUrl=https://gray.tv/careers>

Thanks!
Donna

From: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Sent: Tuesday, August 11, 2020 1:43 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KHNL - Digital Sales Specialist Position

Aloha,

Please post the attached position for Digital Sales Specialist.

Thanks!

Cindy S. Landry
Business Office Manager

Office: 808.847.9342 **Cell:** 808.342.8844 **Fax:** 808.845.3616
clandry@HawaiiNewsNow.com
420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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Getting Started

Job you are applying for:
Sales - Digital Sales Specialist - KHNL

at the following location(s):
KHNL/KFVE - Honolulu, HI

The Job you are looking for is no longer available. Click Get Started to search for another job.

[Get Started](#)

[Resume Application](#)

[View Job Description](#) 

Description:

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 86 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KHNL/KFVE/KGMB:

KGMB (CBS), KHNL (NBC) and K5 collectively make up Hawaii News Now, the state's dominant multimedia news organization with the largest digital news footprint in the islands. HNN's parent company is Gray TV, a leading digital media and broadcasting company. Located in beautiful Honolulu, Hawaii, Hawaii News Now also provides diverse sub-channels such as Antenna TV, Grit TV, This TV, Escape and Bounce TV.

Job Summary:

The primary responsibility of the DSS is to develop, guide, sell, and manage fulfillment of creative custom solutions on all Hawaii News Now properties. The DSS will drive and grow the station's custom content revenue, working with account executives to ensure the clients' marketing expectations are met and fulfilled. This role works with all sales managers and AEs to serve as a resource for the station and collaborate with the sales staff to provide them with first-in-class multiplatform marketing solutions for clients. This is a fast-paced, client-facing role in which you will need to manage expectations of multiple clients, Account Executives, and sales opportunities daily.

General Responsibilities:

- Comprehensive understanding of all HNN tools/inventory
- "go-to" for revenue generating custom ideas
- Fulfillment expert: seeing projects through to the end while taking the lead on delegating to appropriate fulfillment partners
- Drive custom content sales activity
- Lead training for the sales staff on custom content products, trends, processes, and more
- Coach and mentor sales team members on custom content solutions helping them achieve their individual budgets
- Assist the sales leadership team to achieve overall sales goals, and actively participate in sales forecasting and pipeline management

Requirements:

- At least two years of marketing/sales experience and sales quota involvement
- Proven track record of success in working as part of a team to grow the business
- Proficient with PowerPoint, Excel and Word
- Working knowledge and understanding of custom content marketing, including native advertising, social media, events, and local program creation
- Superior interpersonal & communications skills

• Please apply online at <https://gray.tv/careers#currentopenings> and attach resume.

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color,

religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

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ATTACHMENT C

KHNL/KGMB/KHBC(KSIX-TV)/KOGG

RECRUITMENT INITIATIVES FORM

January 1, 2019-September 30, 2019

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Internship program	Ongoing	<p>We participate in the internship program organized by the Society of Professional Journalists (SPJ) - Hawaii Chapter. Our involvement in addition to subsidizing funding includes interviewing applicants and final selection for our station. Our coordinator, Brenda Salgado (Assignment Manager) develops a schedule for the SPJ intern during their six to eight-week term, which includes experience in every facet of our news operation. This year we hosted one intern from the University of Southern California.</p> <p>Our Stations also participate with the Dow Jones News Fund Internship program. This paid internship program allows students hands-on experience with leading news organizations. Our Digital Content Manager works directly with the students. This year we hosted three interns, one from the University of Florida, one from Arizona State University and one from the University of Hawaii.</p>
2.	Internship program	Ongoing	<p>This is an on-going program started over 20 years ago. We offer unpaid internships for college credit to students attending an accredited college or university. We also offer selected high school students "shadow programs" to give them a taste of what the broadcast business is all about. We offer internships in the news and business departments.</p> <p>Our news internship coordinator is the Assignment Manager. The program is designed to give students working experience and a glimpse of the skills necessary for a career in broadcasting.</p> <p>This year two interns participated in our news intern program. One from Colorado State University and one from Santa Clara University. Our business internship coordinator is our Business Office Manager. The program is designed to give students experience in administrative work relating to broadcasting.</p> <p>This year one intern from the University of Hawaii participated in our business intern program.</p>

