

Date: 4-26-2024

Memo to:  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

Re: Equal Employment Opportunity (EEO) March 2024 Broadcast EEO Audit.  
**Attachments referenced and included: Attachment A, B, and C**

SM-KYQQ-FM, LLC, and a wholly-owned subsidiary of SummitMedia LLC ("Summit") hereby responds to the FCC's March 2024 Audit letter directed to the above-referenced station. KYQQ is part of a single employment unit with the following stations, each of which is licensed to another wholly-owned subsidiary of Summit: KFXJ-FM/KYQQ-FM/KFDI-FM/KICT-FM/KFTI-FM.

This employment unit currently consists of eighteen (18) full-time employees. Accordingly, Summit hereby responds to each of the applicable lettered paragraphs of the Audit Letter:

2(b):

- (i) Copies of the employment unit's two most recent EEO Public File Reports dated 2/1/2022-1/31/2023 and 2/1/2023-1/31/2024 are also included in **Attachment A**.
- (ii) Unit website addresses: Copies of the employment unit's two most recent EEO Public File Reports dated 2/1/2022-1/31/2023 and 2/1/2023-1/31/2024 are available on KYQQs website at the address: <https://publicfiles.fcc.gov/fm-profile/KYQQ/equal-employment-opportunity-records/additional-documents/eo-public-file-reports/fb8cb1d0-558f-34d3-6908-5c10b1363d4a>

<b>KFXJ-FM</b>	<a href="https://www.classicrock1045.fm/">https://www.classicrock1045.fm/</a>
<b>KYQQ-FM</b>	<a href="https://www.radiolobo1065.com/">https://www.radiolobo1065.com/</a>
<b>KFDI-FM</b>	<a href="https://www.kfdi.com/">https://www.kfdi.com/</a>
<b>KICT-FM</b>	<a href="https://www.t95.com/">https://www.t95.com/</a>
<b>KFTI-FM</b>	<a href="https://www.classiccountry1070.com/">https://www.classiccountry1070.com/</a>
<b>Corporate</b>	<a href="https://www.summitmediacorp.com">https://www.summitmediacorp.com</a>

- (iii) Unit had 10 full-time positions filled during the reporting period. Included in **Attachment B** is supporting documentation. Copies of all communications announcing the job openings listed in the employment, as reflected in the EEO

Public File Reports. Documents are generally organized according to position, as reflected in the EEO Public File Reports.

<b>Job Title Description</b>	<b>Hire/Rehire Date</b>
Sales Account Executive	04/20/2022
Program Director	05/16/2022
Sales Account Executive	08/22/2022
Sales Account Executive	08/29/2022
Sales Manager	09/06/2022
Sales Account Executive	12/05/2022
Promotions Director	01/03/2023
Sales Account Executive	02/27/2023
Sales Account Executive	05/22/2023
Sales Account Executive	06/26/2023

- (iv) The requested information regarding the total number of interviewees for each vacancy and the referral source for each interviewee is included in **Attachment A** with supporting documentation in **Attachment B** - note that Sales Account Executive openings had several interviews and hires made during the same recruiting/reporting period and are noted together in some documentation.
- (v) Unit had nine (9) recruitment initiatives over the time period, with included supporting documentation in **Attachment C**.
- (vi) The unit is not aware of any pending or resolved discrimination complaints filed against the employment unit during the period of time covered by this response.
- (vii) When a station or the employment unit as a whole identify a job need, an initial job description and job advertisement are prepared by the employment unit's VP/Chief People Officer based on consultation with the manager requesting the hire. After completion of the initial job description, the description is sent to the Department Head of the department requesting the hire for review and to determine whether there are any suggested recruitment sources that should be used in addition to Summit's standard sources. Once the Department Head has approved the job description, a job requisition form is submitted to the VP-Finance and VP-Chief People Office, who both oversee the EEO program. The VP-CPO works with the unit's Department Head to notify all recruitment sources. The hiring team reviews applications, schedules and conducts interviews as appropriate. Before making any offer, the Department Head must provide the VP-CPO and the VP Finance with complete documentation of the EEO outreach efforts related to the position. In all job postings, Summit includes a statement confirming that it offers equal employment opportunity to all qualified applicants. Summit also makes employees aware of its EEO policies through new employee training, including a Policy Manual given to each new hire.

(viii) SummitMedia and SEU's have conducted self-audits of our EEO policies to review and correct any deficiencies with our recruitment efforts, recruitment sources list, recruitment initiatives, and our public filing process. Participating unit management includes our VP/Chief People Officer, VP/Finance, Payroll and Benefit Specialist, and the SEU Business Manager and General Manager. Self-audit and review meetings took place on 11-17-2022, 1-19-2023, 3-8-2023, 4-6-2023, 6-29-2023, 1-5-2024, and 3-7-2024 to specifically discuss EEO compliance. Ongoing efforts were established to conduct both 6 month and 11 month self-audit reviews. The unit also engages with its employees to seek feedback on the effectiveness of its recruitment efforts and to seek input with respect to its EEO policies and to identify additional resources to be used in connection with recruitment. Finally, the unit works closely with educational institutions in the community as well as the state broadcast association to both reach out to potential applicants joining the workforce and to ensure Summit's recruiting practices remain germane to the next generation of broadcasters.

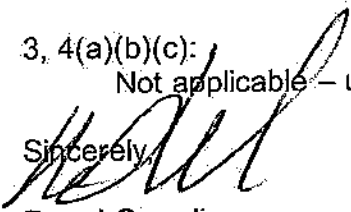
(ix) The unit has implemented a number of policies to analyze the employment unit's pay, benefits, seniority practices, promotions, and selection techniques to ensure that they provide equal opportunity and do not have a discriminatory effect. Summit's employee manual details the company's non-discriminatory measures for pay, benefits, seniority, and promotions. All new employees are given formal performance evaluations after a 180-day training period, and all employees are evaluated verbally on an ongoing basis by their supervisors. Special written evaluations may also be conducted to advise employees of any performance or disciplinary problems. Summit will continue to evaluate and revise these processes as necessary to ensure equal opportunity is provided. Summit is not party to any union agreements at the employment unit.

(x) Not applicable – unit is not a religious broadcaster.

3, 4(a)(b)(c):

Not applicable – unit has no time brokerage agreements.

Sincerely,

  
Darryl Grondines  
Senior Vice President Finance  
SummitMedia LLC

## **Attachment A**



**KFDI-FM, KFTI(AM), KFXJ(FM), KICT-FM, KYQQ(FM)**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2023 – January 31, 2024**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Sales Account Executive	1-8, 14	3
Sales Account Executive	1-8, 14	4
Sales Account Executive	1-8, 14	6

**KFDI-FM, KFTI(AM), KFXJ(FM), KICT-FM, KYQQ(FM)  
EEO PUBLIC FILE REPORT  
February 1, 2023 – January 31, 2024**

**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	<b>Summit Corporate Website</b> www.summitmediacorp.com	No	0
2	<b>SummitMedia Employee Referral</b>	No	3
3	<b>SummitMedia Direct Recruited/Cold-Called</b>	No	1
4	<b>General Word of Mouth Referral</b>	No	1
5	<b>LinkedIn</b> www.linkedin.com	No	4
6	<b>Indeed</b> www.indeed.com	No	10
7	<b>Handshake.com</b> 225 Bush St 12th floor San Francisco, CA	No	0
8	<b>NASBA/Careerpage.org</b>	No	0
9	<b>KAB – Kansas Association of Broadcasters</b> Kab.net	No	0
10	<b>All Access Website</b> www.allaccess.com	No	0
11	<b>Ramp247</b> Ramp247.com	No	0
12	<b>Radio-Online</b> www.radio-online.com	No	0
13	<b>Radio Insight</b> www.radioinsight.com	No	0
14	<b>SummitMedia Career Fair</b> (see Section III)	No	0
15	<b>Other Career Fairs</b> (see Section III)	No	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>19</b>

**KFDI-FM, KFTI(AM), KFXJ(FM), KICT-FM, KYQQ(FM)**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2023 – January 31, 2024**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
<b>1</b>	Host a Job Fair	<p>On April 11, 2023, our SEU hosted a virtual career fair. This event was heavily promoted in the weeks before the event using on-air and online website postings, as well as a press release for the greater community. Four areas of focus were offered - sales, programming, promotions, and internships. All participants were scheduled for an interview on the day of the event (or if not available, they were directed to our Talent Bank for follow up). Interviewees were conducted via MS Teams or by phone. All participants were also offered the chance to participate in an informational interview to learn about different careers in radio. The SEU was very pleased by the local response to this recruiting event.</p>
<b>2</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	<p>On February 16, 2023, our SEU’s Business Manager participated in a webinar sponsored by the Kansas Association of Broadcasters, regarding the FCC’s EEO reporting obligations. Requirements for stations/SEU’s that employ five or more full-time employees were discussed that included wide dissemination of information about full-time job openings as well as supplemental recruitment initiative involvement.</p>

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
3	Participate in Job Fair	<p>On October 26, 2023, our SEU participated in a virtual career fair hosted by the American Athletic Conference, which includes Wichita State University. Wichita State University students were invited to either participate in live group chats or schedule a 15-minute interview on the day of the Fair. Our hiring manager was available to interact with participating students and inform them about the various career opportunities in radio and media including sales, programming, promotions, and our summer internship program. Our SEU was pleased with the interest shown in this event and all participants were encouraged to visit SummitMedia's talent-bank to obtain information about current and future job openings.</p>
4	Participate in Job Fair	<p>On October 25, 2023, our SEU participated in a career fair hosted by Wichita State University, in partnership with Emporia State University and Washburn University. This event took place virtually using an online forum. Our Promotions Director conducted one-on-one 10- minute video sessions with students and shared information about careers in radio, the SEU's internship program, and provided them with contact information as well as Summit Media's application link to use if interested in applying for employment or an internship.</p>
5	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	<p>During the month of December 2023, our SEU's Market President, Operations Manager, and Sales Manager reviewed the webinar and accompanying documentation provided by Broadcast 1 Source/Media Staffing Network and Wilkinson Barker Knauer LLP about the FCC's EEO requirements. The webinar and documents described how licensees can meet FCC obligations by engaging in wide dissemination of information about full-time job openings as well as outreach activities designed to educate the public about broadcast employment.</p>

**KFDI-FM, KFTI-AM, KFXJ-FM, KICT-FM, KYQQ-FM**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Sales Account Executive (3 hires)	1, 3, 5, 6, 11	1, 5, 5
KICT Program Director	1, 3, 5, 9	9
Sales Manager	1, 3, 5, 6, 12	5
Sales Account Executive	1, 3, 5, 6, 13	5
Promotions Director	1, 2, 3, 5, 6, 9	2

**KFDI-FM, KFTI-AM, KFXJ-FM, KICT-FM, KYQQ-FM  
EEO PUBLIC FILE REPORT  
February 1, 2022 – January 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	<b>Indeed Website</b> www.indeed.com	No	10
2	<b>LinkedIn Website</b> www.linkedin.com	No	1
3	<b>Summit Corporate Website</b> www.summitmediacorp.com	No	2
4	<b>Internal Job Posting</b> 4200 N. Old Lawrence Rd. Wichita, KS 67219	No	
5	<b>Employee Referrals</b>	No	10
6	<b>Handshake.com</b> 225 Bush St 12th floor San Francisco, CA	No	
7	<b>Networking Referrals</b>	No	
8	<b>Walk-In Applicants</b>	No	
9	<b>All Access Website</b> Allaccess.com	No	12
10	<b>Ramp247</b> Ramp247.com	No	
11	<b>KAB – Kansas Association of Broadcasters</b> Kab.net	No	
12	<b>Media Staffing</b>	No	2
13	<b>Google Search</b>	No	1
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>38</b>

**KFDI-FM, KFTI-AM, KFXJ-FM, KICT-FM, KYQQ-FM**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
<b>1</b>	Career Fair	The Operations Manager attended the Kansas Associations of Broadcasters Career Fair on 4/7/22 held at the University of Kansas. He was there to speak with candidates interested in pursuing careers in radio broadcasting
<b>2</b>	Community Events	General Manager attended the Kansas Associations of Broadcasters Career Fair on 4/7/22 held at the University of Kansas and He was a guest speaker on careers in advertising sales and radio careers. He also spoke individually with candidates interested in pursuing the field.
<b>3</b>	Internship	In 2022, the SEU hosted a paid intern from Wichita State University to our promotions assistant position. She shadowed out Promotions Director and Operations Manager to learn about running contests, event setup, listener paperwork, etc.
<b>4</b>	Youth Tour	On 4/23/2022 the General Manager brought in 14 kids from the League 42 youth baseball team. The community youth group was able to tour the studios, learn about on-air and programming, as well as other areas of the station's facilities. They were educated on the many different careers in radios, such as production, engineering, programming, and sales/marketing. There was the opportunity for the group to ask questions. The GM and group leader were very pleased with the event.

## **Attachment B**





## EEO CHECKLIST FOR JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of Summit Website Advertisement

NOTE: Resumes received from, and employment applications completed by, all interviewed candidates must be kept in a file separate from the job recruitment file.

*Christina [Redacted]*

EEO Manager

*8/23/22*

Date Filed

# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

From:

Date: 10/14/2021

Dept: Sales

Job Title of Open Position: Account Executive

Date required:

Full Time

Part Time

Replacement

New Position

Budgeted  Yes  No

Posting for internal board:

### RESPONSIBILITIES:

SUMMITMEDIA -- Wichita, KS is seeking a skilled Bilingual Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Bilingual Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Bilingual Account Executive is viewed as the clients most trusted consultant and primary point of contact. As part of a collaborative, team approach, the Bilingual Account Executive will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Serving the largest and most loyal audience of listeners and clients in Wichita, KS--the five-station group of KFDI 101.3, T95 95.1 KICT-FM, 104.5 The Fox KFXJ-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM-- offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

Responsibilities for Bilingual Account Executive

- Uncover leads and contact prospects
- Meets with customers in person, via telephone, email or video
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges
- Work with team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and strategy team, including scheduling meetings

- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics
- Ensure all customer orders, copy, payment are submitted by key deadlines

Qualifications for Bilingual Account Executive

- A Bachelor's degree in marketing, communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast paced environment
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

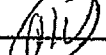
Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager  Date: 10/14/21

VP/Finance  Date: \_\_\_\_\_

10/14/21

## **SummitMedia Marketing Strategy Lead**

### **Overview**

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

### **Responsibilities for Marketing Strategy Lead**

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

## Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Please send resumes to [Careers@SummitMediaCorp.com](mailto:Careers@SummitMediaCorp.com) to apply.

### About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Jobs Candidates Messages Virtual Recruiting Assistant <sup>beta</sup>

Search candidates

Post a job

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## Account Executive

SummitMedia LLC - Wichita, KS

Sponsor this job

Edit job

Status: Open



### Details

Created: October 15, 2021

Views: 0

Candidates: **0 total**

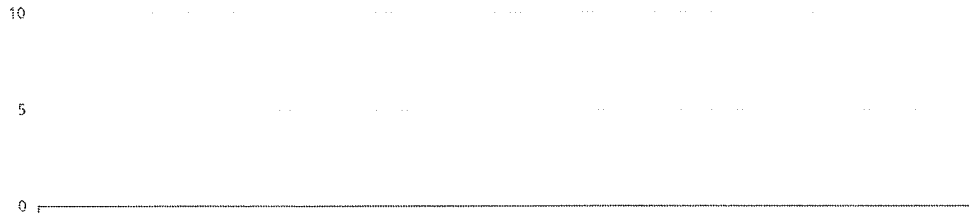
Add a candidate

Find candidates

### Clicks

#### Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week

0

Sponsor job for more clicks

Improve job description

### Budget

Job budget: Not sponsored

Sponsor job

### Candidates

Awaiting Review  
**0**

Total (excluding rejected)  
**0**

0 Rejected

### Job description

SUMMITMEDIA -- Wichita, KS is seeking a skilled Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

An Account Executive is viewed as the clients most trusted consultant and primary point of contact. As part of a collaborative, team approach, the Account Executive will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

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← Jobs (/jobs)

# Account Executive - Wichita KS

Job #5507079 • Created 10/15/2021 by Christa [redacted] • Expires 12/31/2021

Edit  
(/jobs/5507079/edit)

More Actions ▾

**Details (/jobs/5507079)**

**Schools (/jobs/5507079/schools)**

**Matches (/jobs/5507079/matches)**

## Basic Information

### Locations

Wichita, Kansas, United States

### Compensation

Paid

### Duration

Permanent

## Job Roles

Edit

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. Learn more (https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Advertising Sales Agents

## Job Description

Edit  
(/jobs/5507079/edit?initial\_page=1)

SUMMITMEDIA -- Wichita, KS is seeking a skilled Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

Expand

New Attachment (/jobs/5507079/attachments/new)

### Labels

Add label

Create new label

### Notes

View and add notes

### Tracking Code

No tracking code added

### Applicant Package Recipients

Will be listed as "Contacts" for Universities

Christa Obermite



✉ info@kab.net

☎ +1 785-235-1307

📍 214 SW 6th Ave #300, Topeka, Kansas 66603

👤 Member Login



# Kansas Association of Broadcasters



Account Executive

🏠 / account executive

## Account Executive

BY CHRISTA.OBERMITE    OCTOBER 15, 2021

Full Time    📍 Wichita    📅 Posted 9 seconds ago



**SummitMedia, LLC**

🌐 Website

SUMMITMEDIA — Wichita, KS is seeking a skilled Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people’s trust. The Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

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- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Apply at: [summitmediacorp.com/employment](https://summitmediacorp.com/employment). Send resume and cover letter to [careers.wichita@summitmediacorp.com](mailto:careers.wichita@summitmediacorp.com)


It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.


### What we do

Enhancing the success of Kansas broadcasters and helping them better serve the people of Kansas.

