



1300 NORTH 17th STREET, 11th FLOOR
ARLINGTON, VIRGINIA 22209

OFFICE: (703) 812-0400
FAX: (703) 812-0486
www.fhhlaw.com
www.commlawblog.com

MARK N. LIPP
(703) 812-0445
LIPP@FHHLAW.COM

June 30, 2023

Ms. Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, D.C. 20554

Re: **Response to Broadcast EEO Audit Letter**
Radio License Holding CBC, LLC
Station WNML-FM, Friendsville, Tennessee
Facility ID 7998

Dear Ms. Goldin:

Radio License Holding CBC, LLC (“RLH-CBC”), licensee of radio station WNML-FM, Friendsville, Tennessee, hereby submits its Response to your letter of April 24, 2023 (“EEO Audit Letter”) concerning the Station’s compliance with the Commission’s Equal Employment Opportunity Rule, 47 C.F.R. § 73.2080. Station WNML-FM is part of a station employment unit (“SEU”) based in Knoxville, Tennessee, that includes stations WIVK-FM, Knoxville, Tennessee (Facility ID 16890), WNML(AM), Knoxville, Tennessee (Facility ID 16894), and WOKI(FM), Oliver Springs, Tennessee (Facility ID 10457). For this reason, RLH-CBC’s Response to the EEO Audit Letter involves the entire Knoxville SEU.

To comply with the procedures presented in Item 5(a) of the aforementioned EEO Audit Letter, RLH-CBC is uploading its Response into the online public inspection file of each station in this SEU.

If there are any questions about this submission, please contact undersigned counsel to Radio License Holding CBC, LLC.

Sincerely,

A handwritten signature in black ink that reads "Mark N. Lipp".

Mark Lipp

Enclosures

DECLARATION OF RICHARD S. DENNING

I, Richard S. Denning, hereby declare as follows:

I am Executive Vice President and General Counsel of Radio License Holding CBC, LLC, licensee of radio station WNML-FM, Friendsville, Tennessee (Facility ID 7998), which is part of a station employment unit based in Knoxville, Tennessee, that includes stations WIVK-FM, Knoxville, Tennessee (Facility ID 16890), WNML(AM), Knoxville, Tennessee (Facility ID 16894), and WOKI(FM), Oliver Springs, Tennessee (Facility ID 10457) (collectively, the “SEU”). The stations in this SEU are commonly owned through indirect subsidiaries ultimately owned and controlled by Cumulus Media Inc. (collectively, “Cumulus”). This Declaration and the attachments provided hereto are being submitted in response to a letter dated April 24, 2023 (the “Audit Letter”) from Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division, Enforcement Bureau, Federal Communications Commission (“FCC”), concerning a random audit of the SEU’s compliance with the FCC’s equal employment opportunity (“EEO”) rule, 47 C.F.R. § 73.2080. The FCC granted the SEU’s request for an extension of time to respond to the Audit Letter until June 30, 2023.

In response to Question 2(b) of the Audit Letter, the SEU employs five (5) or more full-time employees as the term is defined in Section 73.2080(e)(1) of the FCC’s rules.

In response to Question 2(b)(i) of the Audit Letter, copies of the SEU’s two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are included as Attachment A.

In response to Question 2(b)(ii) of the Audit Letter, the website of each station in the SEU is as follows: WNML-FM, www.991thesportsanimal.com/; WIVK-FM, www.wivk.com/; WNML(AM), www.991thesportsanimal.com/ (*WNML-FM and WNML(AM) share a website*); and WOKI(FM), www.newstalk987.com/. A copy of the current EEO public file report is on or linked to each of the above websites.

In response to 2(b)(iii) of the Audit Letter, documentation concerning the recruitment sources used to fill each full-time position during the period covered by the above EEO public file reports is included in Attachment B, and, pursuant to the Audit Letter, this response provides one such notice for each position filled. The SEU’s standard practice is to retain copies of job vacancy announcements that are sent to all recruitment sources, as required by 73.2080(c)(5)(iii). Further, no recruitment sources have notified the SEU that they want to be informed about the SEU’s job openings, as described in §73.2080(c)(1)(ii), which is reflected in Section II of each EEO public file report.

In response to 2(b)(iv) of the Audit Letter, the Vacancy Data Forms included in Attachment B contain data regarding (a) the total number of interviewees for each full-time vacancy, and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the EEO public file reports.

In response to 2(b)(v) of the Audit Letter, documentation of the SEU's performance of the recruitment initiatives as described in §73.2080(c)(2) during the relevant time period is included in Attachment C. SEU personnel involved in the recruitment initiatives are identified in Attachment C as well. The SEU employs a total of fifty-one (51) full-time employees. The stations are located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four (4) recruitment initiatives during a two-year period.

In response to 2(b)(vi) of the Audit Letter, Cumulus affirms that it is not aware of any pending or resolved discrimination complaints filed against this SEU during the time period covered by this response.

In response to 2(b)(vii) of the Audit Letter, Cumulus has established and implemented a company-wide EEO compliance plan. At the corporate level, Cumulus recognizes the importance of EEO compliance and has communicated the importance of complying with the FCC's broad outreach and recordkeeping requirements to employees at all levels within the company, including its national, regional, and local personnel. Cumulus previously engaged its outside communications counsel to conduct comprehensive FCC EEO training sessions, which were mandatory for all market and business managers. Those training sessions were followed by the distribution of written compliance materials to key personnel in each station employment unit who have recruitment and hiring responsibility. These materials continue to be an excellent resource. The SEU's compliance efforts also include identifying Cumulus' efforts to afford equal employment opportunities to employees through statements disseminated in job applications and vacancy announcements posted in conspicuous areas within the workplace.

Cumulus relies on outside communications counsel to address questions and concerns related to FCC EEO compliance as they arise and to review annual EEO public file reports for many of its station employment units. As General Counsel to Cumulus, I conduct comprehensive FCC EEO training sessions and confer with outside counsel to ensure that these presentations, which are mandatory for all, covered/management-level employees, are up to date.

Since the focus of this Response covers reporting periods from April 1, 2021, through March 31, 2023, this description explains practices at the local level which changed during the second reporting period. The SEU's Market Manager ("MM") and Business Manager ("BM") had primary responsibility for implementing and overseeing the EEO program and were knowledgeable about the company's EEO policies and hiring practices. The MM and BM worked together to ensure that compliance efforts were observed. They, in turn, interacted with managers in the Market that had hiring authority as well as the corporate Human Resources department to ensure that appropriate procedures were followed. The BM maintained the SEU's Master Recruitment Source List ("MRSL"), which included a variety of recruitment sources including the Cumulus careers website and made sure that notifications about job openings were posted and distributed appropriately. When a decision was made to hire a new employee in the Market, the BM obtained the necessary information from the hiring manager to post the job vacancy announcement(s). Job vacancies were always posted on the Cumulus careers website, which automatically routed these announcements to a specific group of recruitment sources. The description of each job vacancy and the required qualifications determined whether or not other

recruitment sources were notified. Once a position was posted on the Cumulus careers recruitment site, the System sent an approval notice to the President of Cumulus Operations for final authorization of management position postings and to the MM for final authorization of all other position postings. Once a posting was finalized, the System notified the hiring manager as applicants applied, and it was the responsibility of the hiring manager to track interviewees and associated recruitment sources. Once a hiring decision was made, the hiring manager returned the interviewee information to the BM.

It is important to note that in 2021 Cumulus began to implement a major plan to reorganize at the corporate level that would eventually affect the EEO program of all its Markets. Over time, many of the FCC EEO functions previously handled by the company's BMs were turned over to its Human Resources department. The Department's Director of Centralized HR Operations & Talent Acquisition assembled a group of HR specialists referred to as HR Business Partners ("HRBP") to assist with outreach efforts. The HRBPs are assigned to specific markets and help with vacancy-specific and general outreach, working closely with the MM and hiring managers. They also assist with the preparation of annual EEO public file reports and confirm that these reports are uploaded into the stations' online public inspection files and posted on station websites in a timely manner.

Keeping its general outreach obligations in mind, this SEU was able to exceed the required number of supplemental recruitment initiative points over the two-year period even though many events it would typically host or participate in were curtailed due to the COVID-19 pandemic. Since "in-person" events were not safe, Cumulus offered a variety of virtual training sessions to management and/or staff. One such session focused on compliance with FCC EEO rules, while other sessions concentrated on creating a diverse, inclusive, and healthy workplace environment. The SEU also co-hosted several virtual job fairs, one in the summer and another in the fall. As concerns about COVID-19 began to subside, the SEU participated in a number of events with educational institutions regarding careers in broadcasting. Two such events in 2021 and one in 2022 entailed SEU staff members speaking directly to University of Tennessee classes about the career opportunities in broadcasting, both generally and with Cumulus, as well as the skills and education needed to succeed in radio. Further, the SEU participated in an in-person job fair at the University of Tennessee regarding part-time jobs available with the SEU.

In response to 2(b)(viii) of the Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of the recruitment sources listed therein in terms of both the quantity and quality of the interviewees that are being generated from those recruitment sources, as well as the results that are being generated from its recruitment initiatives. Accordingly, the SEU typically examines its EEO program on an annual basis and shares ideas about improving the SEU's general outreach to better inform the Knoxville community as well as its surrounding neighbors about career opportunities in broadcasting. It should be noted that if any EEO issues arise that warrant special attention, the SEU convenes separate meetings with appropriate personnel to discuss these issues. Since April 2021 when the HR department began to assume more responsibility in this process, it coordinated with an arm of CareerBuilder, Broadbean Technology, to incorporate

numerous diversity sites and additional local sources into its MRSL, which are automatically contacted when a full-time position is available. This is demonstrated in the outreach conducted for positions that were posted during the 2022 and 2023 reporting periods.

In response to 2(b)(ix) of the Audit Letter, the SEU makes a concerted effort to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the SEU is providing equal employment opportunity and is not discriminating against employees or job applicants. Accordingly, the SEU's MM and department managers, together with Cumulus's corporate Human Resources Department, review the compensation, benefits, promotions, and other employment practices of the SEU to ensure that they are fair and are based solely on an employee's experience and performance record. Further, in hiring a new employee, all responsible parties consider an applicant's experience to determine whether they are qualified for the position and analyze the candidate's past performance to determine their likelihood for success. The SEU's employment practices are the ultimate responsibility of its MM, Ken Salyer, who works in conjunction with in-house counsel at Cumulus headquarters and, when applicable, outside employment and labor counsel.

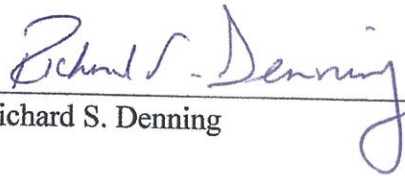
In response to 2(b)(x) of the Audit Letter, Radio License Holding CBC, LLC, is not a religious broadcaster.

[SIGNATURE ON THE FOLLOWING PAGE]

**SIGNATURE PAGE TO
DECLARATION OF RICHARD S. DENNING**

I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Signed and dated this 30 day of June 2023.


Richard S. Denning

ATTACHMENT A

WOKI(FM), WNML(AM), WIVK-FM, WNML-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022¹

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	1-29, 32-41, 43	8

¹ This Report provides recruitment data collected from April 1, 2021 through March 21, 2022, and was revised in June 2023 to address reporting issues.

WOKI(FM), WNML(AM), WIVK-FM, WNML-FM
EEO PUBLIC FILE REPORT
 April 1, 2021 – March 31, 2022

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	Cumulus Careers Website https://cumulusmedia.jobs.net/en-US/	N	2
2	https://www.adzuna.com/	N	0
3	https://www.jobisjob.com/m	N	0
4	https://www.myjobhelper.com/	N	0
5	https://jobs.oodle.com/careers/careers/	N	0
6	https://www.jobspider.com/	N	0
7	https://www.trovit.com/	N	0
8	https://www.indeed.com/ (not directly contacted by SEU)	N	2
9	https://www.glassdoor.com/index.htm (not directly contacted by SEU)	N	0
10	https://www.linkedin.com/jobs/ (not directly contacted by SEU)	N	1
11	www.abilitiesinjobs.com	N	0
12	www.asianinjobs.com	N	0
13	www.blackinjobs.com	N	0
14	www.hispanicinjobs.com	N	0
15	www.lgbtqinjobs.com	N	0
16	www.diversityinjobs.com	N	0
17	www.seniorsinjobs.com	N	0
18	www.womeninjobs.com	N	0
19	www.JOFDAV.com	N	0
20	www.disAbledperson.com	N	0
21	//www.hireblacknow.com/	N	0
22	https://www.hispanicjobexchange.com	N	0
23	https://www.africanamericanjobsearch.com	N	0
24	https://www.asianjobsearch.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
25	https://www.lgbtjobsearch.com	N	0
26	https://www.disabledjobseekers.com	N	0
27	https://www.usdiversityjobsearch.com	N	0
28	https://veterancareercenter.com	N	0
29	https://www.seniorstowork.com	N	0
30	Employee Referral	N	0
31	Internal Promotion	N	0
32	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Rd Oak Ridge, TN 37830 kcox@ethra.org	N	0
33	Hero 2 Hired TN vernon.j.nelson.ctr@mail.mil	N	0
34	University of TN Career Services 1015 Phillip Fulmer Way Knoxville, TN 37916 865-974-5435 mmahoney@utk.edu	N	0
35	Careers for Students with disabilities 100 Dunford Hall Knoxville, TN 37916 865-974-7148 amuir@cosdonline.org	N	0
36	Urban League of Knoxville 1514 East 5th Avenue Knoxville, TN 37917 865-524-5511 bmyers@thekaul.org	N	0
37	Wounded Warrior Project 223 Rosa L. Parks Ave, Suite 301 Nashville, TN 37203 615-782-7226 hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	N	0
38	CAC/ Workforce Connections 2700 Middlebrook Pike Knoxville, TN 37921 865-594-6930 ginger.armstrong@tn.gov stacy.spangler@cacwfc.org david.m.webb@tn.gov santosmartin@etsu.edu tatecl@mail.etsu.edu woolardc@etsu.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
39	Tennessee Career Center at Sevierville 1216 Graduate Drive Sevierville, TN 37862 865-543-4437 charlotte.ely@tn.gov sevierville.ajc@tn.gov overcum@etsu.edu pgibbons@douglascherokee.org terry.poston@tn.gov daniel.kearney@tn.gov robert.stamper@tn.gov	N	0
40	American Job Center at Lenoir City 100 West Broadway, Suite 141 Lenoir City, TN 37771 865-312-7735 prentis.frye@tcatjacksboro.edu	N	0
41	Southeast Kentucky Community and Technical College-Middlesboro Campus 100 College Rd. Middlesboro, KY 40965 606-248-0768 joe.sutton@kctcs.edu felicia.carroll@kctcs.edu kim.hobbsl@kctcs.edu	N	0
42	American Job Center at Oak Ridge 136 S Illinois Avenue Oak Ridge, TN 37830 865-483-7474 adina.chumley@tn.gov	N	0
43	American Job Center at Alcoa 366 Glascock Street, Suite 120 Alcoa, TN 37701 865-379-5525 viki.weeks@tn.gov david.pope@tn.gov	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			5