FOR INTERNAL BUSINESS RECORDS ONLY

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
3.	Participate in events sponsored by educational institutions relating to careers in broadcasting.	Various	4/3/19 – Our Weekend Weather Anchor/Reporter participated in the Saint Louis School, Career Day 1/5/19 – Our Traffic Reporter participated in the Girl Scouts Media Training, McCoy Pavilion, Ala Moana Jan 2019 – Our Traffic Reporter participated in the Holy Family Catholic Academy, Career Day Feb 2019 – Our Traffic Reporter participated in the Island Pacific Academy, Kapolei, Career Day 5/7/19 – Our Traffic Reporter participated in the Class Tour of Hawaii News Now Studio for 12 students from 5th grad Media class, Royal School 4/9/19 – Our News Director participated in the Hawaii News Now Day at University of Hawaii

From: Brenda Salgado <Brenda.Salgado@hawaiinewsnow.com>
Sent: Wednesday, April 21, 2021 3:47 PM
To: Katie Pickman
Subject: Fw: Internship Forms - Tanner H [REDACTED]

follow the thread below
Tanner was a credit intern for us

From: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Sent: Tuesday, March 16, 2021 3:16 PM
To: Brenda Salgado <Brenda.Salgado@hawaiinewsnow.com>
Subject: RE: Internship Forms - Tanner H [REDACTED]

Thank you Brenda!!

Cindy S. Landry
Business Office Manager

Office: 808.847.9342 **Cell:** 808.342.8844 **Fax:** 808.845.3616

clandry@HawaiiNewsNow.com

420 Waiakamilo Road, Suite 205, Honolulu, HI 96817



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From: Brenda Salgado <Brenda.Salgado@hawaiinewsnow.com>
Sent: Tuesday, March 16, 2021 2:50 PM
To: Cynthia Landry <Cynthia.Landry@hawaiinewsnow.com>
Subject: Fw: Internship Forms - Tanner H [REDACTED]

From: Tanner [REDACTED]
Sent: Tuesday, May 14, 2019 3:45 PM

To: Salgado, Brenda <bsalgado@hawaiinewsnow.com>

Subject: Internship Forms

Finally got them! You just need to fill these out and I'll get them to UCCS ASAP

~Tanner [REDACTED] H [REDACTED]

[REDACTED]

From: Brenda Salgado <Brenda.Salgado@hawaiinewsnow.com>
Sent: Wednesday, April 21, 2021 3:49 PM
To: Katie Pickman
Subject: Fw: Re- SPJ Summer intern - Kimi A [REDACTED]

From: Castle, Carrie <ccastle@hawaiinewsnow.com>
Sent: Thursday, May 10, 2018 1:25 PM
To: Kimi A [REDACTED]
Cc: Leong Yep, Deborah <dleongyep@hawaiinewsnow.com>; Salgado, Brenda <bsalgado@hawaiinewsnow.com>
Subject: RE: Re- SPJ Summer intern - Kimi A [REDACTED]

Hi Kimi!

Congratulations!! We look forward to having you join our team! Deborah Leong-Yep is in charge of Human Resources, and she will be reaching out to you to set up a mutually convenient time to meet.

We look forward to meeting you soon Kimi---thank you!
Carrie

From: Kimi A [REDACTED]
Sent: Tuesday, May 8, 2018 4:58 PM
To: Castle, Carrie <ccastle@hawaiinewsnow.com>
Subject: Re: Re- SPJ Summer intern - Kimi A [REDACTED]

Hi Carrie,

I'm so excited for this summer, thank you for helping me set everything up so I can start working. I am free any time starting June 13th so let me know what day and time is best for me to come in. Also, if there is anything I can do starting now in terms of paperwork or anything else.