### Contact Info

 214 SW 6th Ave #300, Topeka, Kansas 66603

 Phone: +1 785-235-1307

 Email: [info@kab.net](mailto:info@kab.net)

Web: <https://kab.net>

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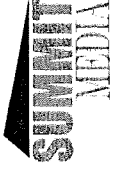
**INTERVIEWED APPLICANT REFERRAL SOURCE SHEET**

To the applicant: **SummitMedia LLC** is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

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1. Name: Sean M [REDACTED] 2. Date: April 1, 2022
3. Position Applied For: Account Executive
4. How were you referred for employment? Indirectly
  - School \_\_\_\_\_  
Name of School
  - Agency \_\_\_\_\_

- Employee \_\_\_\_\_  
Name of Agency
- Advertisement Linked In \_\_\_\_\_  
Name of Employee
- Community Organization \_\_\_\_\_  
Name of Publication
- Other \_\_\_\_\_  
Name



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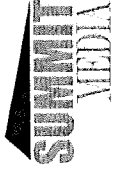
1. Name: LUGAS [REDACTED] 2. Date: 1/4/22
3. Position Applied For: marketing/promotions/sales
4. How were you referred for employment? indeed.com
  - School \_\_\_\_\_ Name of School
  - Agency \_\_\_\_\_ Name of Agency
  - Employee \_\_\_\_\_ Name of Employee
  - Advertisement \_\_\_\_\_ Name of Publication
  - Community Organization \_\_\_\_\_ Name
  - Other indeed.com



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1. Name: CINDY [REDACTED] 2. Date: 04/04/22
3. Position Applied For: \_\_\_\_\_
4. How were you referred for employment?
  - School \_\_\_\_\_ Name of School
  - Agency \_\_\_\_\_ Name of Agency
  - Employee \_\_\_\_\_ Name of Employee
  - Advertisement \_\_\_\_\_ Name of Publication
  - Community Organization \_\_\_\_\_ Name
  - Other TODD [REDACTED]



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1. Name: Christopher [REDACTED] 2. Date: 04/05/20

3. Position Applied For: Sales

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other Cell [REDACTED]





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1. Name: Elizabeth [REDACTED] 2. Date: 4/13/22
3. Position Applied For: Marketing acct. Executive
4. How were you referred for employment?
  - School \_\_\_\_\_ Name of School \_\_\_\_\_
  - Agency \_\_\_\_\_ Name of Agency \_\_\_\_\_
  - Employee \_\_\_\_\_ Name of Employee \_\_\_\_\_
  - Advertisement Indeed \_\_\_\_\_ Name of Publication \_\_\_\_\_
  - Community Organization \_\_\_\_\_ Name \_\_\_\_\_
  - Other \_\_\_\_\_



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1. Name: Steve [REDACTED] 2. Date: 7-14-22

3. Position Applied For: Marketing Strategy Lead

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement LinkedIn Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



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1. Name: MARIA [REDACTED] 2. Date: \_\_\_\_\_
3. Position Applied For: ACCOUNT EXECUTIVE
4. How were you referred for employment?
  - School \_\_\_\_\_  
Name of School
  - Agency \_\_\_\_\_  
Name of Agency
  - Employee TOPP [REDACTED] \_\_\_\_\_  
Name of Employee
  - Advertisement \_\_\_\_\_  
Name of Publication
  - Community Organization \_\_\_\_\_  
Name
  - Other \_\_\_\_\_



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For:

Name of Department: Sales

Person Preparing This Report:

Location:

Date Prepared:

Name/Tile of Hiring Mgr:

Table with 4 columns: DATE, NAME OF APPLICANT, REFERRED BY, DISPOSITION\*\*. Rows include dates like 4/1/22 and names like Sean Morrison, Lucas Kanady, etc.

\*\* DISPOSITION

- 1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Account Executive

FULL-TIME OR PART-TIME: Full - Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. Kab.net	
2. Indeed.com	4
3. Joinhandshake.com (list of schools attached)	
4. Employee Referral/Re-Hire	3
5. Summitmediacorp.com	

THREE HIRES MADE DURING THIS INTV PROCESS

DATE POSITION WAS FILLED: 8/22/22 4/20/22 8/29/2022

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral

[Services](#) [Markets](#) [Leadership](#) [Join Our Team](#)[Home](#)

Wichita

# Marketing Strategy Lead - Wichita

## Marketing Strategy Lead

### Overview

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

### Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects
- Meet with customers in person, via telephone, email, or video.
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges.
- Work with Strategy Team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and Strategy Team, including scheduling meetings.
- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics

#### Qualifications for Marketing Strategy Lead

- A Bachelor's degree in Marketing, Communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manor
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive a fast-paced environment.

- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Send resumes to [careers.wichita@summitmediacorp.com](mailto:careers.wichita@summitmediacorp.com)

### About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

### Sales

< **Marketing Strategy Lead - Greenville**      **Marketing Strategy Lead - Springfield** >

*Corporate Office*

2700 Corporate Drive, Suite 115,

Birmingham, AL 35242

(205) 322-2987

[Privacy Policy](#)

[Contest Rules](#)

[Visitor Agreement](#)

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## Contact Us




## EEO CHECKLIST FOR JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
  - Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of Summit Website Advertisement

NOTE: Resumes received from, and employment applications completed by, all interviewed candidates must be kept in a file separate from the job recruitment file.

  
EEO Manager

06/13/16 5/6/16  
Date Filed

# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

From: Justin Case

Date: 4/5/2022

Dept: Wichita Programming

Job Title of Open Position: KICT Program Director

Date required:

Full Time

Part Time

Replacement

New Position

Budgeted  Yes  No

Posting for internal board:

### RESPONSIBILITIES:

SummitMedia-Wichita is looking for a Full Time Program Director. This individual will guide the programming and oversee KICT XJ programming to ensure that the stations always sounds its best and meets the needs of listeners.

Education: Bachelor's degree in Communications, Radio Broadcasting, or a related field preferred.

Experience: Minimum 5 years programming experience. Knowledge of Mainstream Rock and Alternative required.

Skills & Abilities: Excellent written and verbal communication skills required. Critical listening skills required. Ability to evaluate and improve programming. Must have extensive knowledge of radio programming. Thorough understanding of marketing and brand management as it applies to radio programming. Proficient in use of high impact production elements. Solid understanding of Nielsen and research methodologies. Strong problem-solving abilities. Ability to maintain highest creative and ethical standards in a high-pressure environment. Ability to meet deadlines and strong detail orientation. Computer proficiency. Effective interpersonal skills and track record for managing high-performance teams. Must understand, embrace, and have demonstrated track record for utilization of digital and interactive platforms in addition to traditional media.

Responsibilities for KICT Program Director

- Proactively influence our culture, leading by example in demonstrating discipline, collaboration, empowerment, innovation, and creativity.
- Partner with the EVP of Programming and format-specific Brand and Content Leaders, on strategy, goals, and execution for KICT-FM.
- Contribute to long-term planning, vision implementation, strategy execution, prioritization, and team communication—influencing product and financial success, achieving goals and results with integrity and excellence.
- Daily on-air show and production duties. Weekend Voice Track show.

- Develop and produce on-demand content.
- Responsible for day-to-day programming activities of KICT-FM. Including content, promotions, and branding. Maintain consistency and the integrity of all streams, on-demand content, digital assets, and social media.
- Ensure music and imaging are targeted to the station's audience, including music and promo scheduling, air talent coaching, and scheduling.
- Manage music direction, develop and maintain song lists, and proper daily rotations using the designated music scheduling software.
- Research and brand understanding for KICT-FM. This includes but is not limited to, key insights, target audience, market position, and adjustments needed to keep the brand strong and the product best in class.
- Measure and evaluate marketing effectiveness utilizing Nielsen market data.
- Communicate and partner with the Market Managers on the station position and promotional and revenue-generating strategies.
- Ensure operational processes and structures are meeting our needs.
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
- Provide external leadership, representing Company while cultivating cross-functional communication that contributes to the company's goals, objectives, and strategies.
- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience.
- Regularly participate in and make appearances at promotional events, and concerts.
- Attendance at staff meetings.
- Carrying out other duties assigned to Employee by Company.

Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [justin.case@summitmediacorp.com](mailto:justin.case@summitmediacorp.com)

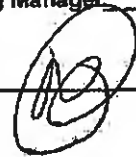
It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

**SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER**

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager \_\_\_\_\_ Date: \_\_\_\_\_

VP/Finance \_\_\_\_\_ Date: \_\_\_\_\_

  
4/8/22

**PROGRAM DIRECTOR:** Daily programming duties and include music scheduling, on-air show, and commercial production time.

SummitMedia-Wichita is looking for a Full Time Program Director. This individual will guide the programming and oversee KICT- FM programming to ensure that the stations always sounds its best and meets the needs of listeners. Responsible for development and implementation of station programming in conjunction with various departments. Plan and execute specials and programs for broadcast. Supervises radio on-air personnel; assigns on-air shifts; oversees the training of operators; evaluates employee performance and recommends disciplinary actions. Seeks out and selects programming for broadcast from a variety of vendors; maintains contracts with vendors for program broadcast rights. Interprets FCC policies that effect the on-air duties or performance of radio announcers and operators; oversees daily program logs and weekly syndicated programming; oversees review of station logs and discrepancy reports; advises Operations Manager of equipment and supply needs. Serves as a representative of the radio station at community and other public events or meetings. Maintains imaging on station and executes promotional plans; motivates and coaches high-profile talent. Works with Sales department on promotional and client campaigns as needed. Other duties as assigned.

**Education:** Bachelor's degree in Communications, Radio Broadcasting, or a related field preferred.

**Experience:** Minimum 5 years programming experience. Knowledge of Mainstream Rock and Alternative required.

**Skills & Abilities:** Excellent written and verbal communication skills required. Critical listening skills required. Ability to evaluate and improve programming. Must have extensive knowledge of radio programming. Thorough understanding of marketing and brand management as it applies to radio programming. Proficient in use of high impact production elements. Solid understanding of Nielsen and research methodologies. Strong problem-solving abilities. Ability to maintain highest creative and ethical standards in a high-pressure environment. Ability to meet deadlines and strong detail orientation. Computer proficiency. Effective interpersonal skills and track record for managing high-performance teams. Must understand, embrace, and have demonstrated track record for utilization of digital and interactive platforms in addition to traditional media.

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MIGHTY BRAND! T95 Wichita ROCK PD / On-Air

Moderator: mpaulsen68

Search this topic.

1 post • Page 1 of 1

MIGHTY BRAND! T95 Wichita ROCK PD / On-Air

by casejustin • Tue Apr 12, 2022 2:28 pm

We're looking for a leader who understands ROCK and wants to be part of our community. An individual who will keep our brand out front and on top. In the FEB Nielsen, T95 was #1 A25-54 total week and dominates with men.

You'll have research and strong support to help build your career for future growth in our multimedia company.

If you are ready to enter the transfer portal, I want to hear from you. Great station, great ROCK town, and competitive benefits.

Audio package & work history to justin.case@summitmediacorp.com. Put "ROCK WICHITA" in the subject line. Official job posing https://bit.ly/37eXx1p

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casejustin

Posts: 22  
Joined: Tue Apr 03, 2012 9:44 pm  
Contact



GET A CUSTOMIZED HOME INSURANCE QUOTE TODAY



1 post • Page 1 of 1

Jump to

Return to "Job Archives"



# KICT Program Director

SummitMedia LLC  
Wichita, KS 67219  
Full-time

[Apply now](#)

## Job details

### Job Type

Full-time

## Qualifications

- US work authorization (Required)
- Bachelor's (Preferred)

## Benefits

*Pulled from the full job description*

Health insurance

Dental insurance

401(k)

Paid time off

Vision insurance

401(k) matching

Life insurance

## Indeed's salary guide

- Not provided by employer
- \$43K to \$54.4K per year is Indeed's estimated salary for program director in Wichita, KS 67219.

[Report inaccurate salary](#)

## Full Job Description

SummitMedia-Wichita is looking for a Full Time Program Director. This individual will guide the programming and oversee KICT XJ programming to ensure that the stations always sounds its best and meets the needs of listeners.

Education: Bachelor's degree in Communications, Radio Broadcasting, or a related field preferred.



**Experience:** Minimum 5 years programming experience. Knowledge of Mainstream Rock and Alternative required.

**Skills & Abilities:** Excellent written and verbal communication skills required. Critical listening skills required. Ability to evaluate and improve programming. Must have extensive knowledge of radio programming. Thorough understanding of marketing and brand management as it applies to radio programming. Proficient in use of high impact production elements. Solid understanding of Nielsen and research methodologies. Strong problem-solving abilities. Ability to maintain highest creative and ethical standards in a high-pressure environment. Ability to meet deadlines and strong detail orientation. Computer proficiency. Effective interpersonal skills and track record for managing high-performance teams. Must understand, embrace, and have demonstrated track record for utilization of digital and interactive platforms in addition to traditional media.

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- Develop and produce on-demand content.
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- Manage music direction, develop and maintain song lists, and proper daily rotations using the designated music scheduling software.
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- Measure and evaluate marketing effectiveness utilizing Nielsen market data.
- Communicate and partner with the Market Managers on the station position and promotional and revenue-generating strategies.
- Ensure operational processes and structures are meeting our needs.
- Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses.
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- Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience.
- Regularly participate in and make appearances at promotional events, and concerts.
- Attendance at staff meetings.
- Carrying out other duties assigned to Employee by Company.

Apply at: [summitmediacorp.com/employment](https://summitmediacorp.com/employment).



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Job Type: Full-time

#### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

#### Schedule:

- Monday to Friday
- Weekend availability

#### Ability to commute/relocate:

- Wichita, KS 67219: Reliably commute or planning to relocate before starting work (Preferred)

#### Education:

- Bachelor's (Preferred)

Work Location: One location

## Hiring Insights

Hiring 1 candidate for this role

### Job activity

Posted Today

Today

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

## Report job

[Program Director jobs in Wichita, KS](#)

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1. Name: Andrew [REDACTED] 2. Date: 4/24/22

3. Position Applied For: Program Director

4. How were you referred for employment?

- School \_\_\_\_\_ Name of School \_\_\_\_\_
- Agency \_\_\_\_\_ Name of Agency \_\_\_\_\_
- Employee \_\_\_\_\_ Name of Employee \_\_\_\_\_
- Advertisement All Access \_\_\_\_\_ Name of Publication \_\_\_\_\_
- Community Organization \_\_\_\_\_ Name \_\_\_\_\_
- Other \_\_\_\_\_



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1. Name: Phyllis [REDACTED] 2. Date: 4/19/22
3. Position Applied For: Program Director and on-air talent for T95
4. How were you referred for employment?
  - School \_\_\_\_\_ Name of School \_\_\_\_\_
  - Agency \_\_\_\_\_ Name of Agency \_\_\_\_\_
  - Employee \_\_\_\_\_ Name of Employee \_\_\_\_\_
  - Advertisement \_\_\_\_\_ Name of Publication \_\_\_\_\_
  - Community Organization AM ACCESS Name \_\_\_\_\_
  - Other \_\_\_\_\_



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1. Name: Julie Koehfies 2. Date: 7/25/22

3. Position Applied For: \_\_\_\_\_

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement ALLACCESS.COM Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



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1. Name: Rachael [REDACTED] 2. Date: 4 27 22

3. Position Applied For: \_\_\_\_\_

4. How were you referred for employment?

School \_\_\_\_\_  
Name of School

Agency \_\_\_\_\_  
Name of Agency

Employee Anthony [REDACTED]  
Name of Employee

Advertisement \_\_\_\_\_  
Name of Publication

Community Organization \_\_\_\_\_  
Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Raz 2. Date: April, 25 - 22

3. Position Applied For: T95 Program Director

4. How were you referred for employment?

School \_\_\_\_\_  
Name of School

Agency \_\_\_\_\_  
Name of Agency

Employee \_\_\_\_\_  
Name of Employee

Advertisement Q11access.com  
Name of Publication

Community Organization \_\_\_\_\_  
Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Chris [redacted] 2. Date: 1-25-22

3. Position Applied For: TAS PD

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee Kevin [redacted] Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_





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1. Name: SR [REDACTED] 2. Date: 4/26/12

3. Position Applied For: Program Director

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement ALL ACCESS . com  
Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



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1. Name: CHRISTIAN [REDACTED] 2. Date: 4/27/22

3. Position Applied For: KIT-FM Program Director

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement All Access  
Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: MAX [REDACTED] 2. Date: Pine 4/26/22

3. Position Applied For: T95 PD

4. How were you referred for employment?

- School \_\_\_\_\_ Name of School
- Agency \_\_\_\_\_ Name of Agency
- Employee \_\_\_\_\_ Name of Employee
- Advertisement ALL ACCESS - CDM Name of Publication
- Community Organization \_\_\_\_\_ Name
- Other \_\_\_\_\_



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1. Name: JOHN BOYLE 2. Date: 4-26-22

3. Position Applied For: KICT PD

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement allaccess.com  
Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Don Harrison 2. Date: 4/24/22

3. Position Applied For: T95 PD

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement allaccess.com  
Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Drew [REDACTED] 2. Date: 4/25/22

3. Position Applied For: PROGRAM DIRECTOR

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement allaccess.com Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: GEORGE TENHOYER 2. Date: 4.13.22

3. Position Applied For: \_\_\_\_\_

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement ALLACCESS.COM  
Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Lance [REDACTED] 2. Date: 4.29.22

3. Position Applied For: \_\_\_\_\_

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee PETER [REDACTED] (JOHNNY [REDACTED])  
Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: JACKSON 2. Date: 4.11.22

3. Position Applied For: \_\_\_\_\_

4. How were you referred for employment?

- School KANSAS STATE / KU JOB FAIR  
Name of School
- Agency \_\_\_\_\_  
Name of Agency
- Employee SCOTT \_\_\_\_\_  
Name of Employee
- Advertisement \_\_\_\_\_  
Name of Publication
- Community Organization \_\_\_\_\_  
Name
- Other \_\_\_\_\_



**INTERVIEWED APPLICANTS TRACKING LOG**

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: *Kirt Program Dir.* Name of Department: *Sales Programming*

Person Preparing This Report: *Scott [redacted]* Location: *WICHITA*

Date Prepared: *5/6/22* Name/Title of Hiring Mgr: *Scott [redacted] OPERATIONS MGR.*

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
4 24 22	ANDREW [redacted]	ALLACCESS.COM	1
4 19 22	Phyllis [redacted]	" "	2
4 26 22	Julie [redacted]	" "	1
4 27 22	Rachael [redacted]	ANTHONY [redacted]	1
4 25 22	RAY [redacted]	ALLACCESS.COM	1
4 25 22	CHRIS [redacted]	" "	1
4 26 22	JR [redacted]	" "	1
4 27 22	CHRISTIAN [redacted]	" "	1
4 26 22	MAX [redacted]	" "	1
4 26 22	JOHN [redacted]	" "	1
4 24 22	DON [redacted]	" "	1

**\*\* DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



**INTERVIEWED APPLICANTS TRACKING LOG**

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Name of Department: Sales

Person Preparing This Report: Location:

Date Prepared: Name/Title of Hiring Mgr:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
4.25.22	DREW [REDACTED]	ALL ACCESS.COM	-1
4.13.22	GEORGE [REDACTED]	" "	1
4.29.22	LANCE [REDACTED]	JOHNNY [REDACTED]	1
4.11.22	JACKSON [REDACTED]	SCOTT [REDACTED]	1

- \*\* DISPOSITION**
- 1. Interviewed, no offer
  - 2. Interviewed, offer extended, and hired
  - 3. Interviewed, offer extended, but rejected



## RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

**Please read:** Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Account Executive

**FULL-TIME OR PART-TIME:** Full - Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. All Access	12
2. Indeed.com	
3. Employee Refereal	3
4. Summitmediacorp.com	

**DATE POSITION WAS FILLED:** 5/16/22

**REFERRAL SOURCE OF APPLICANT HIRED:** All Access

[Services](#) [Markets](#) [Leadership](#) [Join Our Team](#)[Home](#)

# Program Director - Wichita

**PROGRAM DIRECTOR:** Daily programming duties and include music scheduling, on-air show, and commercial production time.