WOKI(FM), WNML(AM), WIVK-FM, WNML-FM
EEO PUBLIC FILE REPORT
 April 1, 2021 – March 31, 2022

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Co-Host Virtual Job Fair	<p>From June 1, 2021 to June 30, 2021, Cumulus-Knoxville co-hosted the 2021 TN Virtual Job Fair, in conjunction with the four other Cumulus Tennessee markets, via the website www.tnjobfair.com. This job fair was designed to encourage businesses interested in hiring across the State to participate. Job openings within Cumulus markets were also spotlighted. The Cumulus Tennessee markets solicited employers, organized all logistical aspects of the event, and assisted the participating employers through the process. The virtual job fair was heavily promoted over the air, inviting listeners to visit the website. The Tennessee markets also displayed digital banner advertisements on station websites and on various local digital advertising banners. Job seekers were provided an opportunity to contact potential Tennessee employers via the website throughout this time period.</p>
2	Co-Host Virtual Job Fair	<p>From October 1, through October 29, 2021, Cumulus-Knoxville co-hosted the 2021 TN Virtual Job Fair, in conjunction with the four other Cumulus Tennessee markets, via the website www.tnjobfair.com. This job fair was designed to encourage businesses interested in hiring across the State to participate. Job openings within Cumulus markets were also spotlighted. The Cumulus Tennessee markets solicited employers, organized all logistical aspects of the event, and assisted the participating employers through the process. The virtual job fair was heavily promoted over the air, inviting listeners to visit the website. The Tennessee markets also displayed digital banner advertisements on station websites and on various local digital advertising banners. Job seekers were provided an opportunity to contact potential Tennessee employers via the website throughout this time period.</p>

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
3	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2021, our SEU’s Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race & Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don’t look, think, act, and problem solve like them.
4	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of November 2021, our SEU participated in harassment prevention training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a course prepared by Mineral entitled, “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following their completion of the tutorial.
5	Management-level training regarding Diversity, Equity, and Inclusion	During the month of November 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed five segments entitled “Working Well With Others,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
6	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU’s Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
7	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On October 5, 2021, one of our On-Air Personalities was invited to attend Brian Canever's Broadcast Writing class in the Communications department at the University of Tennessee. He/she shared details about his/her job, discussed the variety of careers opportunities available in the Broadcast industry, shared information about the education/skill sets necessary for success in the radio, and highlighted openings within our SEU. Interested job seekers were encouraged to visit the Cumulus career-site (<i>the link was provided</i>) and submit an application.
8	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On March 24, 2021, our Operations Manager participated in the University of Tennessee, Knoxville's Media and Entertainment Mingle. The Operations Manager spoke to the group the variety of careers opportunities available in the Broadcast industry, shared information about the education/skill sets necessary for success in the radio, and highlighted openings within our SEU. Interested job seekers were encouraged to visit the Cumulus career-site (<i>the link was provided</i>) and submit an application.
9	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On September 15, 2021, our WIVK Promotions Director was invited to speak to the Media Promotions Class at the University of Tennessee about her job duties in radio promotions. She also discussed current open promotions positions with Cumulus Radio Group in Knoxville, and gave job seekers the link to our career-site to view/apply for roles of interest.

WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023¹

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
AM Producer	1, 8-29, 32-43	1
On-Air Personality	1-30, 32-51	30
Account Executive	1-30, 32-51	30
Promotions Assistant	1-29, 32-39, 52-54	1
Sales Assistant	1-29, 32-51	30
On-Air Personality	57 *	57
On-Air Personality	1-30	30

* Exigent Circumstances

¹ This Report was revised in June 2023 to address reporting issues.

WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023

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	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	16
2	Adzuna Website www.adzuna.com/	N	0
3	Job Is Job Website www.jobisjob.com/	N	0
4	MyJobHelper Website www.myjobhelper.com/	N	0
5	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6	The Job Spider www.jobspider.com/	N	0
7	Trovit Website www.trovit.com/	N	0
8	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	9
9	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11	Abilities in Jobs www.abilitiesinjobs.com	N	0
12	Asian in Jobs www.asianinjobs.com	N	0
13	Black In Jobs www.blackinjobs.com	N	0
14	Hispanic In Jobs www.hispanicinjobs.com	N	0
15	LGBTQ In Jobs www.lgbtqinjobs.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	Diversity in Jobs www.diversityinjobs.com	N	0
17	Seniors in Jobs www.seniorsinjobs.com	N	0
18	Women in Jobs www.womeninjobs.com	N	0
19	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20	Disabled Person www.disAbledperson.com	N	0
21	Hire Black Now www.hireblacknow.com	N	0
22	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23	African American Job Search www.africanamericanjobsearch.com	N	0
24	Asian Job Search www.asianjobsearch.com	N	0
25	LGBT Job Search www.lgbtjobsearch.com	N	0
26	Disabled Job Seekers www.disabledjobseekers.com	N	0
27	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28	Veteran Career Center www.veterancareercenter.com	N	0
29	Seniors to Work www.seniorstowork.com	N	0
30	Employee Referral	N	8
31	Internal Transfer/Promotion	N	0
32	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov wiki.weeks@tn.gov	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
33	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0
34	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0
36	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
40	Goodwill Industries--Knoxville, Inc. 5307 Kingston Pike PO Box 11066 mjohnson@gwiktn.org	N	0
41	Knox County Career Center 2700 Middlebrook Pike, Suite 100 865-594-2741 Angie.Respess@tn.gov	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
42	Knoxville Area Employment Consortium (KAEC) 865-594-6757 KAECTN@gmail.com	N	0
43	Knoxville College P.O. Box 52648 (865) 521-8064 mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	N	0
44	Spark formerly ETTAC Disability 116 Childress Street 865-219-0130 mtadams@sparktn.org	N	0
45	State of Tennessee Division of Rehabilitation Services 1610 University Avenue Kelly.roberts@tn.gov	N	0
46	Tennessee Career Center - Knoxville 2700 Middlebrook Pike, First Floor phyllisbrunson@workforceinvestmentnetwork.com	N	0
47	Tennessee Career Center at Oak Ridge 136 S. Illinois Avenue 865-483-7474, info@ethra.org adina.chumley@tn.gov jjett@ethra.org	N	0
48	Tennessee Career Center-Oak Ridge 599 Oak Ridge Turnpike, Suite B david.pope@tn.gov	N	0
49	Tennessee Department of Labor - Workforce Development - Knoxville 530 Henley Street William.howell@tn.gov	N	0
50	TN - Dept of Human Services – Community Tennessee Rehabilitation Center 1749 Triangle Park Drive 865-981-2382 Deborah.Quillen@tn.gov	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
51	TN - Dept of Human Services - Vocational Rehabilitation Regional Office - Region 10 & 11 (All Counties) Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing 520 West Summit Hill Drive, Suite 301 865-594-9407 Jessica.Schilling@tn.gov	N	0
52	Southeast Kentucky Community and Technical College- Middlesboro Campus 100 College Road 606-248-0768 felicia.carroll@kctcs.edu joe.sutton@kctcs.edu	N	0
53	Wounded Warrior Project 223 Rosa L. Parks Ave, Suite 301 615-782-7226 hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	N	0
54	Hero 2 Hired vernon.j.nelson.ctr@mail.mil	N	0
55	Word-of-Mouth Referral	N	0
56	Station Website Postings (one or more SEU stations)	N	0
57	Walk-in/ Self-Referral	N	1
TOTAL INTERVIEWEES OVER REPORTING PERIOD			34

WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On May 24, 2022, our Business Manager as well as our HR Business Partner participated in a presentation conducted by Cumulus Media Inc.’s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, “The FCC’s Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners.” The FCC’s EEO recruitment, record-keeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On March 9, 2023, our Market Manager, who was unavailable when this training originally occurred on May 24, 2022, viewed the recorded presentation conducted by Cumulus Media Inc.’s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, “The FCC’s Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners.” The FCC’s EEO recruitment, record-keeping, and reporting requirements were reexamined and reinforced.
3	Management-level training regarding Diversity, Equity, and Inclusion	During the months of April and May of 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed three segments entitled “Unconscious Bias,” which addressed the meaning of Unconscious Bias – what it is, the types of Unconscious Bias, and how to overcome it.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding Diversity, Equity, and Inclusion	During the month of August 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a ThinkZoom course on-line which included five separate segments dealing with Anti-Racism entitled: the Anti-Racism Continuum; Color-Blindness and Why it Doesn't Work; Calling In vs. Calling Out People; Learning to Listen and Listening to Learn; and, Keeping the Momentum going. Each session is designed to offer specific ways every individual can contribute to the ongoing fight against racism.
5	Management-level training regarding Diversity, Equity, and Inclusion	During the months of November/December 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a Think Mineral course on-line titled: <i>Your Role in Workplace Diversity</i> . The training reinforced the many personal and professional benefits of working in a diverse and inclusive workforce and introduced the key concepts of allyship and how to advocate for diversity, equity, and inclusion.
6	Management-level training regarding Diversity, Equity, and Inclusion	On January 25, 2023, our SEU's Market Manager participated in a facilitated session and presentation conducted by a Diversity, Equity, and Inclusion ("DEI") advisory firm, H3C, entitled, <i>Cumulus Media Interactive Leadership DEI Sessions</i> . This session was a re-fresher which re-enforced and built upon the concepts of what Diversity, Equity, and Inclusion are as well as a re-cap regarding Anti-Racism and Bias & Microaggressions, which we learned about through both our initial facilitated sessions and our subsequent video trainings.
7	Participate in event sponsored by or on behalf of an educational institution relating to career opportunities in broadcasting	On October 18, 2022, our SEU's Operations Manager was invited to speak to a group of students studying Broadcasting at the University of Tennessee about careers opportunities in Media. He shared information about the company, his position within the company, and what it takes to be successful in media, emphasizing the ever-increasing role technology plays in the industry.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
8	Participate in Job Fair	<p>On August 30, 2022, our SEU's Promotions Director attended the University of Tennessee, Knoxville Part-Time Job Fair, which took place on the Knoxville campus and was hosted by the University's Center for Career Development and Academic Exploration. He shared information about career opportunities in media as well as the education/skill sets necessary for success in the industry, with an emphasis on radio broadcasting. He also discussed part-time and full-time positions available within the Knoxville SEU and accepted resumes from students who expressed an interest in employment.</p>

ATTACHMENT B

WOKI(FM), WNML(AM), WIVK-FM, WNML-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022¹

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	1-29, 32-41, 43	8

¹ This Report provides recruitment data collected from April 1, 2021 through March 21, 2022, and was revised in June 2023 to address reporting issues.



Sales Assistant

Requisition ID: 001620
Creation Date: 09/16/2021
Form Modified: 06/16/2022



Requisition Actions v

Position Overview

Employment Type Full-Time	Position Type Non-Exempt	Addition or Replacement Replacement	If replacement, who is it replacing Amber Allred
Organization Cumulus Radio Group	Market Knoxville	Department Sales	Position Position Not Listed - Use this template (IMPORTANT: YOU MUST EDIT THE JOB POSTING TITLE BELOW)

Position Location

Country United States	Posting Location Knoxville, Tennessee, US	Advertised Posting Location Knoxville, Tennessee, US
---------------------------------	---	--

Position Detail

Requisition ID 001620	Job Posting Title Sales Assistant	Number of Openings 1	Career Site Job Category (3 max) Administrative
---------------------------------	---	--------------------------------	---

Position Detail

Requisition ID 001620	Job Posting Title Sales Assistant	Number of Openings 1	Career Site Job Category (3 max) Administrative
---------------------------------	---	--------------------------------	---

CareerBuilder Category code (3 max) Admin - Clerical,Marketing,Sales	Years Experience 1 - 3 years
--	--

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville seeks a detailed and energetic individual to serve as a full time Sales Assistant for our 3-station cluster. The assistant is an integral part of a radio advertising team and provides administrative support to the sales and administrative departments. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented projects with a sense of urgency in a fast-paced work environment.

CUMULUS | Knoxville is home to three of Knoxville's favorite radio stations - WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

A leader in the radio broadcasting industry, Cumulus Media combines high-quality local programming with iconic, nationally syndicated media, sports and entertainment brands to deliver premium content choices to the 245 million people reached each week through its 447 owned-and-operated stations broadcasting in 90 US media markets (including eight of the top 10), 8,000 broadcast radio stations affiliated with its Westwood One network and numerous digital channels.