Best,
Kimi

On Tue, May 8, 2018 at 7:43 PM, Salgado, Brenda <bsalgado@hawaiinewsnow.com> wrote:

Carrie,

Kimi will be coming home from college on June 12th. She would like to make an appointment with you to sign paper work and do what's needed before she can start. So anytime after June 13th would be great! I looped both of you in this email so you can figure out dates.

Thanks,
Brenda

Cynthia Landry

From: Ben Gutierrez
Sent: Monday, March 15, 2021 6:41 PM
To: Cynthia Landry
Cc: Nicole Wilson
Subject: Fw: SLS Career Day 2019

I don't have the pdf of which class I was in, but this is the email I received from the school the day before. There's also another email sent to me earlier talking about career today.

Let me know if you need more.

Ben

From: Ben. Gutierrez <hokupaa@gmail.com>
Sent: Monday, March 15, 2021 6:37 PM
To: Ben Gutierrez <Ben.Gutierrez@hawaiiinewsnow.com>
Subject: Fwd: SLS Career Day 2019

Sent from my iPhone

Begin forwarded message:

From: Richard Gonsalves <rgonsalves@saintlouishawaii.org>
Date: April 2, 2019 at 1:11:00 PM HST
To: Richard Gonsalves <rgonsalves@saintlouishawaii.org>
Cc: Pua Shimabukuro <pshimabukuro@saintlouishawaii.org>
Subject: RE: SLS Career Day 2019

Aloha Everyone,

Just a quick check in for Career Day tomorrow (4/3).

Reminders!!!

1. All speakers meet between 10:00 - 10:10 am in the Resource Center in Bertram Hall (3rd floor; the old library).
2. Speakers will be able to prep in their rooms from 10:00 - 10:40.
3. Parking is available on 3rd road (or 3rd row... depends on the decade you graduated!). Stalls are coned off for the speakers. There will be 3-4 more stalls coned off below the outdoor basketball court for overflow.
4. Please prepare for 3, half-hour sessions.
5. Last session will be done at 12:25. Lunch will be served in the Clarence T.C. Ching Presidential Suite (1st floor of the building) at 12:35.
6. If you didn't email me your tech needs, please do so by 4:00 pm today.
7. Schedule is listed below for your reference.
8. I'LL EMAIL ROOM ASSIGNMENTS LATER TODAY.

9. Please call (551-4321) or email if you have questions or concerns.

Thanks again for volunteering your time. See you all tomorrow...

10:00 - 10:10 Career Day speakers assemble in the SLS Resource Center
10:15 - 10:40 Speakers prep for sessions in assigned classrooms
10:45 – 11:15am Session 1
5 min. passing period to next session
11:20 – 11:50am Session 2
5 min. passing period to next session
11:55 – 12:25 pm Session 3
12:35 De-brief/Lunch in LTC Presidential Suite

Mahalo,

Richard Scott K. Gonsalves, Ed.D., '84
Director of Development, Alumni/Donor Relations and Special Events
808-739-4727
rgonsalves@saintlouishawaii.org

“Where boys who want to change the world, become the men that do”

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GIRL SCOUTS OF HAWAI'I
2019 Girl Scout Cookie Expo
Media Training
January 5, 2019

Interview Tips

Everyone gets a little nervous when interviewing with media and it's OKAY! Here are some tips to keep in mind that will help you prepare for any interview.

How to Prepare for a Media Interview

- Be yourself. Relax and be conversational; an interview is not a speech.
- Make a plan. Think of three or four key messages that can be incorporated into your answers throughout the interview.
- Speak clearly and concisely. Practice speaking and edit your responses to relay your key messages to be no longer than three or four sentences.
- Avoid wearing busy patterned clothing and loud colors. Blue, black and pastels work well (avoid too much solid white). Preferably wear colors representing the brand or a top/blouse depicting the organization's logo.
- Remove any accessories/jewelry which might make noise or that may be particularly large and reflective (i.e. eyeglasses/sun glasses, jewelry that "jingles").