SummitMedia-Wichita is looking for a Full Time Program Director. This individual will guide the programming and oversee KICT- FM programming to ensure that the stations always sounds its best and meets the needs of listeners. Responsible for development and implementation of station programming in conjunction with various departments. Plan and execute specials and programs for broadcast. Supervises radio on-air personnel; assigns on-air shifts; oversees the training of operators; evaluates employee performance and recommends disciplinary actions. Seeks out and selects programming for broadcast from a variety of vendors; maintains contracts with vendors for program broadcast rights. Interprets FCC policies that effect the on-air duties or performance of radio announcers and operators; oversees daily program logs and weekly syndicated programming; oversees review of station logs and discrepancy reports; advises Operations Manager of equipment and supply needs. Serves as a representative of the radio station at community and other public events or meetings. Maintains imaging on station and executes promotional plans; motivates and coaches high-profile talent.

Works with Sales department on promotional and client campaigns as needed. Other duties as assigned.

**Education:** Bachelor's degree in Communications, Radio Broadcasting, or a related field preferred.

**Experience:** Minimum 5 years programming experience. Knowledge of Mainstream Rock and Alternative required.

**Skills & Abilities:** Excellent written and verbal communication skills required. Critical listening skills required. Ability to evaluate and improve programming. Must have extensive knowledge of radio programming. Thorough understanding of marketing and brand management as it applies to radio programming. Proficient in use of high impact production elements. Solid understanding of Nielsen and research methodologies. Strong problem-solving abilities. Ability to maintain highest creative and ethical standards in a high-pressure environment. Ability to meet deadlines and strong detail orientation. Computer proficiency. Effective interpersonal skills and track record for managing high-performance teams. Must understand, embrace, and have demonstrated track record for utilization of digital and interactive platforms in addition to traditional media.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.





## EEO CHECKLIST FOR JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of Summit Website Advertisement

NOTE: Resumes received from, and employment applications completed by, all interviewed candidates must be kept in a file separate from the job recruitment file.

*Christina [Redacted]*

EEO Manager

*9/1/22*

Date Filed



# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

Date: 8/17/2022

From:

Dept: Sales

Job Title of Open Position: General Sales Manager

Date required:

Full Time

Part Time

Replacement

New Position

Budgeted  Yes

No

Posting for internal board:

### RESPONSIBILITIES:

SUMMITMEDIA -- Wichita, KS is seeking a skilled General Sales Manager. This position will organize and direct the local sales department, negotiate rates and budgets, develop new business for the stations utilizing and maximizing all station platforms including but not limited to broadcast, digital and mobile. Other responsibilities include: leading the local team in selling transactional accounts on all three platforms, maintain positive working relationships with outside vendors, assist the General Manager in training, development, and motivation of the local sales team, understand and interface with traffic systems and personnel to efficiently manage air time inventory, oversee accounts receivable and credit policy, develop and implement pricing and packaging to fill the needs of both clients and station and assist the General Manager in conducting regular sales meetings. Candidate will also work closely with internal departments (i.e.: programming, promotions, business and traffic) to help fulfill client's expectations with regard to all areas of their business relationship with the company.

The successful candidate must have advanced computer skills including Microsoft Office, advanced oral and written communication skills and a proven ability to manage multiple tasks in a fast-paced environment. A high school diploma is required, college degree preferred for this position.

If interested in applying for this position, please forward a resume to SummitMedia Wichita Sales Department, 4200 N Old Lawrence Rd Wichita, KS 67219 or forward electronically to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

Serving the largest and most loyal audience of listeners and clients in Wichita, KS--the five-station group of KFDF-101.3, T95.1 KICT-FM, 104.5 The Fox-KFXJ-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM-- offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager \_\_\_\_\_

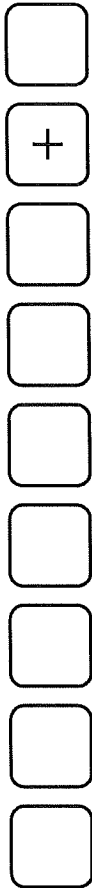
Date: \_\_\_\_\_

VP/Finance \_\_\_\_\_

Date: \_\_\_\_\_



8/17/22



Your account is missing required information.

We require employers to have a verified mobile number. Using a shared login? Learn how to provide access to multiple users.

Add mobile number



Jobs



Post a job

← Back to all jobs

### General Sales Manager

SummitMedia LLC - Wichita, KS

### Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.

10

8

5

3

0

Clicks this week



Sponsor job for more clicks

Improve job description



U

U

U

Views

Budget

Cost



### Candidates



Awaiting Review

0

Total (excluding rejected)

0

0 Rejected

### Job description

SUMMITMEDIA -- Wichita, KS is seeking a skilled General Sales Manager. This position will organize and direct the local sales department, negotiate rates and budgets, develop new business for the stations utilizing and maximizing all station platforms including but not limited to broadcast, digital and mobile. Other responsibilities include: leading the local team in selling transactional accounts on all three platforms, maintain positive working relationships with outside vendors, assist the General Manager in training, development, and motivation of the local sales team, understand and interface with traffic systems and personnel to efficiently manage air time inventory, oversee accounts receivable and credit policy, develop and implement pricing and packaging to fill the needs of both clients and station and assist the General Manager in conducting regular sales meetings. Candidate will also work closely with internal departments (i.e.: programming, promotions, business and traffic) to help fulfill client's expectations with regard to all areas of their business relationship with the company.

The successful candidate must have advanced computer skills including Microsoft Office, advanced oral and written communication skills and a proven ability to manage multiple tasks in a fast-paced environment. A high school diploma is required, college degree preferred for this position.

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believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency



Job Type: Full-time

Salary: \$38,093.40 - \$169,110.78 per year



Benefits:



- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance



Schedule:



- 8 hour shift



Supplemental pay types:



- Bonus pay

Ability to commute/relocate:



- Wichita, KS 67219: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Sales: 3 years (Preferred)

Work Location: One location

Free Post **Sponsor job**

Edit job

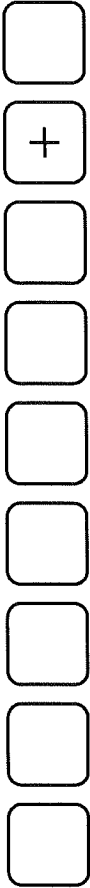
Open 

### Details

**Created:** August 19, 2022

**Views:** 0

**Candidates:** 0 total



Add a candidate

Find candidates

**Budget**

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:



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← Jobs (/emp/jobs)

# General Sales Manager

Job #6862719 • Created 8/19/2022 by Christa Obermiller • Expires 9/19/2022

Edit

More Actions ▾

(/emp/jobs/6862719/edit)

**Overview (/emp/jobs/6862719)**

**Schools (/emp/jobs/6862719/schools)**

**Matches (**

## Basic Information

### Locations

Wichita, Kansas, United States

### Compensation

Paid

### Duration

Permanent

## Job Roles

Edit

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. Learn more (https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Sales Managers

Advertising Sales Agents

## Job Description

Edit

(/emp/jobs/6862719/edit?initial\_page=1)

SUMMITMEDIA -- Wichita, KS is seeking a skilled General Sales Manager. This position will organize and direct the local sales department, negotiate rates and budgets, develop new business for the stations utilizing and maximizing all station platforms including but not limited to broadcast, digital and mobile. Other responsibilities include: leading the local team in selling transactional accounts on all three platforms, maintain positive working relationships with outside vendors, assist the General Manager in

**Expand**

No attachments yet

New Attachment (</emp/jobs/6862719/attachments/new>)

### **Labels**

Add label

Create new label

### **Notes**

View and add notes

### **Tracking Code**

No tracking code added

### **Applicant Package Recipients**

Will be listed as "Contacts" for Universities

Christa Obermite



Load more

## Targeted schools

Approved (4)  Pending (4)

School	Status	Applications	Comments	Apply Start	Expiration
Baker University	Approved	0	0	8/19/22	9/19/22
Butler Community College	Approved	0	0	8/19/22	9/19/22
Emporia State University	Approved	0	0	8/19/22	9/19/22
Friends University	Pending	0	0	8/19/22	9/19/22
Kansas State University	Approved	0	0	8/19/22	9/19/22
Newman University	Pending	0	0	8/19/22	9/19/22
Pittsburg State University	Pending	0	0	8/19/22	9/19/22
Wichita State University	Pending	0	0	8/19/22	9/19/22





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: James [REDACTED] 2. Date: \_\_\_\_\_
3. Position Applied For: General Sales Manager
4. How were you referred for employment?
  - School \_\_\_\_\_ Name of School
  - Agency \_\_\_\_\_ Name of Agency
  - Employee Todd [REDACTED] Name of Employee
  - Advertisement \_\_\_\_\_ Name of Publication
  - Community Organization \_\_\_\_\_ Name
  - Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Tisha [REDACTED] 2. Date: \_\_\_\_\_
  
3. Position Applied For: General Sales Manager
  
4. How were you referred for employment?
  - School \_\_\_\_\_ Name of School
  - Agency \_\_\_\_\_ Name of Agency
  - Employee \_\_\_\_\_ Name of Employee
  - Advertisement \_\_\_\_\_ Name of Publication
  - Community Organization \_\_\_\_\_ Name
  - Other Media Staffing



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Robin [REDACTED] 2. Date: \_\_\_\_\_

3. Position Applied For: General Sales Manager

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other Media Staffing



## RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

**Please read:** Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Account Executive

**FULL-TIME OR PART-TIME:** Full - Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. Media Staffing	2
2. Indeed.com	
3. Joinhandshake.com (list of schools attached)	
4. Employee Referral/Re-Hire	1
5. Summitmediacorp.com	

**DATE POSITION WAS FILLED:** 9/6/22

**REFERRAL SOURCE OF APPLICANT HIRED:** Employee Referral



## INTERVIEWED APPLICANTS TRACKING LOG

**Please read:** Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Sales Manager      Name of Department: Sales  
Person Preparing This Report: Meagen Rankin      Location: Wichita  
Date Prepared: 9/6/22      Name/Title of Hiring Manager: Chris Allison / GM

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
	James Vincent	Employee (Todd Johnson)	2
	Tish Boder	Media Staffing	1
	Robin Chapman	Media Staffing	1

- \*\* DISPOSITION**
1. Interviewed, no offer
  2. Interviewed, offer extended, and hired
  3. Interviewed, offer extended, but rejected

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Wichita

# General Sales Manager - Wichita

SUMMITMEDIA -- Wichita, KS is seeking a skilled General Sales Manager. This position will organize and direct the local sales department, negotiate rates and budgets, develop new business for the stations utilizing and maximizing all station platforms including but not limited to broadcast, digital and mobile.

Other responsibilities include: leading the local team in selling transactional accounts on all three platforms, maintain positive working relationships with outside vendors, assist the General Manager in training, development, and motivation of the local sales team, understand and interface with traffic systems and personnel to efficiently manage air time inventory, oversee accounts receivable and credit policy, develop and implement pricing and packaging to fill the needs of both clients and station and assist the General Manager in conducting regular sales meetings. Candidate will also work closely with internal departments (i.e.: programming, promotions, business and traffic) to help fulfill client's expectations with regard to all areas of their business relationship with the company. The successful candidate must have advanced computer skills including Microsoft Office, advanced oral and written communication skills and a proven ability to manage multiple tasks in a fast-paced environment. A high school diploma is required, college degree preferred for this position.



*If interested in applying for this position, please forward a resume to SummitMedia Wichita Sales Department, 4200 N Old Lawrence Rd Wichita, KS 67219 or forward electronically to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)*

Serving the largest and most loyal audience of listeners and clients in Wichita, KS--the five-station group of KFDI 101.3, T95 95.1 KICT-FM, 104.5 The Fox KFXJ-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM-- offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Sales



## EEO CHECKLIST FOR JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- N/A* Copy of any newspaper advertisement (check for EOE/M/F clause)
- Copy of Summit Website Advertisement

NOTE: Resumes received from, and employment applications completed by, all interviewed candidates must be kept in a file separate from the job recruitment file.

*Christina* \_\_\_\_\_

EEO Manager

*11/29/22*  
Date Filed



# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

From:

Date: 10/14/2021

Dept: Sales

Job Title of Open Position: Account Executive

Date required:

Full Time

Part Time

Replacement

New Position

Budgeted  Yes  No

Posting for internal board:

### RESPONSIBILITIES:

SUMMITMEDIA -- Wichita, KS is seeking a skilled Bilingual Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Bilingual Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Bilingual Account Executive is viewed as the clients most trusted consultant and primary point of contact. As part of a collaborative, team approach, the Bilingual Account Executive will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Serving the largest and most loyal audience of listeners and clients in Wichita, KS--the five-station group of KFDI 101.3, T95.95.1 KICT-FM, 104.5 The Fox KFXJ-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM-- offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

Responsibilities for Bilingual Account Executive

- Uncover leads and contact prospects
- Meets with customers in person, via telephone, email or video
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges
- Work with team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and strategy team, including scheduling meetings

- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics
- Ensure all customer orders, copy, payment are submitted by key deadlines

Qualifications for Bilingual Account Executive

- A Bachelor's degree in marketing, communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast paced environment
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

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Department Head/Hiring Manager Todd Johnson Date: 10/14/21

VP/Finance [Signature] Date: \_\_\_\_\_

10/14/21

← Jobs (/jobs)

# Account Executive - Wichita KS

Job #5507079 • Created 10/15/2021 by Christa Obermite • Expires 12/31/2021

Edit  
(/jobs/5507079/edit)

More Actions ▾

**Details (/jobs/5507079)** Schools (/jobs/5507079/schools) Matches (/jobs/5507079/matches)

## Basic Information

### Locations

Wichita, Kansas, United States

### Compensation

Paid

### Duration

Permanent

## Job Roles

Edit

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. Learn more (https://support.joinhandshake.com/hc/en-us/articles/360033423494)

Advertising Sales Agents

## Job Description

Edit  
(/jobs/5507079/edit?initial\_page=1)

SUMMITMEDIA -- Wichita, KS is seeking a skilled Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

Expand

## Preferences

Edit  
(/jobs/5507079/edit?initial\_page=2)

### Graduation Date

No Graduation Date set

### School Years

No School Year preference set

### Majors

No Major preference set

### GPA

No GPA preference set

### Work Authorization

US work authorization is required, but the employer is willing to sponsor candidates

## Company Details

### Industry

Advertising, PR & Marketing

### Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

### Size

250 - 1,000 employees

### Website

<http://www.summitmediacorp.com/>  
(<http://www.summitmediacorp.com/>)

### Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>  
(<https://www.linkedin.com/company/summitmedia-llc/about/>)  
<https://www.facebook.com/SummitMediaCorp>  
(<https://www.facebook.com/SummitMediaCorp>)

## On Campus Interviews

You have no on-campus interviews scheduled for this job.

## Attachments

No attachments yet

New Attachment (/jobs/5507079/attachments/new)

## Labels

Add label

Create new label

## Notes

View and add notes

## Tracking Code

No tracking code added

## Applicant Package Recipients

Will be listed as "Contacts" for Universities

Christa Obermite

### Postings - LinkedIn and Indeed

Kate Glenn <kate.glenn@summitmediacorp.com>

Tue 11/29/2022 3:39 PM

To: Christa [redacted] <christa[redacted]@summitmediacorp.com>

9:59 AM Tue Nov 29

99%



Kate Glenn reposted this

**SummitMedia**  
 2,230 followers  
 1mo •

We are growing our Sales and Marketing team!  
 If you are a media or B2B sales professional and live  
 in one of our markets, we want to connect  
 confidentially! [careers@summitmediacorp.com](mailto:careers@summitmediacorp.com)  
[#funplacetowork](#) [#career](#) [#newopportunity](#)  
[#newjob](#) [#media](#) [#mediajobs](#) [#mediasales](#)  
[#advertising](#)

<https://lnkd.in/gftQ638Z>

#### Account Executive/Marketing Strategy Lead — SummitMedia

summitmediacorp.com • 2 min read

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands acro...

Stacie Waldrop and 16 others 17 reposts



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Interviews

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Tools >

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● Closed

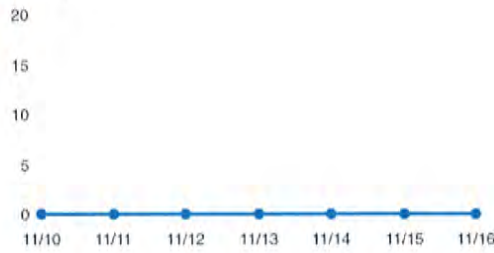
# Bilingual Advertising Account Executive

SummitMedia LLC - Wichita, KS

[View public job page](#)

### Clicks

■ Your job



Clicks this week

# 0

[Increase budget for more clicks](#)

### Details

Posted: January 28, 2022

Views: 0

Candidates: [7 total](#)

### Budget

Job budget: 5.00 (USD) daily

Cost: 94.24 (USD)

[View cost and performance](#)

Promote this job for more candidates:



✕ Collapse

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Jobs

Campaigns

Candidates >

Search resumes

Interviews

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### Jobs

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## Account Executive

SummitMedia LLC - Wichita, KS

Edit job

● Open ▼

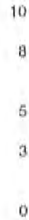
[View public job page](#)

### Clicks

■ Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week ⓘ



### Details

Posted: November 17, 2022

Views: 0

Candidates: [0 total](#)

[Add a candidate](#)

[Find candidates](#)

### Budget

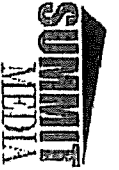
Job budget: 10.00 (USD) daily

Cost: 3.58 (USD)

Kate [redacted]  
 VP/Chief People Officer  
 SummitMedia, LLC  
 Office: 810 357 3096  
 Email: [kate.glenn@summitmediacorp.com](mailto:kate.glenn@summitmediacorp.com)  
[Send me an invite on LinkedIn](#)  
[Join our team!](#)







### INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Mike Bush 2. Date: 11/22/2022

3. Position Applied For: Sales

4. How were you referred for employment?

School \_\_\_\_\_  
Name of School

Agency \_\_\_\_\_  
Name of Agency

Employee \_\_\_\_\_  
Name of Employee

Advertisement \_\_\_\_\_  
Name of Publication

Community Organization \_\_\_\_\_  
Name

Other Google Search







**INTERVIEWED APPLICANTS TRACKING LOG**

**Please read:** Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Marketing Sales Lead\_\_\_\_\_ Name of Department: Sales\_\_\_\_\_

Person Preparing This Report: Kate [redacted] HR/CPO Location: Wichita\_\_\_\_\_

Date Prepared: 11/29/2022\_\_\_\_ Name/Title of Hiring Manager: \_\_\_\_ Todd [redacted]\_\_\_\_\_

**Sample:**

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
11/21/22	Ryan [redacted]	SummitMedia employee	1
11/10/22	Julie [redacted]	SummitMedia employee	2
11/10/22	Ricardo [redacted]	Indeed	1
11/17/22	Amy [redacted]	Indeed	1

- \*\* DISPOSITION**
- 1. Interviewed, no offer
  - 2. Interviewed, offer extended, and hired
  - 3. Interviewed, offer extended, but rejected





## RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

**Please read:** Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position **regardless of whether they produced any interviewed applicants**. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Account Executive

**FULL-TIME OR PART-TIME:** Full - Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. Kab.net	
2. Indeed.com	2
3. Joinhandshake.com (list of schools attached)	
4. Employee Referral/Re-Hire	1
5. Summitmediacorp.com	
6. Google Search	1

**DATE POSITION WAS FILLED:** 11/29/22

**REFERRAL SOURCE OF APPLICANT HIRED:** Employee Referral

[Services](#) [Markets](#) [Leadership](#) [Join Our Team](#)[Home](#)

Wichita

# Marketing Strategy Lead - Wichita

## Marketing Strategy Lead

### Overview

SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

### Responsibilities for Marketing Strategy Lead

- Uncover leads and contact prospects



Sales







**EEO CHECKLIST  
FOR  
JOB RECRUITMENT FILE**

---

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of SummitMedia website advertisement

**NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.**

Kate Glenn  
\_\_\_\_\_  
EEO Manager

12-29-22  
\_\_\_\_\_  
Date file completed

# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

Date: 10/10/2022

From:

Dept: Promotions

Job Title of Open Position: Promotions Director

Date required:

Full Time

Part Time

Replacement

New Position

Budgeted  Yes  No

Posting for internal board:

### RESPONSIBILITIES:

SUMMITMEDIA -- Wichita, KS is looking for a skilled Promotions Director that is passionate about the community, listeners and clients. The ideal candidate must be able to manage the development and execution of all station promotions, community service efforts and assist in the development of station marketing opportunities as well as enhance the station image and visibility within the community to attract new listeners and clients. The Promotions Director must also act as liaison between programming and sales to develop overall station campaigns, themes, marketing approaches plus develop revenue-generating promotions that cross promote clients, third parties, and the radio station. This is a position that involves assisting with the functions of on-air and on-site promotions and the implementation of marketing efforts at the local level. On-site events include advertiser sponsored events and station sponsored events, i.e., live broadcasts, remotes, concerts, community service appearances, and talent appearances. The candidate should be able to converse comfortably with the public in an outgoing and friendly manner. The Promotions Director is also responsible for enhancing station image and visibility within the community.