Key Responsibilities:

- Primary role is acting as a liaison between our sales team, sales management, our clients and our other inter-company departments
- Organize and input both new and revised orders and provide customer care to support revenue growth, help eliminate internal and external problems, and grow our business
- Assists Account Executives with orders and uploading spot traffic as needed
- Prepares and assembles research, Futuri Topline vendor reports, goal setting information and other business reports
- Keep sales materials/ media kits up to date
- Acts as back-up for receptionist and, on occasion, promotions
- Answers telephones, types correspondence and schedules appointments as requested
- Maintains account lists and mailing lists and employee lists
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys
- Assist Traffic Managers by gathering copy and traffic and working to solve clearance issues; described as continuity
- Works on highly time sensitive projects, adhering to deadlines
- Manages multiple project requests simultaneously with quick turnaround time
- Responsible for entering National orders and commercial copy
- Additional duties as designated by the Market Manager or Business Manager related to sales or administrative functions

Requirements

JOB REQUIREMENTS

- Previous experience in sales, administration, marketing, advertising and/or promotions preferred
- Extensive computer skills including but not limited to Microsoft Office, Word, PowerPoint, Excel, image manipulation, social media and the ability to adapt to proprietary computer systems; including Wide Orbit, Vcreative, and other systems
- Background in radio station continuity or sales helpful
- Self-starter that is detail oriented, organized, and must be excellent at written and oral communication and possess strong multitasking skills
- Dependable with a strong work ethic and possess a team player attitude
- Aptitude to make decisions and work independently without immediate direction or supervision
- Ability to interact with management and staff at all levels
- A valid driver's license, satisfactory completion of a motor vehicle record check, and if the position requires use of applicant's own vehicle, proof of insurance is required.
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

What we offer:



- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical Dental & Vision Insurance Coverage
- 401K
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

Referencing requisition 001620 - Sales Assistant

Edit Job posting Sales Assistant 001620  

Career Site & Manual Options Posting History

Posting ID *:
001620

Career Site Posting Template:
Website

Edit HTML Content

Career Site Go Live Date *:
01/10/2022  

Career Site Expiration Date *:
03/10/2022  

Length (in days) *:
60

Directing applicants from job boards to *:
Cumulus Media

<input checked="" type="checkbox"/>	<input type="checkbox"/> 1. Post to your career sites	
<input checked="" type="checkbox"/>	Cumulus Media (Public Site)	Apply Online URL Copy View Posting Copy Direct Import Email Copy
<input checked="" type="checkbox"/>	<input type="checkbox"/> 2. Post automatically to job boards (next step)	
<input checked="" type="checkbox"/>	Adzuna - (Deactivated) Glassdoor.com - (Deactivated) Job Is Job - (Deactivated) The Job Spider - (Deactivated) MyJobHelper - (Deactivated) Oodle - (Deactivated) Trovit - (Deactivated)	

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: Sales Assistant	Date Filled: 02/09/2022
Recruitment Source ("RS") Referring Hiree: Indeed Website – RS #8 <i>(not directly contacted by SEU)</i>	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website https://cumulusmedia.jobs.net/en-US/	N	2
2.	https://www.adzuna.com/	N	0
3.	https://www.jobisjob.com/m	N	0
4.	https://www.myjobhelper.com/	N	0
5.	https://jobs.oodle.com/careers/careers/	N	0
6.	https://www.jobspider.com/	N	0
7.	https://www.trovit.com/	N	0
8.	https://www.indeed.com/ <i>(not directly contacted by SEU)</i>	N	2
9.	https://www.glassdoor.com/index.htm <i>(not directly contacted by SEU)</i>	N	0
10.	https://www.linkedin.com/jobs/ <i>(not directly contacted by SEU)</i>	N	1
11.	www.abilitiesinjobs.com	N	0
12.	www.asianinjobs.com	N	0
13.	www.blackinjobs.com	N	0
14.	www.hispanicinjobs.com	N	0
15.	www.lgbtqinjobs.com	N	0
16.	www.diversityinjobs.com	N	0
17.	www.seniorsinjobs.com	N	0
18.	www.womeninjobs.com	N	0
19.	www.JOFDAV.com	N	0
20.	www.disAbledperson.com	N	0
21.	//www.hireblack.com/	N	0
22.	https://www.hispanicjobexchange.com	N	0
23.	https://www.africanamericanjobsearch.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
24.	https://www.asianjobsearch.com	N	0
25.	https://www.lgbtjobsearch.com	N	0
26.	https://www.disabledjobseekers.com	N	0
27.	https://www.usdiversityjobsearch.com	N	0
28.	https://veteranjobcenter.com	N	0
29.	https://www.seniorstowork.com	N	0
32.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Rd Oak Ridge, TN 37830 kcox@ethra.org	N	0
33.	Hero 2 Hired TN vernon.j.nelson.ctr@mail.mil	N	0
34.	University of TN Career Services 1015 Phillip Fulmer Way Knoxville, TN 37916 865-974-5435 mmahoney@utk.edu	N	0
35.	Careers for Students with disabilities 100 Dunford Hall Knoxville, TN 37916 865-974-7148 amuir@cosdonline.org	N	0
36.	Urban League of Knoxville 1514 East 5th Avenue Knoxville, TN 37917 865-524-5511 bmyers@thekaul.org	N	0
37.	Wounded Warrior Project 223 Rosa L. Parks Ave, Suite 301 Nashville, TN 37203 615-782-7226 hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
38.	CAC/ Workforce Connections 2700 Middlebrook Pike Knoxville, TN 37921 865-594-6930 ginger.armstrong@tn.gov stacy.spangler@cacwfc.org david.m.webb@tn.gov santosmartin@etsu.edu tatecl@mail.etsu.edu woolardc@etsu.edu	N	0
39.	Tennessee Career Center at Sevierville 1216 Graduate Drive Sevierville, TN 37862 865-543-4437 charlotte.ely@tn.gov sevierville.ajc@tn.gov overcum@etsu.edu pgibbons@douglascherokee.org terry.poston@tn.gov daniel.kearney@tn.gov robert.stamper@tn.gov	N	0
40.	Tennessee Job Center at Lenoir City 100 West Broadway, Suite 141 Lenoir City, TN 37771 865-312-7735 cwest@ethra.org Philip.kelly@tn.gov	N	0
41.	Southeast Kentucky Community and Technical College- Middlesboro Campus 100 College Rd. Middlesboro, KY 40965 606-248-0768 joe.sutton@kctcs.edu felicia.carroll@kctcs.edu kim.hobbsl@kctcs.edu	N	0
43.	Tennessee Career Center – Alcoa 366 Glascock Street, Suite 120 Alcoa, TN 37701 865-379-5525 viki.weeks@tn.gov david.pope@tn.gov	N	0
Total Interviewees			5

Referencing requisition 001620 - Sales Assistant

Edit Job posting Sales Assistant 001620/1  

Career Site & Manual Options **Posting History**

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
03/10/2022 20:48:34	01/10/2022	03/10/2022	Automated Luceo Process	Suspension	1751	
01/10/2022 12:12:20	01/10/2022	03/10/2022	james.franklin	Send to publish	1751	Cumulus Media

Sales Assistant (1620/1751)

[Delete](#)

Sales Assistant January 10, 2022 12:13 PM [Resend \(with changes\)](#) N. America > USA > Tennessee > Knoxville > Knoxville

Board Name	Clicks	Activity	Status	Activity
Assume	0	Posted: January 10, 2022 12:14 PM Removed: February 7, 2022 12:14 PM	Expired	
Job Is Job	0	Posted: January 10, 2022 12:14 PM Removed: February 9, 2022 12:14 PM	Expired	
Job Spider	0	Posted: January 10, 2022 12:14 PM Removed: March 10, 2022 8:48 PM	Deleted	
MyJobHelper	0	Posted: January 10, 2022 12:14 PM Removed: March 10, 2022 8:48 PM	Deleted	
Oodle	0	Posted: January 10, 2022 12:14 PM Removed: February 7, 2022 12:14 PM	Expired	
Troveit	0	Posted: January 10, 2022 12:14 PM Removed: February 7, 2022 12:14 PM	Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **03-31-2022** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **03-31-2022** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Sales Assistant J3W1M56X6R79DKGW7GJ	Knoxville	Tennessee	2021/10/30	0



Report Summary For: **Cumulus Media**

Start Date: **04-01-2021** End Date: **03-31-2022** Location: **Knoxville, Tennessee**

Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3M6B575GKM5CBXB990

Date Received: 01-10-2022

Sales Assistant

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Southeast Kentucky Community and Technical College-Middlesboro Campus	Education One-Stop Career Center	100 College Rd.	606-248-0768	felicia.carroll@kctcs.edu joe.sutton@kctcs.edu	01/12/2022
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	01/12/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	01/12/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	01/12/2022
CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	01/12/2022
Wounded Warrior Project	Veterans Center Diversity	223 Rosa L. Parks Ave, Suite 301	615-782-7226	hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	01/12/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	01/12/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	01/12/2022
University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	01/12/2022
Hero 2 Hired	Veterans Center			vernon.j.nelson.ctr@mail.mil	01/12/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	01/12/2022

WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023¹

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
AM Producer	1, 8-29, 32-43	1
On-Air Personality	1-30, 32-51	30
Account Executive	1-30, 32-51	30
Promotions Assistant	1-29, 32-39, 52-54	1
Sales Assistant	1-29, 32-51	30
On-Air Personality	57 *	57
On-Air Personality	1-30	30

* Exigent Circumstances

¹ This Report was revised in June 2023 to address reporting issues.

Position Description

Edit

Market Manager/EVP
(Requisition Approval)
Kenneth Salyer

Hiring Manager
Rich Bailey, Jeffrey Jarnigan

Hiring Team

Recruiter
Anitra Smith

Send Candidate Resume at Time
of Application
Rich Bailey, Jeffrey Jarnigan

Position Overview

Employment Type
Full-Time

Position Type

Addition or Replacement
Replacement

If replacement, who is it
replacing
Cody Underwood

Organization
Cumulus Radio Group

Market
Knoxville

Department
Programming

Position
Producer

Position Location

Country
United States

Posting Location
Knoxville, Tennessee, US

Advertised Posting Location

Position Detail

Requisition ID
002774

Job Posting Title
Producer

Number of Openings
1

Career Site Job Category (3 max)

CareerBuilder Category code (3
max)

Years Experience
1 - 3 years

Media - Journalism -
Newspaper

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville is searching for an experienced **Mornings Show Producer WIVK-FM**. We strive to hire people who are passionate about radio, driven, resourceful and problem solvers who have the ability to drive the evolving, diverse culture of the Power of Radio to success. The successful candidate knows we work in the entertainment business and takes pride in the success of their On-Air talent.

Who We Are:

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations – WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

The Producer organizes, conceptualizes and develops topics, features and guests for (INSERT SHOW NAME) that represents the lifestyle and interests of the show's listeners. They also partner with the show's hosts, Program Director and others to create engaging content, increase listenership, and enhance subscriber satisfaction and passion. The producer is responsible for the daily technical operation of the show as well as keeping the show's social platforms relevant and up-to-date.

Key Responsibilities:

- Live management and radio board operation production of the show's daily moment to moment content, sound and presentation
- Creation and updating of all 'in show' and 'out of show' imaging, produced teases/promos and production elements that support both the morning show and station contesting, promotions and imaging campaigns
- Managing the show's daily digital content with regards to relevance, creativity and tune-in messaging, 7 days a week, on our website, texting and social media platforms
- Manage and grow the show's brand through video and launch of a show podcast
- Actively participate in the development of daily content by developing & researching topics for discussion; conceptualize, write and produce appropriate segments
- Book and pre-interview guests
- Organize and document daily pre show, post-show and afternoon planning meetings

write and produce appropriate segments

- Book and pre-interview guests
- Organize and document daily pre show, post-show and afternoon planning meetings
- Attend meetings with the station's program director to ensure content, tactical plans and image are consistent with the station's overall strategy
- Attending promotion, sales and station planning meetings to represent the show and provide clear communication between all
- Create and maximize revenue opportunities
- Being present when the show is on the air and on location
- Coordinate logistics for remote and special broadcasts
- Design and manage a system for archiving audio, show content, digital content
- Tactical planning for future shows, immediate opportunities, artist/celebrity interviews
- Collaborate with show hosts and station program director to ensure that the show's structure and content is being presented in the strongest way possible for maximum ratings growth
- Gives direction to presenters, content providers, assistants and other crew members
- Obtains permissions or licenses for recording or broadcasting on location, and for the use of music, sound effects and audio archive material
- Monitors listener emails, inquiries and responses related to shows

Requirements

Qualifications:

- Minimum 3 years' experience as a Radio Producer and/or Assistant in a smaller market or college station
- Bachelor's Degree in Communications, Radio or Media Production, or related field is preferred
- Strong social and digital experience
- Ability to plan and organize, set priorities, multi-task and the discipline to focus and meet tight deadlines
- Excellent verbal and written communication skills with on-air staff, departments and clients
- Creative and strategic problem solver
- Ability to work with creative individuals as part of a team; excellent leadership skills

- A strong understanding of PPM / Nielsen Ratings and ability to interpret various kinds of research
- Deep knowledge of music, pop culture and current events and how they relate to the station's target demo
- Have and build great relationships in the music / entertainment community with a deep contact list



- Savvy computer skills and proficiency with ratings, research and music (Stratus) programs
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Strong knowledge of all FCC rules and regulations
- Must be flexible with work hours including nights, weekends and holidays

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

Please type Market name here

Knoxville

Build / Edit Apply Form

Apply Form Template

Default

Front Office Fields

Resume (Required)

For On-Air roles, to upload an air check as part of your application, please paste the audio file into a Word document and save with name format
Lastname.Audio Please go

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: AM Producer	Date Filled: 12/26/2022
Recruitment Source ("RS") Referring Hiree: Cumulus Careers Website – RS #1	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	5
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	0
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	1
32.	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov viki.weeks@tn.gov	N	0
33.	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0
34.	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35.	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
36.	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37.	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38.	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
40.	Goodwill Industries--Knoxville, Inc. 5307 Kingston Pike PO Box 11066 mjohnson@gwiktn.org	N	0
41.	Knox County Career Center 2700 Middlebrook Pike, Suite 100 865-594-2741 Angie.Respess@tn.gov	N	0
42.	Knoxville Area Employment Consortium (KAEC) 865-594-6757 KAECTN@gmail.com	N	0
43.	Knoxville College P.O. Box 52648 (865) 521-8064 mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	N	0
Total Interviewees			6

Referencing requisition 002774 - Producer

Edit job posting Producer 002774



Career Site & Manual Options **Posting History** Add Job Boards

Posting ID *:
002774

Career Site Posting Template:

Edit HTML Content

Career Site Go Live Date *:

09/21/2022

Career Site Expiration Date *:

12/19/2022

Length (in days) *:

90

Directing applicants from job boards to *:

Cumulus Media

- 1. Post to your career sites
 - Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)
 - External Job Boards (selected on step 2)

Referencing requisition 002774 - Producer

Edit job posting Producer 002774



Career Site & Manual Options **Posting History** Add Job Boards

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
12/19/2022 19:23:11	09/21/2022	12/19/2022	sa	Suspension	2668	
09/20/2022 20:29:47	09/21/2022	12/19/2022	anitra.smith	Send to publish	2668	Cumulus Media



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Job Req: J3W07B6D05BY6DMR9Z3