Physical Appearance and Demeanor

- Maintain good eye contact with the interviewer. Don't look at the camera while responding to the interviewer's question.
- Be energetic and enthusiastic. Smile appropriately during your interview.
- Keep arms and hands relaxed at your side.
- Relax and respond confidently.

Lights, Camera, ACTION!

When interviewed by a news reporter, you might be asked the following questions regarding Girl Scout Cookie Season. Below are key messages to keep in mind during your interview.

Q: Tell us about the Girl Scout Cookie Program.

- The Girl Scout Cookie Program is the largest girl-led business program in the world, and encourages girls to build confidence and use their earnings to improve their communities.
- From Feb. 22 to the end of March, Girl Scouts of Hawai'i will be selling cookies across the state.

Q: What is Digital Cookie?

- Before booth sales begin, Girl Scouts can reach potential customers beyond their friends and family with Digital Cookie.
- Digital Cookie is an online program where Girl Scouts can make their own site, invite customers to purchase cookies and track their sales goals.

Q: How does the Girl Scout Cookie Program help local girls and their troops?

- The program teaches Girl Scouts the "5 Skills" of goal setting, decision-making, money management, people skills and business ethics.

- All money earned through cookie sales are used for local troop activities and community service projects.

Q: What is your favorite Girl Scout cookie flavor?

- Thin Mints – Crisp wafers covered in a chocolaty coating and made with natural oil of peppermint.
- Samoas – Crisp cookies, coated in caramel and sprinkled with toasted coconut, and striped with a dark chocolaty coating.
- Tagalongs – Crisp cookies layered with peanut butter and covered with a chocolaty coating.
- Trefoils – Delicate-tasting shortbread.
- Do-si-dos – Crunchy oatmeal sandwich cookie with creamy peanut butter filling.
- Savannah Smiles – Crisp, zesty lemon wedge cookies dusted with powdered sugar.
- Toffee Tastic – Rich, butter cookies packed with golden toffee bits.
- S'Mores - Crunchy graham cracker sandwich cookies with creamy chocolate and marshmallow filling

01/30/2019 Holy Family Catholic Academy, Career Day



Darwin Nazarino at Holy Family Catholic Academy
Jan 30, 2019 · 👤



Darwin Nazarino

Jan 30 2019 · 🧑

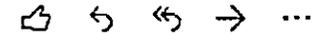
With Steve Uyehara and 2 others.



Matthew_Nihi/ROYAL/HIDOE@notes.k12.hi.us

Fri 2/8/2019 10:05 AM

To: Deniz, Lacy



Hello Ms.Deniz,

My name is Matthew Nih. I am a teacher/technology coordinator at Royal School.

You spoke with my principal, Eleanor Gonsalves, about the possibility of setting up a visit to your studio.

Here at Royal, we have a group of students that are part of what we call ABC Broadcast. ABC standing for Ali'i Broadcasting Center.

The students are fourth and fifth graders. There are about 20 students in the program.

We do a live broadcast on Monday, Wednesday, and Friday mornings. The school year starts with just Mondays, and then we add Wednesday and Friday mornings as the year goes on.

Their program includes the weeks events, what's for lunch, weather, and then a word of the week. They try to include video that they put together using iMovie.

The videos are about colleges, safety, holidays, and other topics that they might think are important to share.

We broadcast over our CCTV network at 8:05 in the morning. Depending on what they want to share, our broadcasts range from 2-4 minutes long.

I post our broadcasts on our school's website in the Video Gallery. You can check it out at [www.royalschoolk5.org]www.royalschoolk5.org.

I was looking at April 18 (Thu) or April 16 (Tue) as possible days for a visit.