Roles and Responsibilities:

1. Develop original concepts, scripts, ideas, and pitches that are compelling and reflect each brand's strategy and audience
2. Develop an annual promotional calendar with the station management to achieve drive digital and terrestrial consumption while following budget constraints
3. Collaborate with the programming and sales leadership to develop and execute all facets of promotions and marketing.
4. Demonstrate technical marketing skills and product knowledge of all stations within the cluster
5. Manage the promotions department, which include station image, appearances, station merchandising, community and public relations
6. Manage part-time staff by scheduling events, projects, social content, etc.
7. Collaborate with the sales staff to develop and execute promotions for clients.
8. Assist in the creation of client promotion proposals for sales staff
9. Create promotional recaps for clients

10. Develop creative and compelling on-air, on-line, and in-app contests
11. Work with outside vendors to execute marketing programs and initiatives
12. Create and implement revenue-generating programs and contests
13. Assist in the development and management of website content
14. Manage station mobile app content, active functions, and promotion plan to increase downloads and listener engagement
15. Manage stations text platform, active functions, and promotion plan to increase listener engagement.
16. Develop and build strong relationships within the community that result in enhanced station visibility, brand recognition, and promotional partnerships that align with and grow the target audience
17. Attend staff meetings
18. Creatively and consistently implement the programming strategy
19. Set up and breakdown of promotional displays at on-site promotion events
20. Maintain knowledge of current FCC (and other appropriate governmental agencies) regulations, ensuring compliance and protection of station licenses
21. Write Contest Rules
22. Interact with listeners, co-workers, and station clients in a professional manner
23. Act as liaison between the promotions and programming, sales and market leadership
24. Carry out all other duties assigned to Employee by Company

General Requirements: Successful applicants must be organized, dependable, and self-motivators. A professional appearance, friendly demeanor, and a clean driving record is required. Valid Driver's license required. Ideal candidate should have at least one to two years experience in promotions or event marketing. Candidates must be able to work nights, weekends, and holidays as necessary and lift 60lbs or more.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager Scott [Redacted] Date: 10/10/22

VP/Finance [Signature] Date: 10/12/22



## Promotions Director - Radio

SummitMedia, LLC, a national multi-media company with Radio, Digital, Events, and Video brands across multiple markets is looking for a Promotions Director.

If you are a Promotions Director in a small or medium market or an Assistant Promotions Director in a bigger market looking to grow your career to the next level, we want to talk with you! We are looking for an experienced Promotions or Event Marketing professional who is passionate about the community, audience, and clients. You must be a collaborative, self-motivated individual with a proven background in local media promotions and/or event planning. All inquiries and conversations about this opportunity will be kept confidential.

The Promotions Director will manage the development and execution of all station promotions, community service efforts and assist in the development of station marketing opportunities as well as enhance the station image and visibility within the community to attract new listeners and clients. The Promotions Director must also act as liaison between programming and sales to develop overall station campaigns, themes, marketing approaches plus develop revenue-generating promotions that cross promote clients, third parties, and the radio station.

The main focus of this role will be creating on-site events including advertiser and station sponsored live broadcasts, remotes, concerts, community service appearances, and talent appearances. This Promotions Director will have experience running promotional and event marketing events and can converse comfortably with the public in an outgoing and friendly manner.

### Minimum Position Requirements:

- 2+ years' experience as a Radio Promotions Director or Event Marketing Manager in media. An Assistant Promotions Director will be considered with tenured experience of at least 5+ years in a large radio operation.
- Valid Driver's license and clean driving record is required.
- Ability to work nights, weekends, and holidays as necessary and lift 60lbs or more.
- This position will require a full relocation.

Interested parties should reach out to [careers@summitmediacorp.com](mailto:careers@summitmediacorp.com) for more information. All inquiries will be confidential.

### About SummitMedia, LLC

[SummitMedia, LLC](#) is an integrated broadcasting, digital media, direct marketing and events company.

*It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.*

5:44



[Board Index](#) < [Job Market](#) < [Job Openings](#)



## Dir of Programming/Ops Country, Hot AC

Moderators: [shawnski](#), [jdenver](#), [mpaulsen68](#)

### Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.

**No voiceover, voicetracking, or other business plugs, please!**



Search th



1 post • Page 1 of 1

[kateglenn](#)



## Dir of Programming/Ops Country, Hot AC

Thu Dec 08, 2022 3:40 pm

Radio - Knoxville

Director of Programming and Operations

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for a Director of Programming and Operations/On-Air Talent as we continue to build and grow our operations in Knoxville, TN.

If you are a current PD or OM with Country, Top 40, Hot AC, or 80's format experience, we want to connect with you! Reach out today to learn more. All conversations and inquiries are always confidential.

What You'll Bring:

- A love and passion for MUSIC and connecting with the audience
- Experience as a PD or OM in Country, Top 40, Hot AC, and/or 80's formats
- Knowledge of RCS GSelector and Zetta
- On-Air experience with the talent to entertain, engage, and create topical content
- Experience with creating a social media and community engagement strategy

allaccess.com



Handshake Search... Promotions filter off Help Kate Glenn

Jobs Viewing all SUMMITMEDIA LLC jobs Edit this

Active Expired All Declined Not Posted Divisions

VIEW BY School Job

ID	Job	Applicants	School	Expires	Status	Campus Interview
7205059	Promotions and Events Director	0	University of Iowa	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Kansas State University	12/30/2022	Approved	No
7205059	Promotions and Events Director	1	University of Nebraska at Omaha	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Kansas City Kansas Community College	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Metropolitan Community College-Kansas City	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Union College - Lincoln, Nebraska	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Wisconsin-Eau Claire	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Missouri-Kansas City	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Nebraska-Lincoln	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Wisconsin-River Falls	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Nebraska Wesleyan University	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Creighton University	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Missouri - Columbia	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Minnesota State University, Mankato	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Wichita State University	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	University of Nebraska at Kearney	12/30/2022	Approved	No
7205059	Promotions and Events Director	0	Concordia University, Nebraska	12/30/2022	Approved	No

9:10 AM 12/28/2022

Handshake Search... Promotions filter off Help Kate Glenn

Jobs

Promotions and Events Director

Job #7205059 • Created 11/8/2022 by Kate Glenn • Expires 12/30/2022

Overview Schools Matches Applicants (1) Details

Applicants

Total applicants: 1 Matching applicants: 1 Invited applicants: 0

You have 75 messages left, invite more matches to apply.

Reach out to students and alumni who meet the preferences set for this job.

Invite matches to apply

9:11 AM 12/28/2022




[Promotions and Events Director](#) x [Promotions and Events Director](#) x +

[indeed.com/job/promotions-and-events-director-06e414ed88a75e06](#)

## Promotions and Events Director

SummitMedia LLC  
 Wichita, KS  
 \$38,000 - \$50,000 a year - Full-time

[Apply now](#) 

### Full Job Description

#### Promotions and Events Director - Broadcast and Digital Media


SummitMedia, LLC, a national multi-media company with Broadcast, Digital, Events, and Video brands across multiple markets is looking for a Promotions and Events Director.

If you are a Promotions Director or Events Manager in a small or medium market or an Assistant Promotions/Events Director in a bigger market looking to grow your career to the next level, we want to talk with you! We are looking for an experienced Promotions or Event Marketing professional who is passionate about the community, audience, and clients. You must be a collaborative, self-motivated individual with a proven background in local media promotions and/or event planning. All inquiries and conversations about this opportunity will be kept confidential.

The Promotions Director will manage the development and execution of all station promotions, community service efforts and assist in the development of station marketing opportunities as well as enhance the station image and visibility within the community to attract new listeners and clients. The Promotions Director must also act as liaison between programming and sales to develop overall station campaigns, themes, marketing approaches plus develop revenue-generating promotions that cross promote clients, third parties, and the radio station.

The main focus of this role will be creating on-site events including advertiser and station

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[indeed](#) 


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## Promotions and Events Director

SummitMedia LLC  
 Wichita, KS  
 \$38,000 - \$50,000 a year - Full-time

[Apply now](#) 

### Job details

No matching [job preferences](#)

-  **Salary**  
 \$38,000 - \$50,000 a year
-  **Job Type**  
 Full-time
-  **Shift and Schedule**  
 8 hour shift [Weekend availability](#) [Monday to Friday](#) [Holidays](#)

#### Company Info

[Follow](#)  
 Get job updates from SummitMedia LLC

#### Let employers find you

Thousands of employers search for candidates on Indeed  
[Upload your resume](#)

By using Indeed you agree to our new [Privacy Policy](#), [Cookie Policy](#) and [Terms](#), which we encourage you to review. OK

LinkedIn Job Details Page for "Promotions and Events Director" at SummitMedia. The page shows 6 applicants and 83 views. The job description includes details about SummitMedia, LLC, the role requirements, and application instructions. The interface includes navigation tabs for Job Info and Settings, and a bottom taskbar with system icons and the date 12/28/2022.

**Job Title:** Promotions and Events Director  
**Company:** SummitMedia - Wichita, Kansas Metropolitan Area (Hybrid)  
**Status:** Closed - Closed 1 month ago · Free job post · 83 views

**Job description**

**Promotions and Events Director - Broadcast and Digital Media**

SummitMedia, LLC, a national multi-media company with Broadcast, Digital, Events, and Video brands across multiple markets is looking for a Promotions Director for our Wichita market. You must live in the market.

If you are a Promotions and Events Director in a small or medium market willing to relocate or an Assistant Promotions Director in a bigger market looking to grow your career to the next level, we want to talk with you!

Or, if you are currently an Event Marketing/Event Planning professional in the Wichita area ready for a fun and exciting industry change, we want to talk with you!

We are looking for an experienced Promotions or Event Marketing...

[Show more](#)

**Industry:** Marketing & Advertising  
**Employment Type:** Full-time

**6 Applicants** | **83 Views**

[View applicants](#) | [Repost job](#) | [Questions?](#) | [Contact Support](#) | [Help Center](#)

Windows Taskbar: Search, 9:01 AM, 12/28/2022



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in our organization (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate’s application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Wichita Promotions Director Name of Department: Promotions/Programming

Person Preparing This Report: Kate Glenn Location: Wichita

Date Prepared: 12-28-22 Name/Title of Hiring Manager: Justin Ragland

Table with 4 columns: DATE, NAME OF APPLICANT, REFERRED BY, DISPOSITION\*\*. Rows include dates like 11-15-22 and names like Don Hal, Jeff Lyons, Lexi Humbley, Amy Elledge, Emily Schiesinger, Adam Knight, Paul Blissett, Karina Ramirez, and Randi White. Referral sources include LinkedIn, SummitMedia website, and Indeed.

- \*\* DISPOSITION
1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

### 1. NAME

Khan				Adam												M			
LAST				FIRST												M			

### 2. DATE

11	14	22
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

Wichita Promotions Director

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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**1. NAME**

LAST	F	I	L	L	E	R	A	M	A	M	Y	F	I	R	S	T	M	I	D	E	M

**2. DATE**

11-9-22		
DAY	MONTH	YEAR

**3. POSITION APPLYING FOR:**

Wichita Promotions Director

**4. HOW WERE YOU REFERRED FOR EMPLOYMENT?**

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_







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### 1. NAME

L	y	o	n	s							J	e	f															
LAST										FIRST										M								

### 2. DATE

10	-	20	-	22	
DAY		MONTH		YEAR	

### 3. POSITION APPLYING FOR:

Wichita Promotions Director \_\_\_\_\_

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) SummitMedia website \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

Karina	Ramirez																						
LAST											FIRST											M	

### 2. DATE

12	9	22	
DAY	MONTH	YEAR	

### 3. POSITION APPLYING FOR:

Wichita Promotions Director

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) Recruited by SummitMedia
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

Elsa										Paul																			
LAST										FIRST										M									

### 2. DATE

11		15		22	
DAY		MONTH		YEAR	

### 3. POSITION APPLYING FOR:

Wichita Promotions Director

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

R	a	n	d	i		W	h	i	t	e		S	o	u	r	s												
LAST												FIRST											M					

### 2. DATE

11	16	22	
DAY	MONTH	YEAR	

### 3. POSITION APPLYING FOR:

Wichita Promotions Director

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### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) SummitMedia website \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



## RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Promotions Director - Wichita

**FULL-TIME OR PART-TIME:** full time

**DATE:** 1/3/2023

### RECRUITMENT SOURCES

### NUMBER OF REFERRED APPLICANTS INTERVIEWED

Summit Website	2
SummitMedia Employee source	2
Indeed	4
LinkedIn	1
Handshake	0
All Access	0

**DATE POSITION WAS FILLED:** 1/3/2023

**REFERRAL SOURCE OF APPLICANT HIRED:** LinkedIn

Browser window: Promotions Director - Wichita - x  
Address bar: summitmediacorp.com/job-postings/promotions-director-wichita



Services Markets Leadership Join Our Team Home

Wichita

# Promotions Director - Wichita

SummitMedia is looking for a skilled Promotions Director that is passionate about the community, listeners and clients. The ideal candidate must be able to manage the development and execution of all station promotions, community service efforts and assist in the development of station marketing opportunities as well as enhance the station image and visibility within the community to attract new listeners and clients. The Promotions Director must also act as liaison between programming and sales to develop overall station campaigns, themes, marketing approaches plus develop revenue-generating promotions that cross promote clients, third parties, and the radio station. This is a position that involves assisting with the functions of on-air and on-site promotions and the implementation of marketing efforts at the local level. On-site events include advertiser sponsored events and station sponsored events, i.e, live broadcast remotes, concerts, community service appearances, and talent appearances. The candidate should be able to converse comfortably with the public in an outgoing and friendly manner. The Promotions Director is also responsible for enhancing station image and visibility within the community.



Do you have any questions?  
We're happy to help.

<https://www.summitmediacorp.com/leadership>

Windows taskbar: Search, Edge, Chrome, Outlook, Word, Excel, PowerPoint, File Explorer, Settings, Task View, Start. System tray: Network, Bluetooth, Wi-Fi, Volume, 8:58 AM, 12/28/2022, 7.



## EEO CHECKLIST FOR JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) N/A
- Copy of Summit Website Advertisement

NOTE: Resumes received from, and employment applications completed by, all interviewed candidates must be kept in a file separate from the job recruitment file.

Christa [Redacted]

EEO Manager

2/24/23

Date Filed

# Summit Media Wichita

## PERSONNEL REQUISITION POSITION APPROVAL

TO: General Manager

Date: 10/14/2021

From:

Dept: Sales

Job Title of Open Position: Account Executive

Date required:

Full Time

Part Time

Replacement  
 New Position

Budgeted  Yes  No

Posting for internal board:

### RESPONSIBILITIES:

SUMMITMEDIA -- Wichita, KS is seeking a skilled Bilingual Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Bilingual Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Bilingual Account Executive is viewed as the clients most trusted consultant and primary point of contact. As part of a collaborative, team approach, the Bilingual Account Executive will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Serving the largest and most loyal audience of listeners and clients in Wichita, KS--the five-station group of KFDJ 101.3, T95 95.1 KICT-FM, 104.5 The Fox KFXJ-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM-- offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

Responsibilities for Bilingual Account Executive

- Uncover leads and contact prospects
- Meets with customers in person, via telephone, email or video
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges
- Work with team to devise an advertising campaign that meets the client's needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and strategy team, including scheduling meetings



- Deliver presentations
- Meet all sales goals and new business development goals
- Manage CRM and hit key activity metrics
- Ensure all customer orders, copy, payment are submitted by key deadlines

Qualifications for Bilingual Account Executive

- A Bachelor's degree in marketing, communications, or ability to demonstrate success in a similar role
- Excellent communication and interpersonal skills
- Ability to handle multiple accounts
- Ability to engage with other team members and show initiative in a positive manner
- Excellent organizational skills
- Skilled at creative writing, detail oriented, and collaborative
- Ability to thrive in a fast paced environment
- Must be driven, determined, and goal focused
- Willingness to learn
- Ability to adapt to industry evolution and development
- Ability to use and learn new communication vehicles and technologies
- Ability to work independently or in team environment

Apply at: [summitmediacorp.com/employment](http://summitmediacorp.com/employment). Send resume and cover letter to [todd.johnson@summitmediacorp.com](mailto:todd.johnson@summitmediacorp.com)

It is the policy of Summit Media, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

SUMMITMEDIA IS AN EQUAL OPPORTUNITY EMPLOYER

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager  Date: 10/14/21

VP/Finance  Date: \_\_\_\_\_

10/14/21

Handshake  
Search...

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On-Campus  
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Fairs

Talent  
Engagement  
Branding  
Segments

Jobs

## Account Executive - Marketing Strategy Lead - Wichita

Job #702542 • Created 2/11/2023 by Kate Glenn • Expires 3/31/2023

Overview Schools Matches Applicants (0) Details

### Applicants

No applicants yet.

WHAT YOU CAN DO

- Reach out to promising candidates  
[Invite your matches to apply](#) →
- Get this job in front of more people  
[View recommended schools to add to this job](#) →

### Job Views

Upgrade to find out how many times this job has been viewed.

12:03 PM 2/11/2023

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Search Students  
Schools  
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Meetings  
Events  
Scheduling  
On-Campus  
Interviews  
Fairs

Talent  
Engagement  
Branding  
Segments

### Job Description

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

**This will be based in our Wichita market.**

**Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

What We Offer:

- Competitive compensation with base, commissions, and bonus opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday Time

All inquiries and conversations will be confidential.

Not a traditional job-seeker? That's OK, we want to connect with you!  
Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.