Date Received: 09-21-2022

Producer

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	09/24/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	09/24/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	09/24/2022
CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	09/24/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	09/24/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	09/24/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	09/24/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	09/24/2022
Goodwill Industries--Knoxville, Inc.	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	5307 Kingston Pike PO Box 11066		mjohnson@gwiktn.org	09/25/2022
Knox County Career Center	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 MIDDLEBROOK PIKE, SUITE 100	865-594-2741	Angie.Respess@tn.gov	09/25/2022
Knoxville Area Employment Consortium (KAEC)	Disability Veteran		865-594-6757	KAECTN@gmail.com	09/25/2022
Knoxville College	Black or African American Female	P.O. Box 52648	(865) 521-8064	mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	09/25/2022



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0

On Air Host- Morning Show

Requisition ID: 002566
Creation Date: 06/28/2022
Form Modified: 06/28/2022
Disposition stage: Open



Requisition Actions

[Generate funnel report](#) [View Candidates in Process](#) [Matching](#) [Posting List](#)

Requisition Details

[Attachments](#)

[History](#)

[Screening Question Templates](#)

[Basic Qualifications](#)

[Forms](#)

Position Description

[Edit](#)

Market Manager/EVP (Requisition Approval)
Kenneth Salyer

Hiring Manager
Jeffrey Jarnigan

Hiring Team
Jeffrey Jarnigan, Rich Bailey

Recruiter
Anitra Smith

Send Candidate Resume at Time of Application
Jeffrey Jarnigan, Rich Bailey

Position Overview

Employment Type
Full-Time

Position Type
Exempt

Addition or Replacement

If replacement, who is it replacing

Organization
Cumulus Radio Group

Market
Knoxville

Department
On-Air

Position
On Air Host - Can be customized for FT or PT and with Shift or Station

Position Location

Country
United States

Posting Location
Knoxville, Tennessee, US

Advertised Posting Location

Position Detail

Requisition ID
002566

Job Posting Title
On Air Host- Morning Show

Number of Openings
1

Career Site Job Category (3 max)

CareerBuilder Category code (3 max)
Media - Journalism - Newspaper

Years Experience
1 - 3 years

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville is looking for a dynamic **Morning On-Air (Co)Host**. Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver lifestyle headlines, be focused, creative and multi-task and most of all...love radio, we should talk. Board work, remotes and production are all a part of what we do, so show us what you've got.

Who We Are:

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations - WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville. Responsibilities include hosting or co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Daily commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

Key Responsibilities:

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Possess the ability to operate and flourish in a partnership environment
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances, whether paid or unpaid
- Commercial Production; create killer endorsement ads - both on air and online - for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

Requirements

To upload your air-check, please paste the audio file into a Word document and save with name format Lastname.Audio and upload as part of your application by selecting "Include a cover letter". Instructions are also provided on the application form.

Qualifications:

- 3 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative

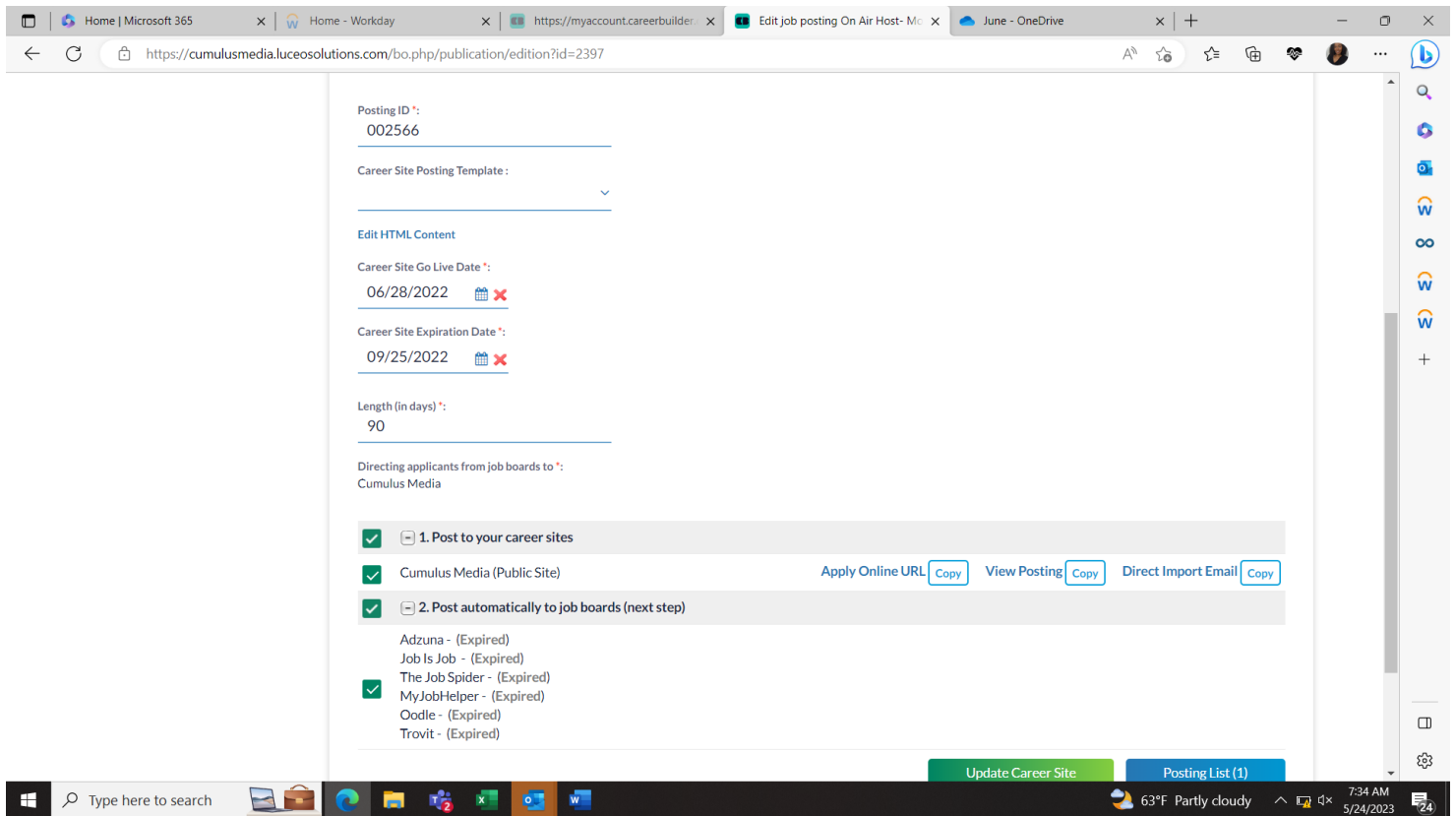
What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage - **remove if PT role**
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays- **remove if PT role**

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).



Posting ID *: 002566

Career Site Posting Template :

Edit HTML Content

Career Site Go Live Date *: 06/28/2022

Career Site Expiration Date *: 09/25/2022

Length (in days) *: 90

Directing applicants from job boards to *: Cumulus Media

1. Post to your career sites

Cumulus Media (Public Site) Apply Online URL View Posting Direct Import Email

2. Post automatically to job boards (next step)

Adzuna - (Expired)

Job Is Job - (Expired)

The Job Spider - (Expired)

MyJobHelper - (Expired)

Oodle - (Expired)

Trovit - (Expired)

Update Career Site Posting List (1)

63°F Partly cloudy 7:34 AM 5/24/2023

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: On-Air Personality	Date Filled: 10/03/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral – RS #30	Total Number of Interviewees: 7

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	4
2.	Adzuna Website www.adzuna.com/	N	0
3.	Job Is Job Website www.jobisjob.com/	N	0
4.	MyJobHelper Website www.myjobhelper.com/	N	0
5.	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6.	The Job Spider www.jobspider.com/	N	0
7.	Trovit Website www.trovit.com/	N	0
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	0
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0



RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	3
32.	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov viki.weeks@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
33.	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0
34.	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35.	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0
36.	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37.	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38.	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
40.	Goodwill Industries--Knoxville, Inc. 5307 Kingston Pike PO Box 11066 mjohnson@gwiktn.org	N	0
41.	Knox County Career Center 2700 Middlebrook Pike, Suite 100 865-594-2741 Angie.Respass@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
42.	Knoxville Area Employment Consortium (KAEC) 865-594-6757 KAECTN@gmail.com	N	0
43.	Knoxville College P.O. Box 52648 (865) 521-8064 mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	N	0
44.	Spark formerly ETTAC Disability 116 Childress Street 865-219-0130 mtadams@sparktn.org	N	0
45.	State of Tennessee Division of Rehabilitation Services 1610 University Avenue Kelly.roberts@tn.gov	N	0
46.	Tennessee Career Center - Knoxville 2700 Middlebrook Pike, First Floor phyllisbrunson@workforceinvestmentnetwork.com	N	0
47.	Tennessee Career Center at Oak Ridge 136 S. Illinois Avenue 865-483-7474, info@ethra.org adina.chumley@tn.gov jjett@ethra.org	N	0
48.	Tennessee Career Center-Oak Ridge 599 Oak Ridge Turnpike, Suite B david.pope@tn.gov	N	0
49.	Tennessee Department of Labor - Workforce Development - Knoxville 530 Henley Street William.howell@tn.gov	N	0
50.	TN - Dept of Human Services – Community Tennessee Rehabilitation Center 1749 Triangle Park Drive 865-981-2382 Deborah.Quillen@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
51.	<p>TN - Dept of Human Services - Vocational Rehabilitation Regional Office - Region 10 & 11 (All Counties) Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing 520 West Summit Hill Drive, Suite 301 865-594-9407 Jessica.Schilling@tn.gov</p>	N	0
Total Interviewees			7

Referencing requisition 002566 - On Air Host- Morning Show

Edit Job posting On Air Host- Morning Show 002566  

Career Site & Manual Options **Posting History**

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
09/25/2022 20:19:31	06/28/2022	09/25/2022	sa	Suspension	2397	
06/28/2022 14:53:02	06/28/2022	09/25/2022	anitra.smith	Send to publish	2397	Cumulus Media

On Air Host- Morning Show (2566/2397)

[Delete](#)

On Air Host- Morning Show June 28, 2022 1:53 PM **N. America > USA > Tennessee > Knox County > Knoxville**
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	
Job In Job	0	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	
Job Spider	5	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	
MyJobHelper	1	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	
Oodle	60	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	
Trove	0	Posted: June 28, 2022 1:53 PM Removed: July 26, 2022 1:53 PM	✓ Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Job Req: J3V3446222J26KG7TNR

Date Received: 09-02-2022

On Air Host - Morning Drive

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	09/06/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	09/06/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	09/06/2022
CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	09/06/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	09/06/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	09/06/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Total: **13**

University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	09/06/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	09/06/2022
Goodwill Industries--Knoxville, Inc.	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	5307 Kingston Pike PO Box 11066		mjohnson@gwiktn.org	09/06/2022
Knox County Career Center	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 MIDDLEBROOK PIKE, SUITE 100	865-594-2741	Angie.Respass@tn.gov	09/06/2022
Knoxville Area Employment Consortium (KAEC)	Disability Veteran		865-594-6757	KAECTN@gmail.com	09/06/2022
Knoxville College	Black or African American Female	P.O. Box 52648	(865) 521-8064	mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	09/06/2022
Spark formerly ETTAC	Disability	116 Childress St	865-219-0130	mtadams@sparktn.org	09/06/2022
State of Tennessee Division of Rehabilitation Services	Disability	1610 University Ave		Kelly.roberts@tn.gov	09/06/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Total: **13**

Tennessee Career Center - Knoxville	American Indian or Alaskan Native Asian Black or African American Disability Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 Middlebrook Pike First Floor		phylisbrunson@workforceinvestmentnetwork.com	09/06/2022
Tennessee Career Center at Oak Ridge	Disability Veteran	136 S. Illinois Avenue	865-483-7474	info@e_hra.org adina.chumley@tn.gov jjett@ethra.org	09/06/2022
Tennessee Career Center-Oak Ridge	Veteran	599 Oak Ridge Turnpike, Suite B		david.pope@tn.gov	09/06/2022
Tennessee Department of Labor Workforce Development - Knoxville	Veteran	530 Henley St		William.howell@tn.gov	09/06/2022
TN - Dept of Human Services - Community Tennessee Rehabilitation Center	Disability Veteran	1749 Triangle Park Drive	865-981-2382	Deborah.Quillen@tn.gov	09/06/2022
TN - Dept of Human Services - Vocational Rehabilitational Regional Office - Region 10 & 11 (All Counties) Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing	Disability	520 West Summit Hill Drive Suite 301	865-594-9407	Jessica.Schilling@tn.gov	09/06/2022



Sales Account Executive

Requisition ID: 002743
 Creation Date: 09/06/2022
 Form Modified: 09/06/2022
 Disposition stage: Open



Requisition Actions ▾

[Generate funnel report](#) [View Candidates in Process](#) [Matching](#) [Posting List](#)

Requisition Details Attachments History Screening Question Templates Basic Qualifications Forms

Position Description

Edit

Market Manager/EVP (Requisition Approval) Kenneth Salyer	Hiring Manager Kimberly Parker	Hiring Team	Recruiter Anitra Smith
--	-----------------------------------	-------------	---------------------------

Send Candidate Resume at Time of Application

Position Overview

Employment Type Full-Time	Position Type	Addition or Replacement	If replacement, who is it replacing
Organization Cumulus Radio Group	Market Knoxville	Department Sales	Position Account Executive

Position Location

Country United States	Posting Location Knoxville, Tennessee, US	Advertised Posting Location
--------------------------	--	-----------------------------



Position Detail

Requisition ID 002743	Job Posting Title Sales Account Executive	Number of Openings 2	Career Site Job Category (3 max)
CareerBuilder Category code (3 max) Sales	Years Experience 3 - 5 years		

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville is seeking a talented and dynamic **Sales Account Executive** who thrives in a fast-paced working environment. We are looking for a passionate, motivated, goal-oriented and highly competitive individual with a proven track record of over-achieving sales goals. We hire driven, resourceful, organized, customer-focused problem solvers who have great communication skills and the ability to cultivate client relationships. In return, we offer a unique career opportunity: one where you are given a challenging mission, world-class tools to help you succeed, and the chance to realize your full potential as a sale's professional.

Who We Are:

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations - WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

The Account Executive identifies and develops new business opportunities; grows existing client relationships; offers solutions that help clients achieve their business goals; closes business and meets or exceeds set sales targets.