We would bring about 12-13 students, our fifth graders, on this visit.

Please let me know what you think and if this is possible for you to set up for us.

Thanks,

Matthew Nih

Royal School

matthew_nihi@notes.k12.hi.us

DL

Deniz Lacy

Wed 2/13/2019 11:42 AM

To: Matthew_Nihi/ROYAL/HIDOE@notes.k12.hi.us



Awesome! Yes, you can either park in our structure or along the street, whichever is easier for you folks. Our station address is 420 Waiakamilo Road.

The entrance to our parking structure and newsroom is off Kalani Street on the makai side of the red "Office Depot" sign (next to the intersection of Waiakamilo Road and Kalani Street).

If you want to park along Kalani Street our entrance is a gray double door right off the sidewalk.

Or, please feel free to park in our structure if it's easier. Be sure to take a ticket from the parking attendant when you get to the gate so we can validate it. As you come up the ramp, there will be parking stalls directly in front of you along the makai side wall labeled "visitors"-- you can park in any of those. When you enter the building, walk down the hallway to the very end and you'll see the elevators, take that to the first floor. Once you've reached the first floor, our entrance is the first door on your right.

Please call the newsroom when you get here: 808-847-1112, and let them know the tour from Royal School is at the front.

Please let me know if you have any questions before then. We look forward to meeting with you folks!

Me ka mahalo nui,
Lacy

KHNL/KGMB/KFVE/KOGG/KSIX-TV**RECRUITMENT INITIATIVES FORM****October 1, 2019-September 30, 2020**

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Society of Professional Journalists (SPJ) - Hawaii Chapter - Journalism Internship Program	Ongoing	We participate in the internship program organized by the SPJ. Our involvement in addition to subsidizing funding includes interviewing applicants and final selection for our station. Our coordinator (Assignment Manager) develops a schedule for the SPJ intern during their six to eight-week term, which includes experience in every facet of our news operation. This year our SPJ intern was a student from University of Hawaii at Manoa. In addition, we had a part-time intern, also a student attending University of Hawaii at Manoa.
2.	KHNL/KGMB Internship program	Ongoing	This is an on-going program started over 20 years ago. We offer unpaid internships for college credit to students attending an accredited college or university. We also offer selected high school students "shadow programs" to give them a taste of what the broadcast business is all about. The program is designed to give students working experience and a glimpse of the skills necessary for a career in broadcasting. This year we chose NOT to conduct the credit-only internship program due to Covid-19. We kept the body count numbers in the newsroom to essential newsroom employees only.
3.	Center for Tomorrow's Leaders HI Now Virtual Internship	Various	Two students "virtually" shadowed the HI Now Team and learned how to create long form custom content.

FOR INTERNAL BUSINESS RECORDS ONLY

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
4.	Undoing Racism Program	Various	<p>July 9 - August 4, 2020 – our General Manager participated in a training series “Foundations in Diversity, Equity and Inclusion” from Adaway Consulting, a program developed for Gray Television. Item covered in this training include: how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion, handling conflict, how to avoid common faux pas made regarding: gendered language, race, class and ability, how to apologize effectively.</p>

Cynthia Landry

From: Brenda Salgado
Sent: Monday, June 29, 2020 1:57 PM
To: Cynthia Landry
Subject: Fw: 2020 SPJ Hawaii Chapter Summer Journalism Internship Program

Follow Up Flag: Follow up
Flag Status: Completed

From: SPJ Hawaii <spjinterns@gmail.com>
Sent: Sunday, March 29, 2020 2:32 PM
To: Alexa G [REDACTED]
Cc: Brenda Salgado <Brenda.Salgado@hawaiinewsnow.com>
Subject: 2020 SPJ Hawaii Chapter Summer Journalism Internship Program

Society of Professional Journalists-Hawaii Chapter
P.O. Box 3141
Honolulu, HI 96802

March 29, 2020

Dear Alexa,

I'm pleased to inform you that you've been selected for a full-time, 10-week summer internship in the 2020 SPJ Hawaii Chapter Summer Journalism Internship Program with **Hawaii News Now**.