#### About SummitMedia, LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company. We have markets and brands across the U.S. Join Our Team!  
It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex.

Kate Glenn

12:04 PM 2/11/2023

Handshake

Account Executive/Marketing Strategy Lead

Job #7374195 • Created 1/7/2023 by Kate Glenn • Expires 3/31/2023

Overview Schools Matches Applicants (12) Details

Applicants

Total applicants: 12

Matching applicants: 5

Invited applicants: 0

You have 83 messages left, invite more matches to apply.

Reach out to students and alumni who meet the preferences set for this job.

Invite matches to apply

Handshake

Job Description

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients. **Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

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What  Where

### Account Executive

SummitMedia LLC  
Wichita, KS  
\$50,000 - \$80,000 a year - Full-time

#### Job details

**Salary**  
\$50,000 - \$80,000 a year

**Job Type**  
Full-time

**Shift and Schedule**  
8 hour shift · Weekend availability · Monday to Friday

#### Company Info

##### Follow

Get job updates from SummitMedia LLC

#### Let employers find you

Thousands of employers search for candidates on Indeed  
[Upload your resume](#)

#### Qualifications

### Account Executive

SummitMedia LLC  
Wichita, KS  
\$50,000 - \$80,000 a year - Full-time

#### Full Job Description

##### MEDIA and ADVERTISING

##### Account Executive/Marketing Strategy Lead

SummitMedia, LLC, a multimedia company with broadcast, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

##### What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

##### What We Offer:

- Competitive compensation with base, commissions, and bonus opportunities



Garin Egerton x (20) SummitMedia Company F x +

linkedin.com/company/10777620/admin/

SummitMedia Super admin view


All Pages Jobs Content Analytics Activity

View as member

Admin tools

SummitMedia 2,517 followers

SummitMedia is hiring...we have openings in Promotions, Programming and Sales. Check out our job board AND our new, confidential Talent Bank. #wearegrowing #wearehiring #joinourteam #SummitMedia #media ... see more



Join Our Team — SummitMedia

summitmediacorp.com

Kelly Mat and 7 others

1 report

Messaging 10:10 AM 2/11/2023

Garin Egerton x (20) Account Executive/Market- x +

linkedin.com/jobs/view/3450301672/

You posted this job on January 25, 2023

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Get ahead with Premium Career

Contact recruiters directly, see who's viewed your profile, stand out as a top applicant, and more

Reactivate Premium

Looking for talent? Post a job

Account Executive/Marketing Strategy Lead

SummitMedia - Wichita, Kansas Metropolitan Area (On-site)

Full-time

201-500 employees

See how you compare to 6 applicants. Reactivate Premium

No longer accepting applications

Meet the hiring team

Kate Glenn  
VP/Chief People Officer at SummitMedia. SummitMedia is a Broadcast, Digital Media, and E...  
Job poster · LinkedIn member since 2007

Message

About the job

Messaging 10:20 AM 2/11/2023

Garin Egerton x (2) Account Executive/Market x +

linkedin.com/jobs/view/3450301672/

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### About the job

Media Sales - Wichita, KS

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** for our Wichita operation, who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential. We also have a bilingual AE opening as well.

**What You'll Bring:**

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

**What We Offer:**

- Competitive compensation with base, commissions, and bonus opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

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10:21 AM 2/11/2023

Garin Egerton x (2) Activity | Kate Glenn | LinkedIn x +

linkedin.com/in/kate-glenn-70156a33/recent-activity/likes/

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**Join Our Team**



**Kate Glenn**  
VP, Chief People Officer at SummitMedia

SummitMedia is a Broadcast, Digital Media and Events company with multiple markets and brands. We are always looking to connect with GREAT talent in the industry!

Followers: **21,624**

724 impressions [View analytics](#)

**Kate Glenn** • You  
VP, Chief People Officer at SummitMedia | SummitMedia is a Broadcast, Digit...

We are still **#hiring** in our Wichita operation! Know anyone who might be interested? **#wichita**

**Account Executive/Marketing Strategy Lead**  
Job by SummitMedia  
Wichita, Kansas Metropolitan Area (On-site)  
Medical, Dental, 401K

30 connections work here

2 comments

Like Comment Repost Send

659 impressions [View analytics](#)

**Kate Glenn** • You  
VP, Chief People Officer at SummitMedia | SummitMedia is a Broadcast, Digit...

We have an amazing team at **#SummitMedia**

<https://lnkd.in/g/KJEq5GD>

**SummitMedia**  
2537 followers  
2d •

10:27 AM 2/11/2023

Garin Egerton x (19) Radio - Digital Content and x Digital and Social Content Strat x Account Executive/Marketing S x +

careerpage.org/job/summitmedia-llc-wichita-53-account-executive-marketing-strategy-lead-wichita/

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Careerpage Job Seekers Broadcasters Browse Jobs Account

# Account Executive/Marketing Strategy Lead – Wichita

Twitter

Broadcast Jobs Follow 10,031 1,277

https://www.broadcastersvillage.com/cms/jobs/

Full Time Wichita Posted 7 seconds ago

**SummitMedia, LLC** Website  
SummitMedia is a broadcast and digital media company

**Description:**  
SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced Account Executive/Marketing Strategy Lead who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

Sales opportunities are available across multiple markets. relocation will be required if the candidate does not reside in the market area.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

NEWSROOM

Broadcast Jobs 8 Feb

#GetHiredToday We're on our third day of hiring in New Mexico! If you're looking to get a start in radio, there's opportunities for you in #promotions and #sales at @94rock @Big985NM @1003ThePeakABQ @KKOBRadio @TheSportsAnimal

PROMOTIONS!



Careerpage.org: Thank you for your job submission! - Message (Plain Text)

File Message Help

Ignore Delete Archive Reply Reply Forward Share to Teams SummiMedia L To Manager Team Email Done Reply & Delete Create New Move Send to OneNote Assign Policy Mark Categorize Follow Up Read Aloud Immersive Reader Translate Zoom Viva Insights

Careerpage.org: Thank you for your job submission!

carepage@sprfdns.com on behalf of WordPress <wordpress@careerpage.org>

To: [redacted]

Sat 2/11/2023 12:46 PM

We removed extra links from this message.

Thank you for using the NASBA Careerpage to post the following job:

**Account Executive/Marketing Strategy Lead - Wichita**

SummiMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced Account Executive/Marketing Strategy Lead who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

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**What You'll Bring:**

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required.
- Proven success at prospecting, negotiating, closing, and developing of new business.
- Experience building positive client and community relationships.

**What We Offer:**

- Competitive compensation with base, commissions, and bonus opportunities.
- A genuine passion for media brands with a great team environment.





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name: Casey [Redacted] 2. Date: 2/8/23

3. Position Applied For: Sales

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee Julie [Redacted] Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: [REDACTED] 2. Date: 2/13/2023

3. Position Applied For: AE/Marketing Strategy Lead

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other LinkedIn



# INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Brent [REDACTED] 2. Date: 2-15-2023

3. Position Applied For: Sales

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee Kate \_\_\_\_\_ Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other \_\_\_\_\_



# INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name: Mike [redacted] 2. Date: 2/16/23

3. Position Applied For: Sales

4. How were you referred for employment?

School \_\_\_\_\_ Name of School

Agency \_\_\_\_\_ Name of Agency

Employee \_\_\_\_\_ Name of Employee

Advertisement \_\_\_\_\_ Name of Publication

Community Organization \_\_\_\_\_ Name

Other Self-Initiated by Jim [redacted]



**INTERVIEWED APPLICANTS TRACKING LOG**

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For:

Name of Department: Sales

Person Preparing This Report:

Location:

Date Prepared:

Name/Tile of Hiring Mgr:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
2/2/23	Casey Wickham	Julie Brush	1
2/13/23	Garin Gaerton	LinkedIn	3
2/15/23	Brent Badawieh	Kate Glenn	1
2/16/23	Mike Heobald	Jim Vincent	2

**\*\* DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected





**RECRUITMENT SOURCES CONTACT AND REFERRAL LOG**

**Please read:** Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Account Executive

**FULL-TIME OR PART-TIME:** Full - Time

<u>RECRUITMENT SOURCES</u>	<u>NUMBER OF REFERRED APPLICANTS INTERVIEWED</u>
1. LinkedIn.com	1
2. Indeed.com	
3. Joinhandshake.com	
4. Careerpage.org	
5. Employee Referral/Re-Hire	3
6. Summitmediacorp.com	

**DATE POSITION WAS FILLED:** 2/27/23

**REFERRAL SOURCE OF APPLICANT HIRED:** Employee Referral



Birmingham • Greenville • Honolulu • Knoxville • Louisville • Omaha • Richmond • Springfield • Wichita

# Account Executive/Marketing Strategy Lead - ALL MARKETS

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

**Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

Do you have any questions?  
We're happy to help.





**EEO CHECKLIST  
FOR  
JOB RECRUITMENT FILE**

---

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
  
- Job Description/Job Posting
  
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
  
- Completed Interviewed Applicant Referral Source Sheets  
\*Combined with Interviewed Applicant Tracking Log
- Completed Interviewed Applicants Tracking Log  
\*Combined with Interviewed Applicant Referral Source
- Completed Recruitment Sources Contact and Referral Log
  
- Copy of SummitMedia website advertisement

**NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.**

Kate Glenn  
\_\_\_\_\_  
EEO Manager

6-21-2023  
\_\_\_\_\_  
Date file completed



# SummitMedia

## PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 4/12/2023

From: Kate Glenn

Dept: Sales Wichita

Job Title of Open Position: SALES/Marketing Strategy Lead

Date required: ASAP

Full Time  Part Time

Replacement

Salaried  Hourly

New Position

Budgeted  Yes  No

Posting for internal board: See attached job profile

**RESPONSIBILITIES:**

SALES/Marketing Strategy Lead - see attached job profile

Department Head/Hiring Manager Todd Johnson (Apr 18, 2023 11:12 CDT) Date: Apr 18, 2023

VP/Finance



Date:

4/19/23



## **MEDIA**

### **Account Executive/Marketing Strategy Lead**

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

#### What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

#### What We Offer:

- Competitive compensation with base, commissions, and bonus opportunities
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

Interested parties should reach out to [careers@summitmediacorp.com](mailto:careers@summitmediacorp.com).

All inquiries and conversations will be confidential.

Not a traditional job-seeker? That's OK, we want to connect with you!

Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.

#### **About SummitMedia, LLC**

[SummitMedia, LLC](#) is an integrated broadcasting, digital media, direct marketing and events company. We have markets and brands across the U.S. [Join Our Team!](#)  
*It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, or sex.*

---

**101.3  
KFDI**

**CLASSIC  
COUNTRY  
AM 1070**

**CLASSIC  
ROCK 104.5**

**T 95**

**RADIO  
LOBO  
106.5**



**SUMMIT  
MEDIA**

# JOIN US FOR A VIRTUAL CAREER FAIR



**4/11/23 | 9AM-5PM**

**We specialize in audio advertising,  
digital marketing and events.**

## **What We Offer:**

- Competitive compensation with internal career development
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

**INTERESTED?**

**SCAN TO  
APPLY!**



Handshake Search... Favorites filter off Help Kate Glenn

# Account Executive - Marketing Strategy Lead - Wichita

Job #7525542 • Created 2/11/2023 by Kate Glenn Expires 3/31/2023

Overview Schools Matches Applicants (0) Details

## Applicants

No applicants yet.

WHAT YOU CAN DO

- Reach out to promising candidates  
Invite your matches to apply →
- Get this job in front of more people  
View recommended schools to add to this job →

## Job Views

Upgrade to find out how many times this job has been viewed.

12:03 PM 2/11/2023

Handshake Search... Favorites filter off Help Kate Glenn

## Job Description

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

**This will be based in our Wichita market.**

**Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

What You'll Bring:

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What We Offer:

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12:04 PM 2/11/2023



Handshake Search... Favorites filter off Help Kate Glenn

Account Executive/Marketing Strategy Lead  
 Job #7374195 • Created 1/7/2023 by Kate Glenn Expires 3/31/2023

Overview Schools Matches Applicants (12) Details

Applicants

Total applicants: 12 Matching applicants: 5 Invited applicants: 0

You have 83 messages left, invite more matches to apply.  
 Reach out to students and alumni who meet the preferences set for this job.  
 Invite matches to apply

11:21 AM 2/1/2023

Handshake Search... Favorites filter off Help Kate Glenn

Job Description

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

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11:22 AM 2/1/2023



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What:  Where:  [Find Jobs](#)

### Account Executive

SummitMedia LLC  
Wichita, KS  
\$50,000 - \$80,000 a year - Full-time

[Apply now](#)

#### Job details

by [SummitMedia LLC](#)

**Salary**  
\$50,000 - \$80,000 a year

**Job Type**  
Full-time

**Shift and Schedule**  
8 hour shift · Weekend availability · Monday to Friday

#### Company info

**Follow**  
Get job updates from SummitMedia LLC

Let employers find you  
Thousands of employers search for candidates on Indeed.  
[Upload your resume](#)

#### Qualifications

### Account Executive

SummitMedia LLC  
Wichita, KS  
\$50,000 - \$80,000 a year - Full-time

[Apply now](#)

#### Full Job Description

##### MEDIA and ADVERTISING

##### Account Executive/Marketing Strategy Lead

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##### What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
- Proven success at prospecting, negotiating, closing, and developing of new business
- Experience building positive client and community relationships

##### What We Offer:

- Competitive compensation with base, commissions, and bonus opportunities



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Employers / Post job

What job title, keywords, or company

Where Fort Gratiot Township, MI

Find Jobs

### Bilingual Account Executive/Marketing Strategy Lead

SummitMedia LLC  
SummitMedia LLC in Wichita, KS 67219  
\$35,000 - \$75,000 a year - Full-time

Apply now



#### Job details

by marketing jobs postcodes



Salary

\$35,000 - \$75,000 a year



Job Type

Full-time



Shift and Schedule

Monday to Friday

#### Company info

##### Follow

Get job updates from SummitMedia LLC

#### Let employers find you

Thousands of employers search for candidates on Indeed

Upload your resume

#### Qualifications

### Bilingual Account Executive/Marketing Strategy Lead

SummitMedia LLC  
SummitMedia LLC in Wichita, KS 67219  
\$35,000 - \$75,000 a year - Full-time

Apply now



Show 1 more benefit

#### Full Job Description

##### MEDIA

##### Bilingual Account Executive/Marketing Strategy Lead

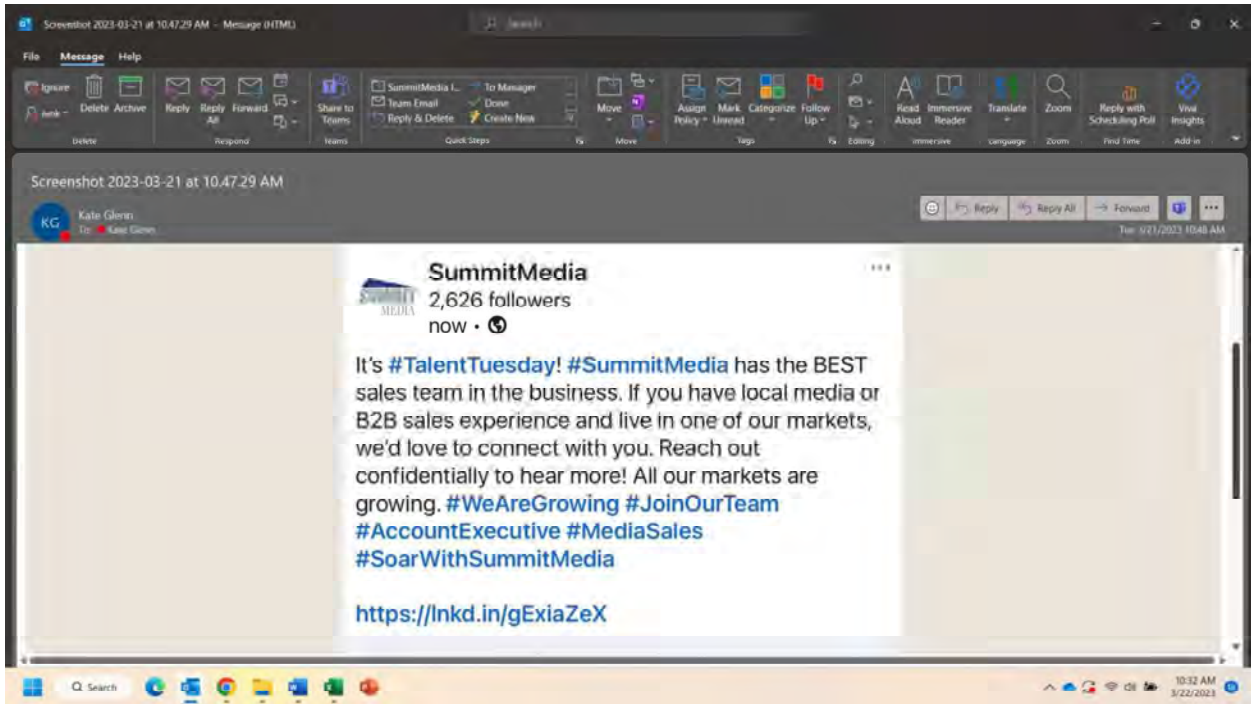
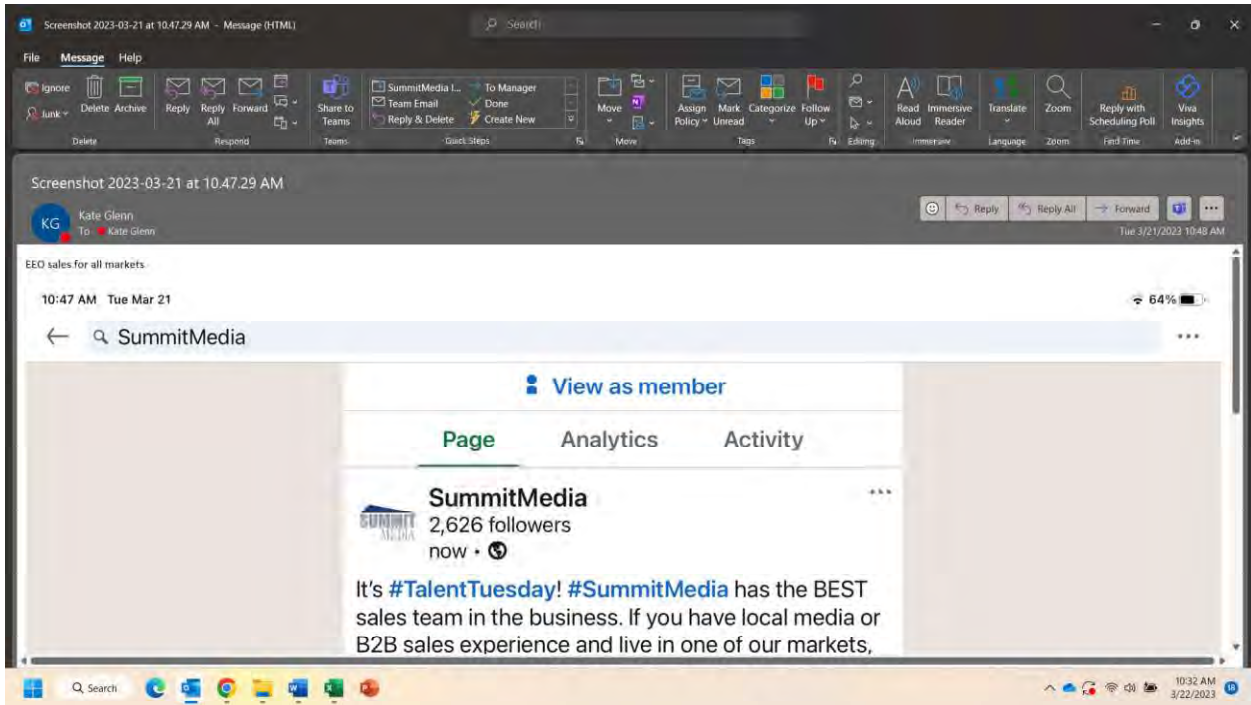
SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Bilingual (Spanish/English) Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients. **\*\*Being bilingual in Spanish and English is required.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