Key Responsibilities:

- Able to identify client business needs by gaining a deep understanding of their goals, objectives and processes as well as their external environment including key market and consumer trends to proactively develop customized advertising solutions to meet client objectives
- Deliver effective multi-platform, integrated sales presentations (broadcast, digital, events); negotiation and closing
- Beyond our broadcast products, have strong familiarity and become full-versed in selling both Cumulus' station digital assets (e.g. streaming, stations website and social advertising) and digital audience extension products to deliver a complete marketing solution to advertisers

marketing solution to advertiser users

- Excel at prospecting and aggressively seeking new clientele by networking, cold calling, canvassing, referrals or other means to build and maintain a full pipeline of sales prospects
- Follow all station and corporate procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis
- Stay abreast of the competitive landscape and emerging technologies to best position Cumulus in the marketplace
- Think creatively and generate original ideas

Requirements

Qualifications:

- Proficient in Microsoft Office suite, social networking platforms and CRM tools
- Excellent communication skills
- Experience developing new business relationships in an outside sales role
- Excellent presenter to clients of sales opportunities and post-sale successes
- Strong understanding of lead generation and ability to connect with viable prospects
- Comprehension of sales metrics in order to fill a sales funnel and robust pipeline of residual business
- Positive attitude with the willingness to get beyond comfort zone to grow professionally
- High energy and passion for the job
- Flexible and creative
- Digitally savvy
- 3 years in Media Sales background preferred
- Bachelor's Degree in Business, Marketing or related field is preferred

What we offer:

- Commission-based organization with uncapped earning potential
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 09/26/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral – RS #30	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	1
2.	Adzuna Website www.adzuna.com/	N	0
3.	Job Is Job Website www.jobisjob.com/	N	0
4.	MyJobHelper Website www.myjobhelper.com/	N	0
5.	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6.	The Job Spider www.jobspider.com/	N	0
7.	Trovit Website www.trovit.com/	N	0
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	2
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	2
32.	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov viki.weeks@tn.gov	N	0
33.	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
34.	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35.	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0
36.	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37.	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38.	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
40.	Goodwill Industries--Knoxville, Inc. 5307 Kingston Pike PO Box 11066 mjohnson@gwiktn.org	N	0
41.	Knox County Career Center 2700 Middlebrook Pike, Suite 100 865-594-2741 Angie.Respess@tn.gov	N	0
42.	Knoxville Area Employment Consortium (KAEC) 865-594-6757 KAECTN@gmail.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
43.	Knoxville College P.O. Box 52648 (865) 521-8064 mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	N	0
44.	Spark formerly ETTAC Disability 116 Childress Street 865-219-0130 mtadams@sparktn.org	N	0
45.	State of Tennessee Division of Rehabilitation Services 1610 University Avenue Kelly.roberts@tn.gov	N	0
46.	Tennessee Career Center - Knoxville 2700 Middlebrook Pike, First Floor phyllisbrunson@workforceinvestmentnetwork.com	N	0
47.	Tennessee Career Center at Oak Ridge 136 S. Illinois Avenue 865-483-7474, info@ethra.org adina.chumley@tn.gov jjett@ethra.org	N	0
48.	Tennessee Career Center-Oak Ridge 599 Oak Ridge Turnpike, Suite B david.pope@tn.gov	N	0
49.	Tennessee Department of Labor - Workforce Development - Knoxville 530 Henley Street William.howell@tn.gov	N	0
50.	TN - Dept of Human Services – Community Tennessee Rehabilitation Center 1749 Triangle Park Drive 865-981-2382 Deborah.Quillen@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
51.	<p>TN - Dept of Human Services - Vocational Rehabilitation Regional Office - Region 10 & 11 (All Counties) Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing 520 West Summit Hill Drive, Suite 301 865-594-9407 Jessica.Schilling@tn.gov</p>	N	0
Total Interviewees			5

Edit HTML Content

Career Site Go Live Date *:

09/06/2022  

Career Site Expiration Date *:

12/04/2022  

Length (in days) *:

90

Directing applicants from job boards to *:

Cumulus Media

1. Post to your career sites

Cumulus Media (Public Site)

Apply Online URL

View Posting

Direct Import Email

2. Post automatically to job boards (next step)

Adzuna - (Expired)

Job Is Job - (Expired)



The Job Spider - (Expired)

MyJobHelper - (Expired)

Oodle - (Expired)

Trovit - (Expired)

Referencing requisition 002743 - Sales Account Executive

Edit job posting Sales Account Executive 002743  

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
12/04/2022 19:16:04	09/06/2022	12/04/2022	sa	Suspension	2627	
09/06/2022 15:31:48	09/06/2022	12/04/2022	anitra.smith	Send to publish	2627	Cumulus Media

Sales Account Executive (2743/2627)

[Delete](#)

Sales Account Executive September 6, 2022 2:32 PM [Resend \(with changes\)](#) N. America > USA > Tennessee > Knox County > Knoxville

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: September 6, 2022 2:32 PM Removed: October 4, 2022 2:32 PM	Expired	
Job Is Job	0	Posted: September 6, 2022 2:32 PM Removed: October 6, 2022 2:32 PM	Expired	
Job Spider	5	Posted: September 6, 2022 2:32 PM Removed: November 5, 2022 2:32 PM	Expired	
MyJobHelper	0	Posted: September 6, 2022 2:32 PM Removed: November 5, 2022 2:32 PM	Expired	
Oodle	0	Posted: September 6, 2022 2:32 PM Removed: October 4, 2022 2:32 PM	Expired	
Trovit	0	Posted: September 6, 2022 2:32 PM Removed: October 4, 2022 2:32 PM	Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Total: **13**

Job Req: J3V1MG695HN759X3RXP

Date Received: 09-15-2022

Sales Account Executive

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	09/18/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	09/18/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	09/18/2022
CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	09/18/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	09/18/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	09/18/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	09/18/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	09/18/2022
Goodwill Industries--Knoxville, Inc.	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	5307 Kingston Pike PO Box 11066		mjohnson@gwiktn.org	09/18/2022
Knox County Career Center	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 MIDDLEBROOK PIKE, SUITE 100	865-594-2741	Angie.Respess@tn.gov	09/18/2022
Knoxville Area Employment Consortium (KAEC)	Disability Veteran		865-594-6757	KAECTN@gmail.com	09/18/2022
Knoxville College	Black or African American Female	P.O. Box 52648	(865) 521-8064	mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	09/18/2022
Spark formerly ETTAC	Disability	116 Childress St	865-219-0130	mtadams@sparktn.org	09/18/2022
State of Tennessee Division of Rehabilitation Services	Disability	1610 University Ave		Kelly.roberts@tn.gov	09/18/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Tennessee Career Center - Knoxville	American Indian or Alaskan Native Asian Black or African American Disability Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 Middlebrook Pike First Floor		phyllisbrunson@workforceinvestmentnetwork.com	09/18/2022
Tennessee Career Center at Oak Ridge	Disability Veteran	136 S. Illinois Avenue	865-483-7474	info@ethra.org adina.chumley@tn.gov jjett@ethra.org	09/18/2022
Tennessee Career Center-Oak Ridge	Veteran	599 Oak Ridge Turnpike, Suite B		david.pope@tn.gov	09/18/2022
Tennessee Department of Labor Workforce Development - Knoxville	Veteran	530 Henley St		William.howell@tn.gov	09/18/2022
TN - Dept of Human Services - Community Tennessee Rehabilitation Center	Disability Veteran	1749 Triangle Park Drive	865-981-2382	Deborah.Quillen@tn.gov	09/18/2022
TN - Dept of Human Services - Vocational Rehabillitational Regional Office - Region 10 & 11 (All Counties)Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing	Disability	520 West Summit Hill Drive Suite 301	865-594-9407	Jessica.Schilling@tn.gov	09/18/2022

Promotions Street Team/Mascot

Requisition Actions ▾

Requisition ID: 002492
 Creation Date: 06/07/2022
 Form Modified: 06/29/2022
 Disposition stage: Open

[Generate funnel report](#) [View Candidates in Process](#) [Matching](#) [Posting List](#)

Requisition Details Attachments History Screening Question Templates Basic Qualifications Forms

Position Description

[Edit](#)

Market Manager/EVP (Requisition Approval) Kenneth Salyer	Hiring Manager Jeffrey Jarnigan	Hiring Team Jennifer Johnsey	Recruiter Anitra Smith
--	---	--	----------------------------------

Send Candidate Resume at Time of Application
Jennifer Johnsey

Position Overview

Employment Type Part-Time	Position Type Non-Exempt	Addition or Replacement	If replacement, who is it replacing
Organization Cumulus Radio Group	Market Knoxville	Department Promotions	Position Promotions Assistant - can be customized for FT or PT

Position Location

Country United States	Posting Location Knoxville, Tennessee, US	Advertised Posting Location
---------------------------------	---	------------------------------------

Position Detail

Requisition ID 002492	Job Posting Title Promotions Street Team/Mascot	Number of Openings 1	Career Site Job Category (3 max)
CareerBuilder Category code (3 max) Marketing	Years Experience Entry level		

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville is in search of a hard working **Part-Time Promotions Street Team/Mascot**. If you are looking to get a foot in the door to the radio industry, have an outgoing personality and have a passion for radio, this is a great opportunity for you! This job will consist of general office duties as well as going out into the community to interact with listeners and promote our stations.

Who We Are:

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations - WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

The Promotions Assistant travels around the area and represents the Cumulus stations at specified events, acting as Brand Ambassadors. This includes set-up and breakdown of pop-up tents and tables, hanging banners, interacting with listeners and registering people to win prizes. To join the team, you must be able to lift 50 pounds, and be on your feet for extended periods of time.

In the office, the Promotions Assistant handles prize fulfillment, event preparation, contest building, prize sheet creation, brainstorming new ideas and other promotion-oriented tasks. The position also includes running errands and helping with vehicle maintenance.

We're looking for charismatic applicants, with smiling faces and outgoing personalities. If you love talking to people and listening to great radio, this could be the perfect job for you.

Key Responsibilities:

- Assist in planning, organizing & execution of promotional events and digital campaigns
- Execute proper technical and physical set-up and breakdown of remote broadcasts and station events; ability to troubleshoot and resolve issues on the fly
- Represent stations at events in an upbeat, outgoing and friendly manner
- Data Entry of Promotional events and contesting
- Create e-blasts, social media posts & website posts; review promotional information and graphics
- Inventory and maintenance of prize closet, calendars, events for current and upcoming promotions
- Assisting the Promotions and Marketing Department with projects as needed in the office
- Assist with vehicle inspections, fuel and coordinating maintenance
- Ability to drive station vehicles with attached trailer
- Maintain and storage of station equipment

Requirements

Qualifications:

- No experience necessary, however Customer Service experience helpful
- Must be 18 years of age or older with a High School Diploma or GED
- Must have a valid driver's license and clean driving record
- Reliable; have a flexible schedule and be available to work at least 20 hours per week, including days, nights, weekends and holidays
- May require lifting or moving up to 50 pounds
- Must be able to stand for extended periods of time
- Outgoing, energetic, detail-oriented and responsible
- Proficient using computers and Microsoft Word, Excel and PowerPoint
- Multi-tasking abilities
- Event experience a plus
- Strong Social Media skills with sites like Facebook, Twitter and Instagram

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

Referencing requisition **002492 - Promotions Street Team/Mascot**

Edit job posting Promotions Street Team/Mascot 002492  

Career Site & Manual Options Posting History

Posting ID *:

002492

Career Site Posting Template:

[Edit HTML Content](#)

Career Site Go Live Date *:

06/08/2022  

Career Site Expiration Date *:


09/05/2022  

Length (in days) *:

90

Directing applicants from job boards to *:

Cumulus Media

 1. Post to your career sites

Cumulus Media (Public Site)

 2. Post automatically to job boards (next step)

Adzuna - (Expired)

Job Is Job - (Expired)

The Job Spider - (Expired)

MyJobHelper - (Expired)

Oodle - (Expired)

Trovit - (Expired)

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**


Full-Time Job Title: Promotions Assistant	Date Filled: 09/06/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral – RS #1	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	3
2.	Adzuna Website www.adzuna.com/	N	0
3.	Job Is Job Website www.jobisjob.com/	N	0
4.	MyJobHelper Website www.myjobhelper.com/	N	0
5.	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6.	The Job Spider www.jobspider.com/	N	0
7.	Trovit Website www.trovit.com/	N	0
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	3
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	0
32.	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov viki.weeks@tn.gov	N	0
33.	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
34.	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35.	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0
36.	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37.	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38.	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
52.	Southeast Kentucky Community and Technical College- Middlesboro Campus 100 College Road 606-248-0768 felicia.carroll@kctcs.edu joe.sutton@kctcs.edu	N	0
53.	Wounded Warrior Project 223 Rosa L. Parks Ave, Suite 301 615-782-7226 hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	N	0
54.	Hero 2 Hired vernon.j.nelson.ctr@mail.mil	N	0
Total Interviewees			6

Referencing requisition **002492 - Promotions Street Team/Mascot**

Edit job posting Promotions Street Team/Mascot 002492  

Career Site & Manual Options Posting History

Postings history

5 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
09/05/2022 20:20:56	06/08/2022	09/05/2022	sa	Suspension	2312	
06/07/2022 20:32:42	06/08/2022	09/05/2022	anitra.smith	Send to publish	2312	Cumulus Media
06/13/2022 22:15:02	06/08/2022	09/05/2022	sa	Modification/Rerun	2312	Cumulus Media
06/13/2022 22:18:39	06/08/2022	09/05/2022	sa	Modification/Rerun	2312	Cumulus Media
06/28/2022 20:57:29	06/08/2022	09/05/2022	anitra.smith	Modification/Rerun	2312	Cumulus Media

Promotions Street Team/Mascot (2492/2312)

[Delete](#)

Promotions Street Team/Mascot June 7, 2022 7:33 PM [Resend \(with changes\)](#) N. America > USA > Tennessee > Knox County > Knoxville