Congratulations on your selection! I'm confident you'll do well.

To confirm your position and arrange a start date, please contact your supervisor **Brenda Salgado** at **(808) 847-1112**.

I wish you well in your endeavors.

Sincerely,
Craig DeSilva
SPJ Hawaii Chapter, Internship Committee

cc: Brenda Salgado

Cynthia Landry

From: Katie Pickman
Sent: Wednesday, March 10, 2021 11:51 PM
To: Cynthia Landry
Subject: Welcome to Foundations in Diversity, Equity and Inclusion Training Series

Aloha,
Katie

From: Jan Goldstein <Jan.Goldstein@gray.tv>
Sent: Monday, July 6, 2020 4:42 AM
Subject: Welcome to Foundations in Diversity, Equity and Inclusion Training Series

All,

All General Managers, News Directors, and some select staff are invited to attend Foundations in Diversity, Equity and Inclusion Training starting July 9th. Please see this message from the Adaway Group who will be conducting the training. PLEASE MARK YOUR CALENDARS! If you have any questions prior to the first class, please reach out to me. If you cannot attend these classes, please send me an email and also report that to your immediate supervisor.

Take care,

Jan Goldstein

Hello everyone!

My name is Jessica Fish and I will be one of your co-facilitators of the Foundations in Diversity, Equity and Inclusion training program that kicks off next week. Our approach to this work centers racial equity and justice, you can learn more about myself and Desiree (lead facilitator) [here](#).

We are excited to be partnering with Gray on such important work.

On to logistics:

1. Class kicks off next **Thursday, July 9th at 2pm ET / 11am PT**. We'll be meeting every Thursday at that time for five weeks (8/6 is our last class).
2. Classes are recorded but we recommend you attend live if you can as they are highly experiential.
3. We'll be using Zoom as our meeting platform. The log-in information is at the end of this email. After each class finishes we'll share the recording and the resources from that day in an email with a link to the Dropbox folder that will host all the materials from the sessions.
4. Please read the first article (5pgs) below before our first session, the others are optional.
 - [The Complexity of Identity](#)
 - [Do's and Don'ts of Covering Protests](#)
 - [Danger of a Single Story](#) (video)

Let us know if you have any questions! Looking forward to meeting you all!
Jessica

LOG ON INFORMATION

Topic: Foundations in DEI with Gray TV

Time: Jul 9, 2020 02:00 PM Eastern Time (US and Canada)

Every week on Thu, 5 occurrence(s)

Jul 9, 2020 02:00 PM

Jul 16, 2020 02:00 PM

Jul 23, 2020 02:00 PM

Jul 30, 2020 02:00 PM

Aug 6, 2020 02:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: [https://us02web.zoom.us/meeting/tZwtcOGocDMiHNYiEmVHd-
eaGGr6ef_9nBiY/ics?icsToken=98tyKuGgrjwiGtKduR-FRpw-Ao_CWfTwplxEgo1kITroNQhXLwb3EcVQZLd5L4He](https://us02web.zoom.us/meeting/tZwtcOGocDMiHNYiEmVHd-
eaGGr6ef_9nBiY/ics?icsToken=98tyKuGgrjwiGtKduR-FRpw-Ao_CWfTwplxEgo1kITroNQhXLwb3EcVQZLd5L4He)

Join Zoom Meeting

<https://us02web.zoom.us/j/88078068962>

Meeting ID: 880 7806 8962

One tap mobile

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+12532158782,,88078068962# US (Tacoma)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 880 7806 8962

Find your local number: <https://us02web.zoom.us/u/ku42b0L9J>

--

Jessica Fish

The Adaway Group

Pronouns: She|Her|Hers

Article of the week: [Mapping Our Social Change Roles in Times of Crisis](#)