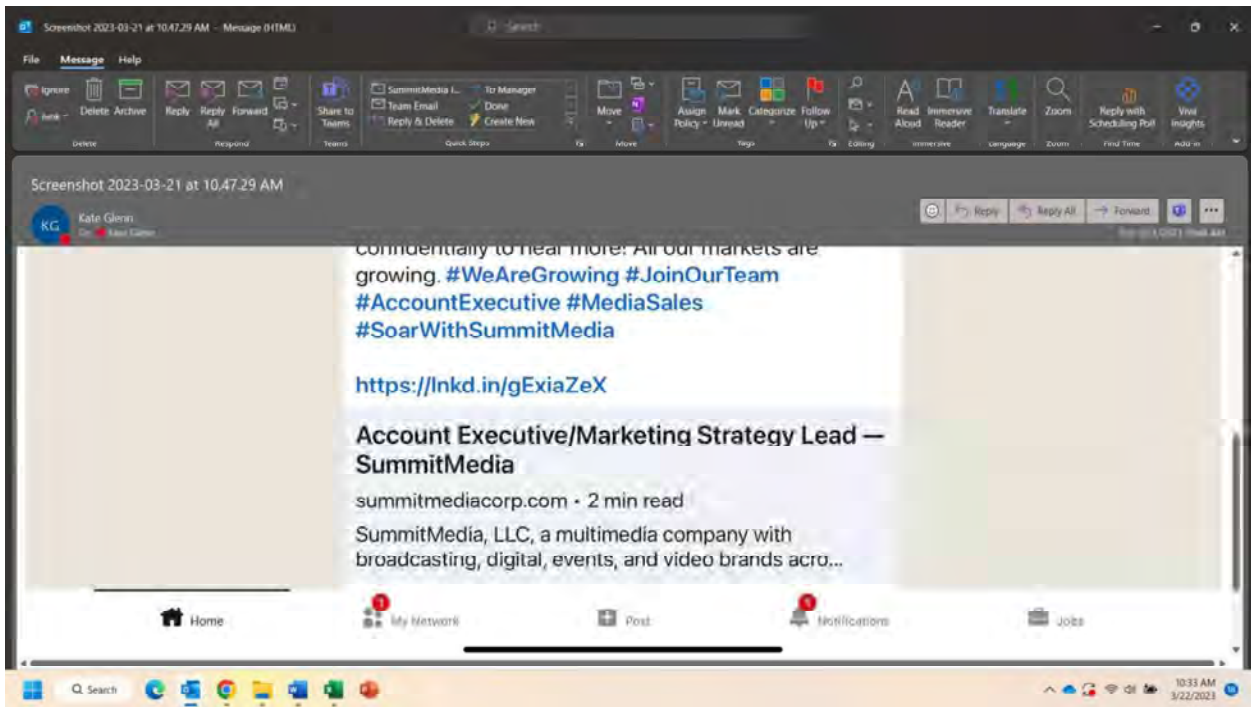
##### What You'll Bring:

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- Experience building positive client and community relationships

##### What We Offer:








SummitMedia Super admin view

SummitMedia 2,337 followers

SummitMedia is hiring...we have openings in Promotions, Programming, and Sales. Check out our job board AND our new, confidential Talent Bank. #wearegrowing #wearehiring #Joinourteam #SummitMedia #media



Join Our Team — SummitMedia  
summitmediajobs.com

Kelly Mac and 7 others

1 repost

10:10 AM 2/1/2023

Account Executive/Marketing Strategy Lead

SummitMedia · Wichita, Kansas Metropolitan Area (On-site)

Full-time

201-500 employees

See how you compare to 6 applicants. [Reactivate Premium](#)

No longer accepting applications

Meet the hiring team

**Kate Glenn**  
VP/Chief People Officer at SummitMedia. SummitMedia is a Broadcast, Digital Media, and E...  
JOB POSTER · LinkedIn member since 2007

Message

About the job

10:20 AM 2/1/2023

Garin Egerton x (20) Account Executive/Marketin x +

linkedin.com/jobs/view/3450301672/

Home My Network Jobs Messaging Notifications Me Work Post a job

### About the job

Media Sales - Wichita, KS

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** for our Wichita operation, who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential. We also have a bilingual AE opening as well.

What You'll Bring:

- 3+ years of B2B outside sales experience. Exposure to media or advertising is preferred but not required
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- Experience building positive client and community relationships

What We Offer:

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Messaging 10:21 AM 2/11/2023

Garin Egerton x (15) Radio - Digital Content and x Digital and Social Content Strate x Account Executive/Marketing Str...

careerpage.org/job/summitmedia-llc-wichita-53-account-executive-marketing-strategy-lead-wichita/

CAREERPAGE Start your broadcasting career today. (505) 881-4444 Contact Us

Careerpage Job Seekers Broadcasters Browse Jobs Account

# Account Executive/Marketing Strategy Lead – Wichita



Windows taskbar showing search, file explorer, and other applications. System tray shows 12:46 PM 2/11/2023.

Browser tabs and address bar showing the same career page URL.

Full Time Wichita Posted 7 seconds ago

**SummitMedia, LLC** Website  
SummitMedia is a broadcast and digital media company

**Description:**  
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**Twitter**  
Broadcast Jobs 1,277  
We also facilitate virtual job fairs for broadcast

https://www.linkedin.com/company/summitmedia-llc/jobs/

Twitter

Broadcast Jobs 8 Feb  
#GetHiredToday We're on our third day of hiring in New Mexico! If you're looking to get a start in radio, there's opportunities for you in #promotions and #sales at @94rock @Big985NM @1003ThePeakABQ @KKOBradio @TheSportsAnimal

PROMOTIONS!

Careerpage.org: Thank you for your job submission! - Message (Plain Text)

File Message Help

Ignore Delete Archive Reply Reply All Forward Share to Teams SummitMedia L... To Manager Done Create New Team Email Reply & Delete Move Send to OneNote Actions Assign Policy Mark Unread Categorize Follow Up Read Aloud Immersive Reader Translate Zoom Viva Insights

Careerpage.org: Thank you for your job submission!

careerpage.org on behalf of WordPress <wordpress@careerpage.org>

To: [Redacted]

Sat 2/11/2023 12:46 PM

We removed extra line breaks from this message.

Thank you for using the NASBA Careerpage to post the following job:

**Account Executive/Marketing Strategy Lead - Wichita**

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced Account Executive/Marketing Strategy Lead who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

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- Experience building positive client and community relationships

**What We Offer:**

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- A genuine array of media brands with a great team environment

12:47 PM 2/11/2023



employers.indeed.com/jobs/view?id=76012d768f7e&employerJobId=aXJpOibvYXBpcy5pbmRlZWQuY29lL0VtcGxveWVySm9lLzQwYTJjYmMxLWwMNTUjNDJkNS1hYTZlTGZmM2MGNj...

indeed

Help Notifications Messages jenn.davis@summitmediacorp.com kate.glenn@summitme...

← Back to jobs

### Bilingual Account Executive - Media

SummitMedia LLC - Wichita, KS

Sponsor this job

Open

View public job page

Details

Posted: April 27, 2023  
Views: 0  
Candidates:

Add a candidate

Budget

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:

Twitter LinkedIn

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.

10  
8  
5  
3  
0

Clicks this week

Sponsor job for more clicks Improve job description

12:30 PM 4/27/2023

employers.indeed.com/jobs/view?id=76012d768f7e&employerJobId=aXJpOibvYXBpcy5pbmRlZWQuY29lL0VtcGxveWVySm9lLzQwYTJjYmMxLWwMNTUjNDJkNS1hYTZlTGZmM2MGNj...

indeed

Help Notifications Messages jenn.davis@summitmediacorp.com kate.glenn@summitme...

← Back to jobs

### Bilingual Account Executive - Media

SummitMedia LLC - Wichita, KS

Sponsor this job

Open

View public job page

Details

Posted: April 27, 2023  
Views: 0  
Candidates:

Add a candidate

Budget

Job budget: Not sponsored

Sponsor job

Promote this job for more candidates:

Twitter LinkedIn

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.

10  
8  
5  
3  
0

Clicks this week

Sponsor job for more clicks Improve job description

12:30 PM 4/27/2023

SUMMITMEDIA – Wichita, KS is seeking a skilled Bilingual Account Executive that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship building and earning people's trust. The Bilingual Account Executive is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace.

A Bilingual Account Executive is viewed as the clients most trusted consultant and primary point of contact. As part of a collaborative, team approach, the Bilingual Account Executive will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and digital media. Building a level of trust and strong understanding of the clients' expectations, priorities, and preferences are essential in building a successful strategy.

Serving the largest and most loyal audience of listeners and clients in Wichita, KS—the five station group of KFDI 101.3, T95.95.1 KICT-FM, 104.5 The Fox KFXI-FM, Radio Lobo 106.5 KYQQ-FM, and Classic Country 1070 KFTI-AM— offers the best training, resources, benefits, and support to its family of employees. The Wichita group strives to maintain the highest level of excellence while staying on the forefront of the most advanced technologies. We embrace our successes and SummitMedia Wichita is laser-focused on future growth in each of our programming, sales, digital, and promotional departments.

#### Responsibilities for Bilingual Account Executive

- Uncover leads and contact prospects
- Meets with customers in person, via telephone, email or video
- Discuss and identify the business objectives with new and existing clients and provide recommendations for growth and marketing challenges
- Work with team to devise an advertising campaign that meets the clients needs, objectives, and budget
- Present the marketing strategy for approval or modification
- Ensure that all communication flows effectively
- Maintain budgets and manage campaign costs and invoices
- Analyze and communicate the effectiveness of campaigns
- Act as a liaison for clients and strategy team, including scheduling meetings

**SUMMITMEDIA, LLC**

**INTERVIEW APPLICANT TRACKING LOG AND APPLICANT REFERRAL SOURCE**

**Position Applied:** Sales/Marketing Strategy Lead

**Name of Dept:** Sales - Wichita

**Market:** Wichita

**Hiring Manager:** Todd Johnson

**Date Prepared** 6/21/2023

**Prepared by:** Kate Stone

First Name	Last Name	Associated Job	INTERVIEW DATE	EEO Referral Source	DISPOSITION
Stephanie	Haydel	Sales - Wichita	2023-03-23	Indeed	3
<del>Mike</del>	<del>Theobald</del>	<del>Sales - Wichita</del>	<del>2023-02-16</del>	<del>Recruited or Referred</del>	<del>2</del>
Ashleigh	Abright	Sales - Wichita	2023-03-01	Indeed	1
Jason	Alvina	Sales - Wichita	2023-03-01	Indeed	1
Garin	Agerton	Sales - Wichita	2023-02-08	LinkedIn	3
Dave	Res	Sales - Wichita	2023-02-08	Indeed	1
Gabriel	Valdez	Sales - Wichita	2023-02-02	Indeed	1
Brent	Radawick	Sales - Wichita	2023-02-02	LinkedIn	1
Sofia	Polanco	Sales - Wichita	2023-01-31	Indeed	1
Angeles	Castorena	Sales - Wichita	2023-01-18	Indeed	1
Harvey	Supa	Sales - Wichita	2023-01-10	Indeed	1
Israel	Pal-Mitares	Sales - Wichita	2023-05-11	Word-of-mouth	2
Zachary	Shawaka	Sales - Wichita	2023-05-10	Indeed	1
Darryl	Terrell	Sales - Wichita	2023-05-23	LinkedIn	1
Paulina	Villalobos	Sales - Wichita	2023-05-31	Indeed	2

this hire is documented in EEO packet from 2-27-23

**\*DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected





## RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

**JOB TITLE:** Sales/Marketing Strategy Lead

**FULL-TIME OR PART-TIME:** full time

**DATE:** 6/21/2023

### RECRUITMENT SOURCES

### NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia Career Fair	0
2. SummitMedia Website	0
3. LinkedIn	3
4. Indeed	10
5. NASBA – career.org	0
6. Handshake	0
7. SummitMedia recruited/referred	<del>1</del>
8. Word-of-Mouth	1

TWO HIRES MADE DURING THIS INTV PERIOD

**DATE POSITION WAS FILLED:** 6/26/2023 5/22/2023

**REFERRAL SOURCE OF APPLICANT HIRED:** Indeed





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission’s reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

**1. NAME**

[REDACTED]										M	I	C	H	A	E	L				
<b>LAST</b>										<b>FIRST</b>						<b>M</b>				

**2. DATE**

16	02	2023
<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>

**3. POSITION APPLYING FOR:**

          **WICHITA SALES**          

**4. HOW WERE YOU REFERRED FOR EMPLOYMENT?**

- SCHOOL** (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY** (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE** (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT** (NAME OF PUBLICATION/SOURCE) \_\_\_\_\_
- COMMUNITY ORGANIZATION** \_\_\_\_\_
- OTHER** \_\_\_\_\_ RECRUITED \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

[REDACTED]															A	S	H	L	E	I	G	H							
LAST										FIRST										M									

### 2. DATE

01	03	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

WICHITA SALES

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) INDEED \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

							J	A	S	O	N									
LAST							FIRST							M						

### 2. DATE

01	03	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

\_\_\_\_\_ WICHITA SALES \_\_\_\_\_

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) \_\_\_\_\_ INDEED \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_













## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

								S	O	F	I	A												
LAST										FIRST										M				

### 2. DATE

31	01	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

\_\_\_\_\_ WICHITA SALES \_\_\_\_\_

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) \_\_\_\_\_ INDEED \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_





## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

									H	A	R	V	E	Y									
LAST										FIRST										M			

### 2. DATE

10	01	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

WICHITA SALES

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) INDEED \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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### 1. NAME

[REDACTED]											I		S	R	A	E	L												
LAST													FIRST							M									

### 2. DATE

11	05	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

\_\_\_\_\_ WICHITA SALES \_\_\_\_\_

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_ WORD-OF-MOUTH \_\_\_\_\_







## INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

### 1. NAME

[REDACTED]										[REDACTED]			P	A	U	L	I	N	A										
LAST											FIRST											M							

### 2. DATE

31	05	2023
DAY	MONTH	YEAR

### 3. POSITION APPLYING FOR:

\_\_\_\_\_ WICHITA SALES \_\_\_\_\_

### 4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) \_\_\_\_\_
- AGENCY (NAME OF AGENCY) \_\_\_\_\_
- EMPLOYEE (NAME OF EMPLOYEE) \_\_\_\_\_
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) \_\_\_ INDEED \_\_\_\_\_
- COMMUNITY ORGANIZATION \_\_\_\_\_
- OTHER \_\_\_\_\_



Contacts | My contacts x | AE/MARKETING STRATEGY LEAD x | Account Executive/Marketing SI x +

summitmediacorp.com/job-postings/account-executivemarketing-strategy-lead

SUMMIT MEDIA

Services Markets Leadership Join Our Team Home

Birmingham • Greenville • Honolulu • Knoxville • Louisville • Omaha • Richmond • Springfield • Wichita

# Account Executive/Marketing Strategy Lead - ALL MARKETS

SummitMedia, LLC, a multimedia company with broadcasting, digital, events, and video brands across multiple markets is expanding our team. We are looking for an experienced **Account Executive/Marketing Strategy Lead** who will utilize on-air and digital brands, as well as unique on-location and sponsorship opportunities, all with the goal of developing sophisticated marketing and advertising tools for our clients.

**Sales opportunities are available across multiple markets, relocation will be required if the candidate does not reside in the market area.**

If you are a self-motivated, confident, and successful sales professional who wants a fun, entertainment-focused work environment, we want to connect with you! You should be a passionate problem-solver who enjoys helping clients. Reach out today to learn more. All conversations and inquiries will be kept confidential.

Do you have any questions?  
We're happy to help.

3:25 PM  
1/6/2023

## Attachment C



## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** SummitMedia Wichita Virtual Career Fair

**Activity Type:** (see attachment) #2

**Date(s) of station participation:** 4-11-2023

**EEO reporting period date:** (year) 2023

**Participating Employees:** Kate Glenn, Todd Johnson

**Host/Sponsor of Event/Activity:** SummitMedia

**Brief description of event/activity and station participation, as well as any follow-up provided:**

SummitMedia Wichita hosted a Virtual Career Fair on 4-11-2023. The event was heavily promoted in the weeks before the event using on-air and online website postings, as well as a press release for the greater community. Four areas of focus were offered - sales, programming, promotions, and internships. All participants were scheduled for an interview on the day of the event (or if not available, they were directed to our Talent Bank for follow up). Intv were done via MS Teams or by phone. Several participants will be moving forward with next steps - a p/t promotions candidate and a summer internship candidate. Participants were also offered the chance to do an informational interview to learn about different careers in radio.

**SummitMedia Employee Signature:** \_\_\_\_\_ Kate Glenn





No.	Points	Category	Activity Type	Description
1.	0.25	Job Fair	Participation in Job Fairs	Participation in a job fair by station personnel who have substantial responsibility in the making of hiring decisions.
2.	1	Job Fair	Hosting of Job Fair	Hosting of Job Fairs
3.	1	Job Fair	Co Sponsoring Job Fair	Co-sponsoring at least one job fair with organizations in the business and professional community whose memberships include substantial participation of women and minorities.
4.	0.25	Community Events	Participation in events sponsored by community groups	Participation in at least four events (1 event earns .25 points) sponsored by community groups active in broadcast employment issues (conventions, career days, workshops and similar activities).
5.	1	Community Events	Establishment of an intern program designed to assist members of the community	Establishment of an internship program designed to assist members for the community to acquire skills needed for broadcast employment.
6.	1	Job Bank Participation	Participation in job banks, internet programs and other programs designed to promote outreach	Participation in job banks, internet programs and other programs designed to promote outreach generally (programs not primarily directed to providing notification of specific job vacancies).
7.	1	Scholarship Programs	Participation in scholarship programs	Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.
8.	1	Training	Establishment of training programs for station personnel	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.
9.	1	Training	Establishment of a mentoring program	Establishment of a mentoring program to enable station personnel to improve their skills to qualify for higher positions.
10.	0.25	Community Events	Participation in events or programs sponsored by educational institutions	Participation in at least four events or programs (EACH EVENT EARNS 0.25 POINTS) sponsored by educational institutions relating to career opportunities in broadcasting.
11.	0.5	Community Events	Sponsorship of events in the community designed to increase public awareness	Sponsorship of at least two events (EACH EVENT EARNS 0.5 POINTS) in the community designed to increase public awareness as to employment opportunities in broadcasting.
12.	1	Others	Listing of each upper-level category opening in a job bank or newsletter	Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.
13.	1	Others	Provision of assistance to unaffiliated non-profit entities and the maintenance of websites	Provision of assistance to unaffiliated non-profit entities and the maintenance of websites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting.
14.	1	Training	Provision of training to management	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.