Board Name	Clicks	Activity	Status	Activity
Adzeuna	0	Posted: June 7, 2022 7:33 PM Removed: July 5, 2022 7:33 PM	✓ Expired	
Job Is Job	0	Posted: June 7, 2022 7:33 PM Removed: July 7, 2022 7:33 PM	✓ Expired	
Job Spider	6	Posted: June 7, 2022 7:33 PM Removed: July 7, 2022 7:33 PM	✓ Expired	
MyJobHelper	0	Posted: June 7, 2022 7:33 PM Removed: July 7, 2022 7:33 PM	✓ Expired	
Oodle	0	Posted: June 7, 2022 7:33 PM Removed: July 5, 2022 7:33 PM	✓ Expired	
Trovit	0	Posted: June 7, 2022 7:33 PM Removed: July 5, 2022 7:33 PM	✓ Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Job Req: J3S4VB70Z77LN80SF45

Date Received: 06-08-2022

Promotions Street Team/Mascot

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Southeast Kentucky Community and Technical College-Middlesboro Campus	Education One-Stop Career Center	100 College Rd.	606-248-0768	felicia.carroll@kctcs.edu joe.sutton@kctcs.edu	06/11/2022
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	06/11/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	06/11/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	06/11/2022



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	06/11/2022
Wounded Warrior Project	Veterans Center Diversity	223 Rosa L. Parks Ave, Suite 301	615-782-7226	hpeck@woundedwarriorproject.org jmoore@woundedwarriorproject.org	06/11/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	06/11/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	06/11/2022
University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	06/11/2022
Hero 2 Hired	Veterans Center			vernon.j.nelson.ctr@mail.mil	06/11/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	06/11/2022



Sales Assistant



Requisition Actions ▾

Requisition ID: 002541
 Creation Date: 06/23/2022
 Form Modified: 06/29/2022
 Disposition stage: Open

[Generate funnel report](#) [View Candidates in Process](#) [Matching](#) [Posting List](#)

Requisition Details Attachments History Screening Question Templates Basic Qualifications Forms

Position Description

Edit

Market Manager/EVP (Requisition Approval) Kenneth Salyer Hiring Manager Kimberly Parker Hiring Team Recruiter Anitra Smith

Send Candidate Resume at Time of Application
 Kimberly Parker

Position Overview

Employment Type Full-Time	Position Type Non-Exempt	Addition or Replacement	If replacement, who is it replacing
Organization Cumulus Radio Group	Market Knoxville	Department Administrative	Position Sales Assistant - can be customized to FT or PT

Position Overview

Employment Type Full-Time	Position Type Non-Exempt	Addition or Replacement	If replacement, who is it replacing
Organization Cumulus Radio Group	Market Knoxville	Department Administrative	Position Sales Assistant - can be customized to FT or PT

Position Location

Country United States	Posting Location Knoxville, Tennessee, US	Advertised Posting Location
--------------------------	--	-----------------------------

Position Detail

Requisition ID 002541	Job Posting Title Sales Assistant	Number of Openings 1	Career Site Job Category (3 max)
CareerBuilder Category code (3 max) Admin - Clerical	Years Experience 1 - 3 years		

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville has an immediate opening for a full time Sales Assistant for our Knoxville station cluster. The sales assistant is an integral part of a radio advertising sales team and provides administrative support to the sales reps and managers. The ideal candidate will be dependable, hardworking and have the ability to balance multiple deadline-oriented projects while maintaining a great attitude and sense of humor in a fast-paced work environment. If this sounds like you, and you are looking for a great opportunity to learn the sales side of the radio broadcasting industry, read on.

Who We Are:

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations – WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

Key Responsibilities:

- Primary role is acting as a liaison between our sales team, our clients and our other inter-company departments
- Organize and input both new and revised orders; assist in creating sales proposals, digital campaigns; and provide customer care to help eliminate problems, and grow our business
- Assists Account Executives with orders and traffic as needed
- Prepares and assembles reports and presentations
- Provide research materials using Tapscan, Media Monitors, Scarborough, etc.
- Keep sales materials/ media kits up to date
- Backup for Account Executives as needed to input traffic instructions into Vcreative
- Backup for Receptionist
- Attend National promotions as needed
- Answers telephones, type correspondence and schedules appointments
- Maintains account lists and mailing lists and employee lists
- Provide support to clients by providing documents, forms and other paperwork to ensure seamless execution of client media buys
- Assist Traffic Managers by gathering copy and traffic and working to solve clearance issues
- Works on highly time sensitive projects, adhering to deadlines
- Manages multiple project requests simultaneously with quick turnaround time
- Responsible for entering National orders and commercial copy
- Additional duties as designated by the General Sales Manager, Market Manager or Business Manager related to sales or administrative functions

Requirements

Qualifications:

- 1-3 Years of experience in sales, marketing, advertising and/or promotions preferred
- Extensive computer skills including but not limited to extensive knowledge of Microsoft Office, Word, PowerPoint, Excel, image manipulation, social media and the ability to adapt to proprietary computer systems
- Background in radio station continuity or sales helpful
- Self-starter that is detail oriented, organized, and must be excellent at written and oral communication and possess strong multitasking skills
- Dependable with a strong work ethic and possess a team player attitude
- Aptitude to make decisions and work independently without immediate direction or supervision
- Ability to interact with management and staff at all levels

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: Sales Assistant	Date Filled: 08/01/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral – RS #30	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	0
2.	Adzuna Website www.adzuna.com/	N	0
3.	Job Is Job Website www.jobisjob.com/	N	0
4.	MyJobHelper Website www.myjobhelper.com/	N	0
5.	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6.	The Job Spider www.jobspider.com/	N	0
7.	Trovit Website www.trovit.com/	N	0
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	2
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0



RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	1
32.	Tennessee Career Center - Alcoa 366 Glascock Street, Suite 120 865-379-5525 david.pope@tn.gov viki.weeks@tn.gov	N	0
33.	Tennessee Career Center at Lenoir City 100 West Broadway, Suite 141 865-986-5506 cwest@ethra.org philip.kelly@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
34.	Tennessee Career Center at Sevierville 1216 Graduate Drive 865-543-4437 charlotte.ely@tn.gov maxey@nwtworks.org	N	0
35.	CAC/ Workforce Connections 2700 Middlebrook Pike 865-594-6930 ginger.armstrong@tn.gov rachelle.j.barnes@tn.gov	N	0
36.	Urban League of Knoxville 1514 East 5th Avenue 865-524-5511 bmyers@thekaul.org	N	0
37.	Careers for Students with Disabilities 100 Dunford Hall 865-974-7148 amuir@cosdonline.org	N	0
38.	University of TN Career Services 1015 Phillip Fulmer Way 865-974-5435 mmahoney@utk.edu	N	0
39.	East Tennessee Human Resource Agency, Inc. 728 E-Emory Valley Road kcox@ethra.org	N	0
40.	Goodwill Industries--Knoxville, Inc. 5307 Kingston Pike PO Box 11066 mjohnson@gwiktn.org	N	0
41.	Knox County Career Center 2700 Middlebrook Pike, Suite 100 865-594-2741 Angie.Respess@tn.gov	N	0
42.	Knoxville Area Employment Consortium (KAEC) 865-594-6757 KAECTN@gmail.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
43.	Knoxville College P.O. Box 52648 (865) 521-8064 mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	N	0
44.	Spark formerly ETTAC Disability 116 Childress Street 865-219-0130 mtadams@sparktn.org	N	0
45.	State of Tennessee Division of Rehabilitation Services 1610 University Avenue Kelly.roberts@tn.gov	N	0
46.	Tennessee Career Center - Knoxville 2700 Middlebrook Pike, First Floor phyllisbrunson@workforceinvestmentnetwork.com	N	0
47.	Tennessee Career Center at Oak Ridge 136 S. Illinois Avenue 865-483-7474, info@ethra.org adina.chumley@tn.gov jjett@ethra.org	N	0
48.	Tennessee Career Center-Oak Ridge 599 Oak Ridge Turnpike, Suite B david.pope@tn.gov	N	0
49.	Tennessee Department of Labor - Workforce Development - Knoxville 530 Henley Street William.howell@tn.gov	N	0
50.	TN - Dept of Human Services – Community Tennessee Rehabilitation Center 1749 Triangle Park Drive 865-981-2382 Deborah.Quillen@tn.gov	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
51.	<p>TN - Dept of Human Services - Vocational Rehabilitation Regional Office - Region 10 & 11 (All Counties) Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing 520 West Summit Hill Drive, Suite 301 865-594-9407 Jessica.Schilling@tn.gov</p>	N	0
Total Interviewees			3

Referencing requisition 002541 - Sales Assistant



Edit job posting Sales Assistant 002541  



Career Site & Manual Options Posting History

Posting ID *: 002541

Career Site Posting Template: ▼

Edit HTML Content

Career Site Go Live Date *: 06/23/2022  

Career Site Expiration Date *: 09/20/2022  

Length (in days) *: 90

Directing applicants from job boards to *: Cumulus Media



1. Post to your career sites

Cumulus Media (Public Site) Apply Online URL View Posting Direct Import Email

2. Post automatically to job boards (next step)

Adzuna - (Expired)
 Job Is Job - (Expired)
 The Job Spider - (Expired)
 MyJobHelper - (Expired)
 Oodle - (Expired)
 Trovit - (Expired)

Referencing requisition 002541 - Sales Assistant

Edit job posting Sales Assistant 002541  

Career Site & Manual Options Posting History







Postings history 3 Records

Date modified ▼	Career Site Go Live Date ▼	Career Site Expiration Date ▼	User ▼	Action ▼	Posting ID ▼	Site ▼
09/20/2022 20:22:59	06/23/2022	09/20/2022	sa	Suspension	2375	
06/23/2022 14:37:13	06/23/2022	09/20/2022	anitra.smith	Send to publish	2375	Cumulus Media
06/28/2022 20:55:33	06/23/2022	09/20/2022	anitra.smith	Modification/Rerun	2375	Cumulus Media

Sales Assistant (2541/2375)

[Delete](#)

Sales Assistant June 23, 2022 1:38 PM N. America > USA > Tennessee > Knox County > Knoxville
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: June 23, 2022 1:38 PM Removed: July 21, 2022 1:38 PM	 Expired	
Job Is Job	0	Posted: June 23, 2022 1:38 PM Removed: July 23, 2022 1:38 PM	 Expired	
Job Spider	5	Posted: June 23, 2022 1:38 PM Removed: July 23, 2022 1:38 PM	 Expired	
MyJobHelper	0	Posted: June 23, 2022 1:38 PM Removed: July 23, 2022 1:38 PM	 Expired	
Oodle	71	Posted: June 23, 2022 1:38 PM Removed: July 21, 2022 1:38 PM	 Expired	
Trovit	0	Posted: June 23, 2022 1:38 PM Removed: July 21, 2022 1:38 PM	 Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Job Req: J3P63T6JR1ZF66P9KT5

Date Received: 06-24-2022

Sales Assistant

Cumulus Media Knoxville, Tennessee

Center Name	Center Type	Address	Phone	Email	Date Sent
Tennessee Career Center - Alcoa	One-Stop Career Center	366 Glascock Street, Suite 120	865-379-5525	david.pope@tn.gov viki.weeks@tn.gov	07/05/2022
Tennessee Career Center at Lenoir City	One-Stop Career Center	100 West Broadway, Suite 141	865-986-5506	cwest@ethra.org philip.kelly@tn.gov	07/05/2022
Tennessee Career Center at Sevierville	One-Stop Career Center	1216 Graduate Drive	865-543-4437	charlotte.ely@tn.gov maxey@nwtworks.org	07/05/2022
CAC/ Workforce Connections	One-Stop Career Center	2700 Middlebrook Pike	865-594-6930	ginger.armstrong@tn.gov rachel.j.barnes@tn.gov	07/05/2022
Urban League of Knoxville	Diversity	1514 East 5th Avenue	865-524-5511	bmyers@thekaul.org	07/05/2022
Careers for Students with disabilities	Vocational Rehab	100 Dunford Hall	865-974-7148	amuir@cosdonline.org	07/05/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

University of TN Career Services	Diversity Education	1015 Phillip Fulmer Way	865-974-5435	mmahoney@utk.edu	07/05/2022
East Tennessee Human Resource Agency, Inc.	Diversity Seniors Vocational Rehab	728 E-Emory Valley Rd		kcox@ethra.org	07/05/2022
Goodwill Industries--Knoxville, Inc.	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	5307 Kingston Pike PO Box 11066		mjohnson@gwiktn.org	07/05/2022
Knox County Career Center	American Indian or Alaskan Native Asian Black or African American Disability Female Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 MIDDLEBROOK PIKE, SUITE 100	865-594-2741	Angie.Respass@tn.gov	07/05/2022
Knoxville Area Employment Consortium (KAEC)	Disability Veteran		865-594-6757	KAECTN@gmail.com	07/05/2022
Knoxville College	Black or African American Female	P.O. Box 52648	(865) 521-8064	mkelso@knoxvillecollege.edu ebowers@knoxvillecollege.edu klindsey@knoxvillecollege.edu	07/05/2022
Spark formerly ETTAC	Disability	116 Childress St	865-219-0130	mtadams@sparktn.org	07/05/2022
State of Tennessee Division of Rehabilitation Services	Disability	1610 University Ave		Kelly.roberts@tn.gov	07/05/2022



Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Tennessee Career Center - Knoxville	American Indian or Alaskan Native Asian Black or African American Disability Hispanic or Latino Native Hawaiian or Pacific Islander Two or More Races Veteran	2700 Middlebrook Pike First Floor		phyllisbrunson@workforceinvestmentnetwork.com	07/05/2022
Tennessee Career Center at Oak Ridge	Disability Veteran	136 S. Illinois Avenue	865-483-7474	info@ethra.org adina.chumley@tn.gov jjett@ethra.org	07/05/2022
Tennessee Career Center-Oak Ridge	Veteran	599 Oak Ridge Turnpike, Suite B		david.pope@tn.gov	07/05/2022
Tennessee Department of Labor Workforce Development - Knoxville	Veteran	530 Henley St		William.howell@tn.gov	07/05/2022
TN - Dept of Human Services - Community Tennessee Rehabilitation Center	Disability Veteran	1749 Triangle Park Drive	865-981-2382	Deborah.Quillen@tn.gov	07/05/2022
TN - Dept of Human Services - Vocational Rehabillitational Regional Office - Region 10 & 11 (All Counties)Services for the Blind and Visually Impaired; Services for the Deaf, Deaf-Blind and Hard of Hearing	Disability	520 West Summit Hill Drive Suite 301	865-594-9407	Jessica.Schilling@tn.gov	07/05/2022

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: On-Air Personaity (#2)	Date Filled: 07/01/2022
Recruitment Source ("RS") Referring Hiree: Walk-in/ Self-Referral – RS #57	Total Number of Interviewees: 1

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
57.	Walk-in/ Self-Referral	N	1
Total Interviewees			1

EXIGENT CIRCUMSTANCE MEMO

Radio License Holdings CBC, LLC (“Cumulus-Knoxville”) hired this On-Air Personality without conducting broad recruitment, as we typically do, due to the exigent circumstances described herein. Specifically, Cumulus-Knoxville had decided not to renew a contract for one of its on-air personalities before it expired. However, we needed to keep that information confidential to avoid disruptions in programming and to avoid notifying competitors of the opening. Then, we had the unique opportunity to employ this talent who had prior successful experience as a program director and on-air host. It is extremely unlikely that outreach to standard sources would yield comparable talent.

The On-Air Personality was working in the Indianapolis, IN market and contacted us independently to inform us that he was relocating to Knoxville, where he had a decade of prior radio experience. He expressed his interest in talking with us about working in our SEU in some capacity. However, he was also interviewing for a full-time position with a Cumulus-Knoxville competitor. The On-Air Personality has extensive knowledge about the Country Format, not only as a program director for many years, but also more recently as an on-air personality hosting mornings in the Indianapolis, IN market, prior to his intended relocation. Thus, when he approached Cumulus-Knoxville, and given the confidential opening that would soon be available, we were eager to talk with him about possible employment.

Not only was it imperative that the On-Air Personality and Cumulus-Knoxville keep his interview confidential to avoid alerting the then-current talent as to the non-renewal of their contract, but we also realized that we needed to act immediately since his discussions with our competitor were progressing quickly. Accordingly, we extended to the On-Air Personality an offer, which he accepted. Cumulus-Knoxville firmly believes that typical recruitment efforts would not have produced a better candidate. If we had not acted swiftly, this On-Air Personality would most likely be competing against us today.

Ken Salyer - General Manager of Cumulus-Knoxville

Sport Show On Air Host

[Requisition Actions](#)

Requisition ID: 002142
Creation Date: 02/24/2022
Form Modified: 04/28/2022
Disposition stage: On Hold

[Generate funnel report](#) [View Candidates in Process](#) [Posting List](#)

[Requisition Details](#) [Attachments](#) [History](#) [Screening Question Templates](#) [Basic Qualifications](#) [Forms](#)

Position Description

[Edit](#)

Market Manager/EVP (Requisition Approval) Hiring Manager Hiring Team Recruiter
Kenneth Salyer Jeffrey Jarnigan Jeffrey Jarnigan Anitra Smith

Send Candidate Resume at Time of Application
Jeffrey Jarnigan

Position Overview

Employment Type Full-Time	Position Type Exempt	Addition or Replacement Replacement	If replacement, who is it replacing Heather Cunningham
Organization Cumulus Radio Group	Market Knoxville	Department On-Air	Position On Air Host - Can be customized for FT or PT and with Shift or Station

Position Location

Country United States	Posting Location Knoxville, Tennessee, US	Advertised Posting Location
--------------------------	--	-----------------------------

Position Detail

Requisition ID 002142	Job Posting Title Sport Show On Air Host	Number of Openings 1	Career Site Job Category (3 max)
CareerBuilder Category code (3 max) Media - Journalism - Newspaper	Years Experience 3 - 5 years		

Job Description and Responsibilities

CUMULUS MEDIA | Knoxville, TN is looking for a dynamic Sports Show On-Air Host-WNML. Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver lifestyle headlines, be focused, creative and multi-task and most of all...love radio, we should talk. Board work, remotes and production are all a part of what we do, so show us what you've got.

Who We Are: Knoxville, TN

CUMULUS | Knoxville, TN is home to three of Knoxville's favorite radio stations - WIVK 107.7, WOKI NewsTalk 98.7 and Sports Radio WNML AM990/FM99.1. At Cumulus Knoxville we are Home of the Tennessee Volunteers and are located near downtown Knoxville.

Responsibilities include hosting or co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Daily commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

Key Responsibilities:

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances, whether paid or unpaid
- Commercial Production; create killer endorsement ads - both on air and online - for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

Requirements

To upload your air-check, please paste the audio file into a Word document and save with name format Lastname.Audio and upload as part of your application by selecting "Include a cover letter". Instructions are also provided on the application form.

Qualifications:

- 3 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of OpX, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage - **remove if PT role**
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays- **remove if PT role**

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).



Referencing requisition 002142 - Sport Show On Air Host



Edit job posting Sport Show On Air Host 002142  

Career Site & Manual Options Posting History

Posting ID *:
002142

Career Site Posting Template:
▼

Career Site Go Live Date *:
02/24/2022  

Career Site Expiration Date *:
04/28/2022  

Length (in days) *:
64

Directing applicants from job boards to *:
Cumulus Media

1. Post to your career sites

Cumulus Media (Public Site)

2. Post automatically to job boards (next step)

Adzuna - (Expired)
Job Is Job - (Expired)
The Job Spider - (Deactivated)
MyJobHelper - (Expired)
Oodle - (Expired)
Trovit - (Expired)

**WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
VACANCY DATA FORM**

Full-Time Job Title: On-Air Personality (#3)	Date Filled: 04/04/2022
Recruitment Source ("RS") Referring Hiree: Employee Referral – RS #30	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	N	3
2.	Adzuna Website www.adzuna.com/	N	0
3.	Job Is Job Website www.jobisjob.com/	N	0
4.	MyJobHelper Website www.myjobhelper.com/	N	0
5.	Oodle Website www.jobs.oodle.com/careers/careers/	N	0
6.	The Job Spider www.jobspider.com/	N	0
7.	Trovit Website www.trovit.com/	N	0
8.	Indeed Website <i>(not directly contacted by SEU)</i> www.indeed.com	N	2
9.	Glassdoor Website <i>(not directly contacted by SEU)</i> www.glassdoor.com/index.htm	N	0
10.	LinkedIn Website <i>(not directly contacted by SEU)</i> www.linkedin.com/jobs/	N	0
11.	Abilities in Jobs www.abilitiesinjobs.com	N	0
12.	Asian in Jobs www.asianinjobs.com	N	0
13.	Black In Jobs www.blackinjobs.com	N	0
14.	Hispanic In Jobs www.hispanicinjobs.com	N	0
15.	LGBTQ In Jobs www.lgbtqinjobs.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
16.	Diversity in Jobs www.diversityinjobs.com	N	0
17.	Seniors in Jobs www.seniorsinjobs.com	N	0
18.	Women in Jobs www.womeninjobs.com	N	0
19.	Job Opportunities for Disabled Veterans www.JOFDAV.com	N	0
20.	Disabled Person www.disAbledperson.com	N	0
21.	Hire Black www.hireblack.com	N	0
22.	Hispanic Job Exchange www.hispanicjobexchange.com	N	0
23.	African American Job Search www.africanamericanjobsearch.com	N	0
24.	Asian Job Search www.asianjobsearch.com	N	0
25.	LGBT Job Search www.lgbtjobsearch.com	N	0
26.	Disabled Job Seekers www.disabledjobseekers.com	N	0
27.	US Diversity Job Search www.usdiversityjobsearch.com	N	0
28.	Veteran Job Center www.veteranjobcenter.com	N	0
29.	Seniors to Work www.seniorstowork.com	N	0
30.	Employee Referral	N	1
Total Interviewees			6

Referencing requisition **002142 - Sport Show On Air Host**

Edit job posting Sport Show On Air Host 002142  

Career Site & Manual Options **Posting History**

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
04/27/2022 21:03:47	02/24/2022	05/24/2022	mbouchillon	Suspension	1903	
02/24/2022 15:21:17	02/24/2022	05/24/2022	anitra.smith	Send to publish	1903	Cumulus Media

Sport Show On Air Host (2142/1903)

[Delete](#)

Sport Show On Air Host February 24, 2022 3:22 PM **N. America > USA > Tennessee > Knox County > Knoxville**
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: February 24, 2022 3:22 PM Removed: March 24, 2022 3:22 PM	✓ Expired	
Job Is Job	0	Posted: February 24, 2022 3:22 PM Removed: March 28, 2022 3:22 PM	✓ Expired	
Job Spider	0	Posted: February 24, 2022 3:22 PM Removed: April 27, 2022 8:03 PM	✓ Deleted	
MyJobHelper	0	Posted: February 24, 2022 3:22 PM Removed: April 25, 2022 3:22 PM	✓ Expired	
Oodle	0	Posted: February 24, 2022 3:22 PM Removed: March 24, 2022 3:22 PM	✓ Expired	
Trovit	0	Posted: February 24, 2022 3:22 PM Removed: March 24, 2022 3:22 PM	✓ Expired	



Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 04-26-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

www.abilitiesinjobs.com
www.asianinjobs.com
www.blackinjobs.com
www.hispanicinjobs.com
www.lgbtqinjobs.com
www.diversityinjobs.com
www.seniorsinjobs.com
www.womeninjobs.com
www.disabledperson.com
www.jofdav.com
www.hireblack.com

www.africanamericanjobsearch.com
www.asianjobsearch.com
www.disabledjobseekers.com
www.hispanicjobexchange.com
www.lgbtjobsearch.com
www.seniorstowork.com
www.usdiversityjobsearch.com
www.veteranjobcenter.com





Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **04-01-2022** End Date: **03-31-2023** Location: **Knoxville, Tennessee**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Producer job in Knoxville at CUMULUS MEDIA Inc. J3W07B6D05BY6DMR9Z3	Knoxville	Tennessee	2022/12/07	0
Cumulus Media	On Air Host - Morning Drive-Sports Animal Knoxville J3V3446222J26KG7TNR	Knoxville	Tennessee	2022/11/06	0
Cumulus Media	Promotions Street Team/Mascot J3S4VB70Z77LN80SF45	Knoxville	Tennessee	2022/08/18	0
Cumulus Media	On Air Host- Morning Show J3M0MZ6HXYY7J0DTP64	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Sales Assistant J3P63T6JR1ZF66P9KT5	Knoxville	Tennessee	2022/08/04	0
Cumulus Media	Account Executive J3N4FQ78P8T48BBDZ1J	Knoxville	Tennessee	2022/06/01	0
Cumulus Media	Sport Show On Air Host J3N3D96JVTZTNQSY2WH	Knoxville	Tennessee	2022/04/23	0

ATTACHMENT C

WOKI(FM), WNML(AM), WIVK-FM, WNML-FM
EEO PUBLIC FILE REPORT
 April 1, 2021 – March 31, 2022

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Co-Host Virtual Job Fair	<p>From June 1, 2021 to June 30, 2021, Cumulus-Knoxville co-hosted the 2021 TN Virtual Job Fair, in conjunction with the four other Cumulus Tennessee markets, via the website www.tnjobfair.com. This job fair was designed to encourage businesses interested in hiring across the State to participate. Job openings within Cumulus markets were also spotlighted. The Cumulus Tennessee markets solicited employers, organized all logistical aspects of the event, and assisted the participating employers through the process. The virtual job fair was heavily promoted over the air, inviting listeners to visit the website. The Tennessee markets also displayed digital banner advertisements on station websites and on various local digital advertising banners. Job seekers were provided an opportunity to contact potential Tennessee employers via the website throughout this time period.</p>
2	Co-Host Virtual Job Fair	<p>From October 1, through October 29, 2021, Cumulus-Knoxville co-hosted the 2021 TN Virtual Job Fair, in conjunction with the four other Cumulus Tennessee markets, via the website www.tnjobfair.com. This job fair was designed to encourage businesses interested in hiring across the State to participate. Job openings within Cumulus markets were also spotlighted. The Cumulus Tennessee markets solicited employers, organized all logistical aspects of the event, and assisted the participating employers through the process. The virtual job fair was heavily promoted over the air, inviting listeners to visit the website. The Tennessee markets also displayed digital banner advertisements on station websites and on various local digital advertising banners. Job seekers were provided an opportunity to contact potential Tennessee employers via the website throughout this time period.</p>

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
3	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2021, our SEU’s Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race & Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don’t look, think, act, and problem solve like them.
4	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of November 2021, our SEU participated in harassment prevention training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a course prepared by Mineral entitled, “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following their completion of the tutorial.
5	Management-level training regarding Diversity, Equity, and Inclusion	During the month of November 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed five segments entitled “Working Well With Others,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
6	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU’s Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
7	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On October 5, 2021, one of our On-Air Personalities was invited to attend Brian Canever's Broadcast Writing class in the Communications department at the University of Tennessee. He/she shared details about his/her job, discussed the variety of careers opportunities available in the Broadcast industry, shared information about the education/skill sets necessary for success in the radio, and highlighted openings within our SEU. Interested job seekers were encouraged to visit the Cumulus career-site (<i>the link was provided</i>) and submit an application.
8	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On March 24, 2021, our Operations Manager participated in the University of Tennessee, Knoxville's Media and Entertainment Mingle. The Operations Manager spoke to the group the variety of careers opportunities available in the Broadcast industry, shared information about the education/skill sets necessary for success in the radio, and highlighted openings within our SEU. Interested job seekers were encouraged to visit the Cumulus career-site (<i>the link was provided</i>) and submit an application.
9	Participate in event sponsored by or on behalf of an educational institution related to careers in broadcasting	On September 15, 2021, our WIVK Promotions Director was invited to speak to the Media Promotions Class at the University of Tennessee about her job duties in radio promotions. She also discussed current open promotions positions with Cumulus Radio Group in Knoxville, and gave job seekers the link to our career-site to view/apply for roles of interest.

Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment



Kriston Fancellas ▶ Cumulus Human Resources

November 17, 2021 · 🌐



Good afternoon – All employees are being enrolled in **Harassment** Prevention training through Mineral (formerly ThinkHR). You will be receiving an email from noreply@trustmineral.com. Please note, this is not spam.

If you are new to the system, you will receive two emails, one with a link to create your password and one containing the link to the training course. If you are a current user, you will only receive the email containing the link to the training course. Your Cumulus email address is your UserName and there is an option for "Forgot Password", if you don't recall your previous password. Please access the training by clicking on the link contained in the email to ensure you complete the correct course.

If you have any questions, please email hr@cumulus.com.