15.	1	Training	Provision of training to personnel of unaffiliated non-profit organizations	Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.
16.	1	Others	Participation in other activities designed by the station employment unit	Participation in other activities designed by the station employment unit that are reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.





**SUMMIT**  
MEDIA

# JOIN US FOR A VIRTUAL CAREER FAIR



**4/11/23 | 9AM-5PM**

**We specialize in audio advertising,  
digital marketing and events.**

### **What We Offer:**

- Competitive compensation with internal career development
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K, Vacation & Holiday time

**INTERESTED?**

SCAN TO  
APPLY!



**FOR IMMEDIATE RELEASE**



**SummitMedia Wichita Virtual Career Fair 2023**

Wichita, Kansas, 3-6-23

**SummitMedia Wichita** stations including (insert links) will host a Virtual Career Fair on Tuesday, April 11th, 2023 from 9AM to 5PM.

SummitMedia Springfield invites participants to join us for Virtual Career Fair 2023, our biggest recruitment event of the spring! Attending gives participants a front-row seat (virtually) to learn all about careers in media and our most exciting job opportunities.

Interviews will be conducted by Zoom, MS Teams or phone on 4/11/2023, focused on four interview categories for participants to choose from:

- Sales & Marketing Interview
- Broadcast Production and Technology Interview
- Promotions/Summer Internship Interview
- Informational Interview — for participants interested in learning more about careers in media

Participants are asked to register using QR (insert) or by visiting our websites for more information (insert)

**About SummitMedia, LLC**

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company. SummitMedia is an equal opportunity employer.

**Contact:**

**Todd Johnson** | Market President

{INSERT PHONE}

{INSERT E-MAIL}



Website screenshots - Message (HTML)

File Message Help

Ignore Delete Archive Reply Reply Forward All Share to Teams SummitMedia L... To Manager Team Email Done Reply & Delete Create New Move Assign Policy Mark Categorize Follow Up Read Aloud Immersive Reader Translate Zoom Reply with Scheduling Poll Viva Insights

Website screenshots

TJ Todd Johnson To: Kate Glenn

You replied to this message on 4/10/2023 1:18 PM

11:04

Summit Media Virtual Career Fair

April 11 @ 9:00 am - 5:00 pm

JOIN US FOR A VIRTUAL CAREER FAIR

4/11/23 9AM-5PM

155 PM 4/12/2023

Wichita Job Fair - Message (HTML)

File Message Help

Ignore Delete Archive Reply Reply Forward All Share to Teams SummitMedia L... To Manager Team Email Done Reply & Delete Create New Move Assign Policy Mark Categorize Follow Up Read Aloud Immersive Reader Translate Zoom Reply with Scheduling Poll Viva Insights

Wichita Job Fair

Justin Case To: Kate Glenn

You replied to this message on 4/10/2023 4:02 PM

Hey Kate -

Has anyone signed up for the Wichita job fair? Just curious. We've been hitting hard... just don't know if anything is happening.

Also, how did Springfield go?

jk

**Justin A. Case | Operations Manager**  
 SummitMedia | 4200 North Olathe Lawrence Rd | Wichita, KS 67219  
 Office: (316) 838-9141 | Direct: 316-821-2002  
 New email: [justin.case@summitmediacorp.com](mailto:justin.case@summitmediacorp.com)

4:20 PM 4/12/2023



11:03



kfdi.com

SHOP ONLINE WITH NO HIDDEN MARKUPS



**1013**  
**KFDI**

**LISTEN LIVE**



# Summit Media Virtual Career Fair

April 11 @ 9:00 am - 5:00 pm




**SUMMIT MEDIA**

**JOIN US FOR A VIRTUAL CAREER FAIR**

**4/11/23 | 9AM-5PM**

**We specialize in audio advertising, digital marketing and events.**

*What We Offer:*

- Competitive compensation with internal career development
- A growing group of media brands with a great team environment
- Best training and resources in the business

**INTERESTED?** SCAN TO APPLY




Download on the **App Store**

GET IT ON **Google Play**

11:04

t95.com



**T95** LISTEN LIVE 🔍 ☰

# Summit Media Virtual Career Fair

April 11 @ 9:00 am - 5:00 pm

101.3 **KFDI** CLASSIC COUNTRY 107.0 CLASSIC ROCK 104.5 **T95** RADIO CLASSIC 106.5

**SUMMIT MEDIA**

**JOIN US FOR A VIRTUAL CAREER FAIR**

📍 📺 📱 4/11/23 | 9AM-5PM

**We specialize in audio advertising, digital marketing and events.**

*What We Offer:*

- Competitive compensation with internal career development
- A growing group of media brands with a great team environment
- Best training and resources in the business
- Medical, Dental & Vision, 401K.

**INTERESTED?** SCAN TO APPLY

11:05



classicrock1045.fm



CLASSIC  
ROCK 104.5

LISTEN LIVE



Summit Media Virtual Career Fair

Home > Event

All Events

# Summit Media Virtual Career Fair

April 11 @ 9:00 am - 5:00 pm



Download on the  
App Store



GET IT ON  
Google Play

11:06



AA

radiolobo1065.com



VGW Group. No Purchase Necessary. Void where prohibited by law. See T&Cs.



El Tlaxcalteca

Mon - Fri: 11:00 AM - 04:00 PM



LISTEN LIVE



Summit Media Virtual Career Fair

Home > Event

All Events

# Summit Media Virtual Career Fair

April 11 @ 9:00 am - 5:00 pm





Day Week Month Year

Search

# April 2023

Today

Sun 9 Mon 10 Tue 11 Wed 12 Thu 13 Fri 14 Sat 15

9 AM

10 AM

CF Virtual Kristina Chang

10:46 AM

11 AM

SummitMedia Virtual Fair Microsoft Teams Meeting...

SummitMedia Virtual Fair

Noon

Intv call - SummitMediaStacySnyder phone call

1 PM

SummitMedia Virtual Fair Microsoft Teams Meeting...

2 PM

Intv call - SummitMediaNinaWang phone call

Ian pick up 2:30-3

3 PM

SummitMedia Virtual Fair

4 PM

No Event Selected





## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** KAB EEO Training

**Activity Type:** 14

**Date(s) of station participation:** 2/16/23

**EEO reporting period date:** 2024

**Participating Employees:** Christa Obermite

**Host/Sponsor of Event/Activity:** Kansas Association of Broadcasters

**Brief description of event/activity and station participation, as well as any follow-up provided:** Webinar provided by Kansas Association of Broadcasters, attended by the SEU's Business Manager on 2/16/23.

This webinar reviewed all of the FCC's EEO obligations and discussed how stations can meet those obligations to comply with the FCC. It also reviewed what might lie in store for future FCC EEO compliance obligations.

**SummitMedia Employee Signature:** Todd Johnson, GM



14,	1	Training	Provision of training to management	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
15.	1	Training	Provision of training to personnel of unaffiliated non-profit organizations	Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.
16.	1	Others	Participation in other activities designed by the station employment unit	Participation in other activities designed by the station employment unit that are reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.



534 S Kansas Ave. Ste. 1105  
Topeka KS 66603  
(785) 235-1307  
allison@kab.net  
www.kab.net

February 16, 2023

This letter certifies that one or more hiring managers from this station attended an EEO webinar sponsored by the Kansas Association of Broadcasters on Thursday, February 16, 2023. The webinar fulfills Prong 3 Management Training on EEO matters. Those in attendance should share what they learned with other management employees involved in hiring matters, and at some point in the next year, conduct a training with a local lawyer on hiring and firing and other employment related matters that are covered by local law. They should also have a management training program on EEO matters.

The webinar was prepared and presented by David Oxenford, partner at the law firm of Wilkinson Barker Knauer LLP in Washington, D.C. His regulatory expertise includes all areas of broadcast law including the FCC's multiple ownership limitations, the political broadcasting rules, EEO policy, advertising issues, and other programming matters and FCC technical rules.

This webinar reviewed all of the FCC's EEO obligations and discussed how stations can meet those obligations to comply with the FCC. David also reviewed what might lie in store for future FCC EEO compliance obligations.

The KAB arranged this webinar to assist our member stations' general and hiring managers through continuing education to help maintain compliance with the rules and regulations of the Equal Opportunity Employment Commission and the Federal Communications Commission.

Sincerely,

A handwritten signature in blue ink that reads "Allison Mazzei".

Allison Mazzei  
KAB President  
allison@kab.net





534 S Kansas Ave. Ste. 1105  
Topeka KS 66603  
(785) 235-1307  
allison@kab.net  
www.kab.net

February 16, 2023

This letter certifies that one or more hiring managers from this station attended an EEO webinar sponsored by the Kansas Association of Broadcasters on Thursday, February 16, 2023. The webinar fulfills Prong 3 Management Training on EEO matters. Those in attendance should share what they learned with other management employees involved in hiring matters, and at some point in the next year, conduct a training with a local lawyer on hiring and firing and other employment related matters that are covered by local law. They should also have a management training program on EEO matters.

The webinar was prepared and presented by David Oxenford, partner at the law firm of Wilkinson Barker Knauer LLP in Washington, D.C. His regulatory expertise includes all areas of broadcast law including the FCC's multiple ownership limitations, the political broadcasting rules, EEO policy, advertising issues, and other programming matters and FCC technical rules.

This webinar reviewed all of the FCC's EEO obligations and discussed how stations can meet those obligations to comply with the FCC. David also reviewed what might lie in store for future FCC EEO compliance obligations.

The KAB arranged this webinar to assist our member stations' general and hiring managers through continuing education to help maintain compliance with the rules and regulations of the Equal Opportunity Employment Commission and the Federal Communications Commission.

Sincerely,

A handwritten signature in blue ink that reads "Allison Mazzei".

Allison Mazzei  
KAB President  
allison@kab.net

## EEO Webinar - attendee registered

Kansas Association of Broadcasters <info@kab.net>

Thu 2/16/2023 9:13 AM

To:Christa Obermite <christa.obermite@summitmediacorp.com>



You have been registered to attend EEO Webinar event on 2/16/2023

Thank you for registering! You can join the webinar the day of the event by visiting this link: <https://meet.zoho.com/SOagt9MRNY>

Your registration ID is: 9195613

You may wish to add this event to your:

- Google Calendar by clicking [here](#)
- Or to download iCal (Outlook, Apple, or other) click [here](#)

You can update your status [here](#), or update your registration information [here](#).



Kansas Association of Broadcasters  
Allison Mazzei

Thank you,

Kansas Association of Broadcasters

785-235-1307

info@kab.net



## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** AAC Career Fair – Wichita State University

**Activity Type:** (see attachment) #1 (.25 point)

**Date(s) of station participation:** 10/26/2023

**EEO reporting period date:** (year) 2023

**Participating Employees:** Kate Glenn, Hiring Manager, VP/CPO

**Host/Sponsor of Event/Activity:** AAC Conf – Wichita State participating school (CareerEco Virtual Host)

**Brief description of event/activity and station participation, as well as any follow-up provided:**

On October 26, 2023, our SEU participated in a career fair hosted by the AAC conference which included Wichita State University. Wichita State University students were invited to participate in live group chats or to schedule a 15 min interview on the day of the fair. Students were educated on the various careers in radio and media including sales, programming, promotions, and our summer internship program. Our hiring manager was available to interact with participants and our SEU was pleased with the interest shown in this event. All participants were offered the chance to apply into SummitMedia's talent-bank for current and future openings.

**SummitMedia Employee Signature:** *Kate Glenn*





No.	Points	Category	Activity Type	Description
1.	0.25	Job Fair	Participation in Job Fairs	Participation in a job fair by station personnel who have substantial responsibility in the making of hiring decisions.
2.	1	Job Fair	Hosting of Job Fair	Hosting of Job Fairs
3.	1	Job Fair	Co Sponsoring Job Fair	Co-sponsoring at least one job fair with organizations in the business and professional community whose memberships include substantial participation of women and minorities.
4.	0.25	Community Events	Participation in events sponsored by community groups	Participation in at least four events (1 event earns .25 points) sponsored by community groups active in broadcast employment issues (conventions, career days, workshops and similar activities).
5.	1	Community Events	Establishment of an intern program designed to assist members of the community	Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.
6.	1	Job Bank Participation	Participation in job banks, internet programs and other programs designed to promote outreach	Participation in job banks, internet programs and other programs designed to promote outreach generally (programs not primarily directed to providing notification of specific job vacancies).
7.	1	Scholarship Programs	Participation in scholarship programs	Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.
8.	1	Training	Establishment of training programs for station personnel	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.
9.	1	Training	Establishment of a mentoring program	Establishment of a mentoring program to enable station personnel to improve their skills to qualify for higher positions.
10.	0.25	Community Events	Participation in events or programs sponsored by educational institutions	Participation in at least four events or programs (EACH EVENT EARNS 0.25 POINTS) sponsored by educational institutions relating to career opportunities in broadcasting.
11.	0.5	Community Events	Sponsorship of events in the community designed to increase public awareness	Sponsorship of at least two events (EACH EVENT EARNS 0.5 POINTS) in the community designed to increase public awareness as to employment opportunities in broadcasting.
12.	1	Others	Listing of each upper-level category opening in a job bank or newsletter	Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.
13.	1	Others	Provision of assistance to unaffiliated non-profit entities and the maintenance of websites	Provision of assistance to unaffiliated non-profit entities and the maintenance of websites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting.
14.	1	Training	Provision of training to management	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.



15.	1	Training	Provision of training to personnel of unaffiliated non-profit organizations	Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.
16.	1	Others	Participation in other activities designed by the station employment unit	Participation in other activities designed by the station employment unit that are reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Virtual Event Registration Approved - Message (HTML)

File Message Help

CV CareerEco Virtual Events <events@careereco.com>  
To: Kate Glenn  
Mon 7/13/2023 6:43 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Fair Reminders  
1 KB

Note: This email originated outside of your organization.

Hello Kate,  
Your registration has been approved for AAC Career Fair.  
[Log in](#) to your account to make sure you are prepared for the event.  
[Add New Users](#)  
[Complete Organization Profile](#)

**IMPORTANT: You and your team will receive additional information about inviting candidates to sign up for meeting time slots.**

If you have questions, please send an email to [events@careereco.com](mailto:events@careereco.com) or contact us at 770 674 7807

The CareerEco Team

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

11:07 AM  
10/26/2023

Join us for an ALL MAJOR Career Fair, Oct. 26 - Message (HTML)

File Message Help

H handshake@mail.joinhandshake.com  
To: Kate Glenn  
Tue 8/15/2023 11:41 AM

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Note: This email originated outside of your organization.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

**AAC Career Fair**  
**Oct. 26, 2023**  
**10 a.m. - 5 p.m. (CT)**  
[www.careereco.com/events/AAC2023](http://www.careereco.com/events/AAC2023)

Join us for the AAC Career Fair, a massive virtual event featuring the participation of 14 universities from the AACI. This is your opportunity to connect with a wide range of talented candidates and explore exciting job prospects.

At this virtual event, you'll have access to chat rooms to interact with candidates, conduct video interviews, and enjoy unlimited access to all registered candidates' information, including the ability to export electronic resumes.

Don't miss out on this valuable opportunity to engage with top talent

11:11 AM  
10/26/2023



Event Dashboard Virtual Event - AAC Career Fair

https://www.careereco.com/Chat/Chat?roomId=52ff1f6e4701-44cb-8f8b-b01503ef5a4d#/rooms/d1f461ad-0d5e-4add-927c-4da700f70bc1

CareerEco  
Virtual Events

Online Help

AAC Career Fair  
October 26, 2023 10:00 AM - 5:00 PM Central Time

Download Transcript

My Rooms

SummitMedia Meeting with Kate Glenn

MY SCHEDULED MEETINGS

SummitMedia

About Download Files

Kate's Meeting Room

Welcome to the Room  
Welcome! SummitMedia is a multimedia company with broadcasting, digital media, and event brands across multiple markets, including operations in Wichita, KS and Birmingham, AL.

Moderators (1)

Participants (0)  
No Users

Meeting Room

Type a message

11:05 AM 10/26/2023

Session Starting in 15 Minutes - Message (HTML)

File Message Help

Delete Archive Reply Reply All Forward Share to Teams All Apps SummitMedia L. To Manager Team Email Reply & Delete Done Create New Move Assign Policy Category Follow Up Tags Editing Immersive Language Zoom Reply with Scheduling Poll Viva Insights

Session Starting in 15 Minutes

CareerEco Virtual Events <events@careereco.com>  
To: Kate Glenn

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

File Reminders 1 KB

Note: This email originated outside of your organization.

Hello Kate,

This is a reminder that the following session will begin in 15 minutes!

Organization Name: SummitMedia

Fair: AAC Career Fair

Room Name: SummitMedia

Start Time: Thursday, October 26, 2023 10:00 AM Central Time

Click the following link [https://www.careereco.com/User/it\\_login](https://www.careereco.com/User/it_login) to login to your account

Technology Requirements: Video chat and event-related broadcasts are available from a desktop or laptop using Chrome, Firefox, or Edge

Of course, if you have any questions, or there has been a change to your chat schedule, please contact us or send an email to [events@careereco.com](mailto:events@careereco.com)

\* If you are not participating in this particular Virtual Event, we apologize that you received this email

11:14 AM 10/26/2023



CareerEco - Virtual Career Fairs x Virtual Event - AAC Career Fair x

https://www.careereco.com/Chat/Chat?chatId=52f15ad-f701-44cb-8f6f-605503ef5ad9/rooms/2884ba5-e016-4a28-ac05-4050017a7e0b

Online Help

### AAC Career Fair


October 26, 2023 10:00 AM - 5:00 PM Central Time

Download Transcript

#### My Rooms

Back to All Rooms

- SummitMedia**  
SummitMedia is a multimedia company with broadcasting, digit...  
2/1 Main
- SummitMedia**  
Meeting with Kate Glenn  
MY SCHEDULED MEETINGS



About Download Files

Moderators (1)

Participants (2)

- Reid Westervelt
- Miriam Emmert

#### Main Room

Hi Kate, could you go into a little more detail in describing what your company does and what its main goals are?

11:59 AM

We are a media company - we own broadcast and digital media brands in 9 markets including in Wichita KS and in Birmingham, AL. The openings we have would be on the programming/content side or on the sales and marketing side. Here is our jobs page - <https://www.summitmediacorp.com/join-our-team>

We also offer summer internships in media

What kind of career are you looking to pursue?

Reid Westervelt 11:59 AM

What would a summer internship at this company look like ?

12:01 PM

Here is more info on our internship program - it can be offered for college credit and it covers programming, promotions, sales operations, and marketing.

[https://share.hsforms.com/1500kP\\_x0TISrB50NamiEQ0dgZa](https://share.hsforms.com/1500kP_x0TISrB50NamiEQ0dgZa)

Message

Type a message...