Thank you

👍 31

3 comments 10 shares Seen by 1.2K

👍 Like

🔗 Share

CUMULUS MEDIA MINERAL
TRAINING RECONCILIATION REPORT

Course Name	Complete Date	Job Title	Market
2021 Harassment Training - Managers	11/19/21	MARKET MANAGER	Knoxville

Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination



Todd McCarty ▸ Cumulus Market Managers

June 15, 2021 · 🌐



Market Managers and RVPs,

As Mary mentioned on the last Market Manager call, education is critical in our mission to becoming a more diverse, equitable and inclusive company. We're excited to roll out phase one of our DEI training which is specifically for leadership in our company.

We are requiring that all Market Managers/RVPs attend two different sessions. The first session is titled Race and Allyship in the Workplace and the second is Managing Unconscious Bias. Brief descriptions for the sessions are below.

The sessions:

Race & Allyship in the Workplace is an in-depth discussion about the current cultural climate surrounding race and what it means to ally. Managing Unconscious Bias is a fast-paced and interactive exploration of our unconscious biases, their impact on our work, and tactics for addressing them. Your facilitator, Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management and leadership training, all with a focused lens of diversity and inclusion. He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

Subject: Managing Unconscious Bias | CUMULUS MEDIA
Location: See information below

Start: Wed 8/18/2021 11:00 AM
End: Wed 8/18/2021 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Todd McCarty

Required Attendees Eric Mastel; Chris Moreau; John Rowe; Don Boyd; Ken Salyer; Bill Kelly; Marv Nyren; Bruce Law; John Spilman; Beth Coughlin; Eric McCart; Lindy Parr; Shannon Urton; Pat Galloway; John Lewis; Sommer Frisk; Larry Blumhagen; Bob Goodell; Shelly Wilkes; Dot Ealy; James Robinson; Jim Riley; Alex Cadelago

Managing Unconscious Bias | CUMULUS MEDIA

This 3-hour program is a fast-paced and interactive exploration of our unconscious biases, their impact on our work, and tactics for addressing them. Your facilitator, Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management training, leadership, all with a focused lens of diversity and inclusion. He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

The workshop is anchored by three learning objectives:

- Build our awareness and understanding of our unconscious biases, so that we can become better students of our own behavior (i.e. we can catch ourselves in biased moments so others don't have to)
- Establish a shared language and framework for discussing bias, in a safe and constructive way
- Commit to incremental individual changes that add up to significant collective changes in any organization

Brooks E. Scott is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84492147552?pwd=UUNUaXZaZ0RMeDV0R09NlUXQvYmIhZz09>

Meeting ID: 844 9214 7552

Passcode: 517321

One tap mobile

+14086380968,,84492147552#,,,,*517321# US (San Jose)

+16699006833,,84492147552#,,,,*517321# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 844 9214 7552

Ken Salyer

From: Josh Ward <joshjward@gmail.com>
Sent: Friday, April 28, 2023 11:06 AM
To: Ken Salyer
Subject: [EXT]Fwd: Rock Solid Sports Interview

📧 You don't often get email from joshjward@gmail.com. [Learn why this is important](#)

----- Forwarded message -----

From: Levering, Chloe <clever1@vols.utk.edu>
Date: Fri, Oct 8, 2021 at 11:10 AM
Subject: Rock Solid Sports Interview
To: <joshjward@gmail.com>

Hello Josh,

I loved hearing your advice and experiences in Professor Canever's class last Tuesday! I am an aspiring sports journalist so I very much valued your time. I am an intern at WUTK and our sports show, Rock Solid Sports, airs every Monday, Wednesday, and Friday night from 7-8 p.m. I was wondering if you would like to join one night soon for a guest interview? We would love to talk about anything Vol-sports related and whatever else you might like!

We have multiple ways of joining, including live in-person interviews in the studio, or through the live streaming website Streamyard.

Additionally, if 7-8 p.m. on Monday, Wednesday, or Friday does not work for you, we can pre-record an interview at your convenience.

We hope you can join!
Chloe Levering

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you know the sender and you are sure the content is safe. Please report the message using the Report Message feature in your email client if you believe the email is suspicious.

WOKI(FM), WNML(AM), WNML-FM, WIVK-FM
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023

III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On May 24, 2022, our Business Manager as well as our HR Business Partner participated in a presentation conducted by Cumulus Media Inc.’s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, “The FCC’s Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners.” The FCC’s EEO recruitment, record-keeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On March 9, 2023, our Market Manager, who was unavailable when this training originally occurred on May 24, 2022, viewed the recorded presentation conducted by Cumulus Media Inc.’s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, “The FCC’s Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners.” The FCC’s EEO recruitment, record-keeping, and reporting requirements were reexamined and reinforced.
3	Management-level training regarding Diversity, Equity, and Inclusion	During the months of April and May of 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed three segments entitled “Unconscious Bias,” which addressed the meaning of Unconscious Bias – what it is, the types of Unconscious Bias, and how to overcome it.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding Diversity, Equity, and Inclusion	During the month of August 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a ThinkZoom course on-line which included five separate segments dealing with Anti-Racism entitled: the Anti-Racism Continuum; Color-Blindness and Why it Doesn't Work; Calling In vs. Calling Out People; Learning to Listen and Listening to Learn; and, Keeping the Momentum going. Each session is designed to offer specific ways every individual can contribute to the ongoing fight against racism.
5	Management-level training regarding Diversity, Equity, and Inclusion	During the months of November/December 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a Think Mineral course on-line titled: <i>Your Role in Workplace Diversity</i> . The training reinforced the many personal and professional benefits of working in a diverse and inclusive workforce and introduced the key concepts of allyship and how to advocate for diversity, equity, and inclusion.
6	Management-level training regarding Diversity, Equity, and Inclusion	On January 25, 2023, our SEU's Market Manager participated in a facilitated session and presentation conducted by a Diversity, Equity, and Inclusion ("DEI") advisory firm, H3C, entitled, <i>Cumulus Media Interactive Leadership DEI Sessions</i> . This session was a re-fresher which re-enforced and built upon the concepts of what Diversity, Equity, and Inclusion are as well as a re-cap regarding Anti-Racism and Bias & Microaggressions, which we learned about through both our initial facilitated sessions and our subsequent video trainings.
7	Participate in event sponsored by or on behalf of an educational institution relating to career opportunities in broadcasting	On October 18, 2022, our SEU's Operations Manager was invited to speak to a group of students studying Broadcasting at the University of Tennessee about careers opportunities in Media. He shared information about the company, his position within the company, and what it takes to be successful in media, emphasizing the ever-increasing role technology plays in the industry.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
8	Participate in Job Fair	<p>On August 30, 2022, our SEU's Promotions Director attended the University of Tennessee, Knoxville Part-Time Job Fair, which took place on the Knoxville campus and was hosted by the University's Center for Career Development and Academic Exploration. He shared information about career opportunities in media as well as the education/skill sets necessary for success in the industry, with an emphasis on radio broadcasting. He also discussed part-time and full-time positions available within the Knoxville SEU and accepted resumes from students who expressed an interest in employment.</p>

Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination



Amber Hodgson uploaded a file in the group: Cumulus Legal Department

May 24, 2022



FCC EEO Training Webinar from May 24, 2022

The FCC EEO training PowerPoint materials from today's webinar are attached. The recording of the webinar will be linked in a comment below. Please let the Legal team know if you have any questions!



*Your Guide to Compliance
for Cumulus Market Managers, Business Managers & HR Business Partners*

May 24, 2022



Ken Salyer

From: Jeff Jarnigan
Sent: Friday, April 28, 2023 11:02 AM
To: Ken Salyer
Subject: Fw: [EXT]Class tomororow

From: Jeff Jarnigan <Jeff.Jarnigan@cumulus.com>
Sent: Tuesday, March 7, 2023 11:46 AM
To: Ken Salyer <Ken.Salyer@cumulus.com>
Subject: Fwd: [EXT]Class tomororow

Spoke to a class of 20 at UT in Broadcast Department 10-18-2022.

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Smith, Benny (Benny Smith) <bigorangebenny@utk.edu>
Sent: Monday, October 17, 2022 11:43:26 AM
To: Jeff Jarnigan <Jeff.Jarnigan@cumulus.com>
Subject: RE: [EXT]Class tomororow

Oh yes, there will be questions, and I will be happy to help drive the convo, as well. Yep, will meet you there around 2 pm. Thanks, again!!

From: Jeff Jarnigan <Jeff.Jarnigan@cumulus.com>
Sent: Monday, October 17, 2022 11:25 AM
To: Smith, Benny (Benny Smith) <bigorangebenny@utk.edu>
Subject: Re: [EXT]Class tomororow

I'm really not a long period speaker. Telling my background and answering questions is far more my norm. I can cover the topics in your notes and let them quiz me all they wish.
So, you'll meet me at the entrance to circle park? I'll need the parking clearance.

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Smith, Benny (Benny Smith) <bigorangebenny@utk.edu>
Sent: Monday, October 17, 2022 10:56:06 AM
To: Jeff Jarnigan <Jeff.Jarnigan@cumulus.com>
Subject: [EXT]Class tomororow

Good morning, Jeff! Hoping all is well on this amazing Monday, and looking forward to you speaking with my class, tomorrow. Hoping that still works for you? I can meet you in Circle Park at 2 PM, if OK? Let me know, and I have attached some ideas on talking points, etc. I really appreciate it, and I know the students are looking forward to it!!

My cell is 865-712-6732

Thanks!!

7

Talking points for Jeff Jarnigan:

Tue, Oct. 18 2:30 p.m. – 3:45 p.m. HSS Room 61

- The class is "Voice For Radio, TV, and Podcasting," so it is mainly upperclassmen.
- Obviously, we want to hear your journey to how you began in radio, and how you got to where you are now.
- Your duties as Ops Manager at Cumulus Media
- Talk about the formats under your roof, and the types of vocal styles you look for in each one for the respective announcers.
- A couple of your broadcasting heroes or mentors, and why.
- How do we get the younger crowd to tune back in to radio more often?
- The responsibility of being the Flagship Station of Tennessee Athletics.
- Your experience as the PA announcer at Neyland and T-BA!
- How did you acquire those positions?
- How was it filling Bobby Denton's shoes?
- Was this past Saturday night the best game you have ever called?
- What do these students need to be doing now to get a career in broadcasting started?
- Feel free to bring any Cumulus swag.

Benny Smith
General Manager & Program Director
Volunteer Radio 90.3 "The Rock" * WUTK-FM
1331 Circle Park
P-105 Andy Holt Tower
University of Tennessee
Knoxville, Tennessee 37996-0333
ph# (865) 974-2228
cell# (865) 712-6732
E-mail: bigorangebenny@utk.edu
AOLIM: bigorangebenny
<http://www.wutkradio.com>
<https://www.facebook.com/wutkfm>

Voted "**Knoxville's Best Radio Station**" 2006-2014 *Metro Pulse* Best of Knoxville Awards, 2015-2021 *Blank Newspaper's* Knoxville's Finest Awards, 2015 & 2016 *Knoxville Mercury's* Top Knox Awards

Ranked the "**Sixth Best College Radio Station in the the U.S.**" in 2016 by Value Colleges

Ranked one of the "**Top 20 Best College Radio Stations**" in the U.S. in 2020 by Best College Reviews

CONFIDENTIALITY NOTICE:

This e-mail message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. You may NOT use, disclose, copy or disseminate this information. If you are not

Ken Salyer

From: Chandler Emerson
Sent: Tuesday, May 9, 2023 10:55 AM
To: Ken Salyer
Subject: Fw: [EXT]RE: UTK Job Fair Today

Chandler Emerson
Promotions Director
Cumulus Radio Station Group | Knoxville
O. 865.212.4698
4711 Old Kingston Pike, Knoxville, TN, 37919
cumulusmedia.com
chandler.emerson@cumulus.com



KNOXVILLE



From: Jeter, Joann <jjeter@utk.edu>
Sent: Tuesday, August 30, 2022 9:43 AM
To: Chandler Emerson <Chandler.Emerson@cumulus.com>
Subject: [EXT]RE: UTK Job Fair Today

Hi Chandler,
An employer has cancelled for today. Yes, my come to UTK Part-Time Job Fair. I wanted to let you know the maps have already been printed and your name will not be on them. However, students will see your company name at check-in. The cost is \$150.00 we will bill you later or you maybe bring a check or credit card. Below is confirmation information if you decided to come.

Please let me know.
Thank you .
Joann

Joann Jeter
Assistant Director, Job Location & Development (Part-Time Student Employment)
Center for Career Development and Academic Exploration
201 Student Union
1015 Phillip Fulmer Way
Knoxville, TN 37996
<https://studentsuccess.utk.edu/career/>
865-974-5435



Thank you for registering for our Part-Time Job Fair scheduled for Tuesday, August 30th, 2022!

This email confirms your registration for the Part-Time Job Fair (PTJF) event held at The University of Tennessee, Knoxville. The PTJF will be from 1:00-4:00pm and will be held in the Student Union – Ballroom, which is located at 1502 Cumberland Ave, Knoxville, TN 37996.

Set-up Time for the Part-Time Job Fair:

Set-up time is between 12pm-1pm. You will have an eight” table for your use. We will have staff and signage in strategic locations to assist you.

Parking Information:

Volunteer Hall Garage is located at 1545 White Ave., Knoxville, TN 37996.

UNLOADING: If you have items you wish to unload you may do so by coming down Phillip Fulmer Way from Cumberland Avenue. Look for sandwich boards to direct you where to turn into the loading dock area of the Student Union. We will have staff in that area to assist with unloading. We will take your materials to your table while you park, in the Volunteer Hall Public Parking Garage.

PARKING: Parking for the event will be in the Volunteer Hall Public Parking Garage located on White Avenue directly behind the Panhellenic Building. Please see the next page for a map and directions to the Student Union Ballroom. You will receive a ticket as you enter the garage, and we will provide a voucher for free parking. If you DO NOT receive a ticket as you enter or say the “arm is up”, you are in the wrong garage. Use this address for GPS driving instructions: 1545 White Avenue, Knoxville, TN 37916

SHARE INFORMATION: Please share this information with all employer representatives who will be attending the Part-Time Job Fair on August 30th hosted by the Center for Career Development and Academic Exploration and First Year Programs.

Food:

Light snacks will be available before and during the PTJF. Additional food is available in the Student Union for purchase.

Thank you – Joann Jeter

865-974-5435

jjeter@utk.edu