12:02 PM 10/26/2023



## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** all Wichita

**Name of Event:** FALL 2023 INTERNSHIP FAIR

**Activity Type:** (see attachment) career fair

**Date(s) of station participation:** October 25, 2023

**EEO reporting period date:** (year) 2023

**Participating Employees:** Don Hall, Promotions Director

**Host/Sponsor of Event/Activity:** Wichita State University

**Brief description of event/activity and station participation, as well as any follow-up provided:**

The career fair hosted by Wichita State, in partnership with Emporia State University and Washburn University, took place on Wed Oct 25, from 2pm-4pm and involved one-on-one 10 minute video sessions for students. The SEU's Promotion Director participated and nine candidates and one college administrator. He had the opportunity to educate all on careers in Radio. He provided all with information on our internship program, providing them with the application link and his contact should they find interest.

**SummitMedia Employee Signature: Todd Johnson, GM**



No.	Points	Category	Activity Type	Description
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You have received this email from ftovar@emporia.edu in response to your Order.

# Order Receipt

Thank you for shopping at Emporia State University Mall.

**Order:** 67318  
**Store:** Career Fairs  
**Date/Time:** September 28, 2023 at 8:22:02 AM CDT  
**Total:** \$25.00

**Billed To:**

Christa Obermite  
4200 N. Old Lawrence Road  
Wichita, KS  
67219  
United States

**Contact Email:**

kate.glenn@summitmediacorp.com

**Payment Information:**

Payment Type: Credit Card  
Credit Card Number: xxxxxxxxxxxx2576  
Reference Number: [20230928000004](#)  
Card Type: Visa  
\*\*\* Card Not Present \*\*\*

**Shipping Information:**

Shipping Information: 64264  
Delivery Method: None

Item	Quantity	Unit Price	Detail Total
Fall 2023 Internship Fair (VIRTUAL)	1	\$25.00	\$25.00

Invoice No: 1524

Your Organization/School Name:  
SummitMedia Wichita

Late Fee: N/A

**Subtotal:** \$25.00  
**Tax:** \$0.00  
**Total:** \$25.00

**Return Policy Agreement:**

Refunds will be given prior to 21 days before the event. No refunds will be given to organizations/schools who pay but do not attend the day of the event. A late payment fee of \$20.00 will be applied to your balance if payment is not received by the day of the event.

For questions, comments, or Order status, send email to [ftovar@emporia.edu](mailto:ftovar@emporia.edu) and refer to Order 67318. Visit us [online](#).

Re: Virtual Internship Fair for 6 Kansas universities - Message HTML

File Message Help

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Re: Virtual Internship Fair for 6 Kansas universities

Kate Glenn  
To: Christa Obermite

message\_v2.rpmog (60 KB)

I registered us but they have to approve our registration before we pay. I should know by tomorrow...once it's all set, I'll send you and Don all the details!

Kate Glenn  
VP/Chief People Officer  
SummitMedia, LLC  
810.357.3096  
[kate.glenn@summitmediacorp.com](mailto:kate.glenn@summitmediacorp.com)  
[Send me an invite on LinkedIn](#)  
[Join our team!](#)

On Sep 27, 2023, at 5:02 PM, Christa Obermite <[christa.obermite@summitmediacorp.com](mailto:christa.obermite@summitmediacorp.com)> wrote:

Christa Obermite ([christa.obermite@summitmediacorp.com](mailto:christa.obermite@summitmediacorp.com)) has sent you a protected message.

12:23 PM 12/4/2023



Re: Virtual Internship Fair for 6 Kansas universities - Message (HTML)

**File Message Help**

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Re: Virtual Internship Fair for 6 Kansas universities

Kate Glenn  
To: Christa Obermire, Don Hall

Wed 10/4/2023 10:42 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

The career fair is Wed Oct 25, from 2pm-4pm and will involve one-on-one 10 minute video sessions for students that sign up. Don, I set you up in Handshake, so when a student registers, they will pick a time slot and schedule themselves. Just wanted to give you the heads up, you may be getting emails directly from Handshake when a student confirms.

I'll touch base with you a few days before the job fair to make sure you're all set.

Kate Glenn  
VP/Chief People Officer  
SummitMedia, LLC  
Office: 810.357.3096  
Email: [kate.glenn@summitmediacorp.com](mailto:kate.glenn@summitmediacorp.com)  
[Send me an invite on LinkedIn](#)  
[Join our team!](#)  
<https://www.summitmediacorp.com/apply>

On Sep 28, 2023, at 9:13 AM, Christa Obermire <[christa.obermire@summitmediacorp.com](mailto:christa.obermire@summitmediacorp.com)> wrote:

Thank you very much!

**Christa Obermire**  
Business Manager

KHDI | KICT | KFXJ | KYQQ | KFI  
Summit Media | 4200 N. Old Lawrence Road | Wichita, KS 67219

Re: Internship career fair - Message (HTML)

**File Message Help**

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Re: Internship career fair

Don Hall  
To: Kate Glenn

Wed 10/25/2023 8:30 AM

You replied to this message on 11/0/2023 11:04 AM.

This is great. I'll be ready for them this afternoon.

**From:** Kate Glenn <[kate.glenn@summitmediacorp.com](mailto:kate.glenn@summitmediacorp.com)>  
**Date:** Tuesday, October 24, 2023 at 1:06 PM  
**To:** Don Hall <[don.hall@summitmediacorp.com](mailto:don.hall@summitmediacorp.com)>  
**Subject:** Internship career fair

Hi Don, if you connect with any good prospects interested in internships with us, here is the process...they apply directly on our website using this link - <https://www.summitmediacorp.com/apply>.

Once that application is done (make sure they know to choose "internship" under the experience category), I will send them an internship assessment.

We typically do them in the summer but we could do a short one in the winter session if someone is interested. We get 110 points for doing them so we do try to do one per market a year.

Let me know if you have any other questions!

Kate Glenn  
VP/Chief People Officer  
SummitMedia, LLC  
810.357.3096  
[kate.glenn@summitmediacorp.com](mailto:kate.glenn@summitmediacorp.com)  
[Send me an invite on LinkedIn](#)  
[Join our team!](#)

Re: Internship career fair - Message (HTML)

File Message Help

Delete Archive Reply Reply All Forward Share to Teams All Apps SummiMedia L... To Manager Done Create New Move Assign Policy Categorize Follow Up Mark Unread Read Aloud Immersive Reader Translate Zoom Reply with Scheduling Poll Viva Insights

Re: Internship career fair

Don Hall To: Kate Glenn

Start your reply with: Sounds good, thank! Thank you! Thanks for the updates. Feedback

I spoke to nine candidates and one college administrator. None of them had much idea of what we did (terrestrial radio) and I gave them the solid elevator pitch. None of them fit an intern profile for us given their majors (Computer Science mostly) but I made sure each received the application link and any contact should they find interest.

Don R. Hall  
Promotions and Events Director—Wichita  
SummitMedia, LLC  
4200 N. Oak Lawrence Road, Wichita, KS 67219  
316-821-2004 (O) | 312-608-0719 (C)

---

From: Kate Glenn <kate\_glenn@summitmediacorp.com>  
Sent: Wednesday, November 1, 2023 10:04:12 AM  
To: Don Hall <don.hall@summitmediacorp.com>  
Subject: RE: Internship career fair

Hi Don, did you get any response to the internship career fair? I will put together the EEO packet for this.

Kate Glenn  
VP/Chief People Officer  
SummitMedia, LLC  
Office 810.357.3096  
kate\_glenn@summitmediacorp.com

12:25 PM 12/4/2023



## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** KAB EEO Training

**Activity Type:** 14

**Date(s) of station participation:** 12/29/23

**EEO reporting period date:** 2024

**Participating Employees:** Christa Obermite

**Host/Sponsor of Event/Activity:** Broadcast 1 Source/Media Staffing Network and Wilkinson Barker Knauer LLP

**Brief description of event/activity and station participation, as well as any follow-up provided:** On or about 12/29/23, the SEU's Market President, Operations Manager and Sales Manager reviewed the webinar and accompanying documents provided by Broadcast 1 Source/Media Staffing Network and Wilkinson Barker Knauer LLP about the FCC's EEO requirements. The webinar and documents described how licensees can meet FCC obligations by engaging in wide dissemination of information about job openings as well as outreach activities designed to educate the community about broadcast employment

**SummitMedia Employee Signature:** \_\_\_\_\_ToddJohnson,GM\_\_\_\_\_

**Re: EEO Mgr TRAINING - 1 point**

Justin Case <justin.case@summitmediacorp.com>

Thu 12/21/2023 2:37 PM

To: Todd Johnson <Todd.Johnson@summitmediacorp.com>; Jim Vincent <jim.vincent@summitmediacorp.com>; Christa Obermite <christa.obermite@summitmediacorp.com>

I was out last week. Completed training video today 12/21. Notes below.

Lisa Fields of broadcast source 1 and Jennifer Lane from Media Staffing conducted training.

**Broad Outreach**

For jobs 30 + hours a week - goal is to reach all segments of the population. Entire community. Diverse list / can be smaller for specialty jobs. Use recruiting sources In YOUR community.

**Demand Notification**

Required to respond to any agency/source IF they want notice of openings. Must comply. Must document. A benefit, but not required, for reporting.

**Prong 3 Supplemental Outreach**

Self-Audit Tracking. Min 2x per year. Actively manage hiring program and note deficits and take action to get better results if any. Add timeline for completion if correction needed.

Document Everything! Every job posted, by job title. Proof of outreach - include notification to the source, contact person, phone, email, address, and any demand notifications. Copies of everything used in vacancy notifications (ads and such). Ask contacts WHERE they heard about the job.

Talk about jobs in broadcasting at any civic meetings you are speaking at. Direct people to how to follow up if interested.

Talent Pipeline. Identify individuals with the right skills, traits, or experience for future opening. Keep track of them, so can contact them when needed. We do a good job of identifying people (and pipelining) who show potential.

jc

**Justin A. Case | Operations Manager**

SummitMedia | 4200 North Old Lawrence Rd | Wichita, KS 67219

Office: (316) 838-9141 | Direct: 316-821-2002

**Email: [justin.case@summitmediacorp.com](mailto:justin.case@summitmediacorp.com)**

---

**From:** Todd Johnson <Todd.Johnson@summitmediacorp.com>

**Sent:** Wednesday, December 13, 2023 9:08 AM

**To:** Jim Vincent <jim.vincent@summitmediacorp.com>; Christa Obermite



<christa.obermite@summitmediacorp.com>; Justin Case <justin.case@summitmediacorp.com>

**Subject:** Re: EEO Mgr TRAINING - 1 point

Just a reminder to watch the video by COB on 12/14. I watched this morning and the Highlights are:  
Prong 1 Broad Outreach  
Prong 2 Demand Notification  
Prong 3 Supplemental Outreach ( It has an attachment with a menu of activities we can do)

Please let reply to all when you have completed this with a couple of notes on the training. Thanks!

**Todd Johnson | President | General Manager Wichita**  
SummitMedia | 4200 North Old Lawrence Road Wichita, KS 67219  
Direct (316) 821-2015 | Cell (316) 312-4003  
Email | Todd.johnson@summitmediacorp.com



---

**From:** Jim Vincent <jim.vincent@summitmediacorp.com>  
**Sent:** Tuesday, December 5, 2023 2:56 PM  
**To:** Todd Johnson <Todd.Johnson@summitmediacorp.com>; Christa Obermite <christa.obermite@summitmediacorp.com>; Justin Case <justin.case@summitmediacorp.com>  
**Subject:** RE: EEO Mgr TRAINING - 1 point

Just went ahead and watched it so I wouldn't forget.

Recap

Prong 1 – Broad Outreach, broadly disseminate job postings for all openings of 30 hours per week or more  
Prong 2 – Demand Notification, we are required to notify any agencies that request notification but we are not required to go looking for those agencies  
Prong 3 – Supplemental Outreach, because we have more than 10 full time employees we must engage in 4 or more activities / events each year (job fairs, internships, mentoring, management training, community events, etc.)

**Jim Vincent | General Sales Manager**  
SummitMedia | 4200 North Old Lawrence Road  
Wichita, KS 67219  
Direct (316) 821-2076 | Cell (316) 990-6978  
Fax (316) 838-3607  
Email | jim.vincent@summitmediacorp.com



**From:** Todd Johnson <Todd.Johnson@summitmediacorp.com>  
**Sent:** Tuesday, December 5, 2023 1:41 PM  
**To:** Christa Obermite <christa.obermite@summitmediacorp.com>; Justin Case



## EEO Outreach Initiative Worksheet

**Worksheet submission must include documented proof of event: invitations, email confirmation, thank you notes, pictures of event and station personnel at event, etc.**

**Please attach all documentation to this form.**

**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** KAB Student Career Fair

**Activity Type:** 1 and 4      This covered two separate recruitment initiatives because the GM and the Ops Manager participated in two different events during the same KAB meetings.

**Date(s) of station participation:** 4/7/22

**EEO reporting period date:** 2023

**Participating Employees:** Todd Johnson, Justin Case

**Host/Sponsor of Event/Activity:** Kansas Association of Broadcasters

**Brief description of event/activity and station participation, as well as any follow-up provided:** General Manager attended the Kansas Associations of Broadcasters Career Fair on 4/7/22 held at the University of Kansas. He was a guest speaker on careers in advertising sales and also spoke with candidates interested in pursuing the field. Recruitment Initiative 1  
Operations Manager attended the Kansas Associations of Broadcasters Career Fair on 4/7/22 held at the University of Kansas. He was there to speak with candidates interested in pursuing careers in radio broadcasting Recruitment Initiative 2

**SummitMedia Employee Signature:** Todd Johnson



No.	Points	Category	Activity Type	Description
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2.	1	Job Fair	Hosting of Job Fair	Hosting of Job Fairs
3.	1	Job Fair	Co Sponsoring Job Fair	Co-sponsoring at least one job fair with organizations in the business and professional community whose memberships include substantial participation of women and minorities.
4.	0.25	Community Events	Participation in events sponsored by community groups	Participation in at least four events (1 event earns .25 points) sponsored by community groups active in broadcast employment issues (conventions, career days, workshops and similar activities).
5.	1	Community Events	Establishment of an intern program designed to assist members of the community	Establishment of an internship program designed to assist members fo the community to acquire skills needed for broadcast employment.
6.	1	Job Bank Participation	Participation in job banks, internet programs and other programs designed to promote outreach	Participation in job banks, internet programs and other programs designed to promote outreach generally (programs not primarily directed to providing notification of specific job vacancies).
7.	1	Scholarship Programs	Participation in scholarship programs	Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.
8.	1	Training	Establishment of training programs for station personnel	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.
9.	1	Training	Establishment of a mentoring program	Establishment of a mentoring program to enable station personnel to improve their skills to qualify for higher positions.
10.	0.25	Community Events	Participation in events or programs sponsored by educational institutions	Participation in at least four events or programs (EACH EVENT EARNS 0.25 POINTS) sponsored by educational institutions relating to career opportunities in broadcasting.
11.	0.5	Community Events	Sponsorship of events in the community designed to increase public awareness	Sponsorship of at least two events (EACH EVENT EARNS 0.5 POINTS) in the community designed to increase public awareness as to employment opportunities in broadcasting.
12.	1	Others	Listing of each upper-level category opening in a job bank or newsletter	Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.
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14,	1	Training	Provision of training to management	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
15.	1	Training	Provision of training to personnel of unaffiliated non-profit organizations	Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.
16.	1	Others	Participation in other activities designed by the station employment unit	Participation in other activities designed by the station employment unit that are reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.



214 SW 6th Street, Suite 300 Topeka, KS 66603  
785-235-1307 [www.kab.net](http://www.kab.net)

April 11, 2022

Good Afternoon,

I'd like to thank you for participating in the 2022 KAB Student Career Fair on the KU campus April 7. We had approximately 50 college students representing the University of Kansas, Kansas State University, Baker University, Cloud County Community College, Pittsburg State, and Butler Community College.

The evaluations from the students indicated the fair was well received and they appreciated the variety of stations we had.

Please let me know if you have any questions. Thank you.

Best Wishes,

A handwritten signature in blue ink that reads 'Allison Mazzei'. The signature is written in a cursive style.

Allison Mazzei  
President/Executive Director



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**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** Internship

**Activity Type:** 5

**Date(s) of station participation:** 3/30/22-3/29/23

**EEO reporting period date:** 2023

**Participating Employees:** Jenny Goertzen, Don Hall, Rachel Thomas

**Host/Sponsor of Event/Activity:** SummitMedia

**Brief description of event/activity and station participation, as well as any follow-up provided:**

In 2022, the SEU hosted a paid intern from Wichita State University to our Promotions and Programming Dept. She shadowed out Promotions Director and Operations Manager to learn about running contests, event setup, listener paperwork, etc

**SummitMedia Employee Signature:** \_\_\_\_\_ Todd Johnson





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Thank you for your interest in SummitMedia's Summer Internship Program. Our Program is designed to give first-hand, real life experience in the radio broadcast and digital media industry while earning academic credit and life experiences. Internships enhance classroom learning through practical, career-related work experience. Interns will have an opportunity to observe and gain hands-on experiences.

**Please read and review this information carefully before submitting this assessment.**

**How the SummitMedia Internship Program works and next steps for YOU to be considered:**

- Actively enrolled Student must apply to the Talent Bank and then complete the SummitMedia Internship Program assessment (this form) to be considered.
- Interviews and selection process will begin approximately 6-8 weeks prior to the term.  
\*Summer Term application process is first come, first serve and the deadline for consideration is no later than 5/1/2024. SummitMedia's Internship Selection Committee will evaluate all applicants - interviews are not guaranteed.
- Student must provide school internship requirements at the beginning of the program.
- Student's behavior, attendance, and attitude will be reviewed with all department leaders. All evaluations will be discussed with the student and shared with school officials.
- To gain college credit, an official letter from the college or university is required with the application process.

**Internship Term availability:** Summer Term is approximately 6-8 weeks, typically held between May- August, start and end date vary.

**Internship Areas of Focus:** (During the Internship program students will be exposed and receive training on the following items listed, but not limited to)

- Primary focus: Work with the **PROMOTIONS** department on station branding, social media, events planning, on-site coordination, set-up, post-event duties, and prize distribution.
- Work with the **SALES and SALES OPERATIONS** department on client needs analysis, RFP's, sales operations, marketing proposal writing, order submission, and attending client presentations.
- Work with the **ACCOUNTING** department on client collections.
- Work with the **PROGRAMMING** department to learn how to operate board equipment, commercial spot creation, station promotions, and other radio production duties.
- May include some local travel (if class schedule and workload permits).

During this internship, student will become familiarized with the daily demands of a highly engaged and demanding multi-media company. Students will work in a dynamic team environment with opportunities to practice & exhibit professional behaviors and skills in areas listed, but not limited to:

- Effective written and verbal skills
- Attention to detail and organization
- Assisting multiple projects and tasks simultaneously
- Mastering time management and prioritization
- Maneuvering through a fast-paced organization
- Being proactive and goal-orientated
- Exhibiting problem-solving, analytical and creative thinking skills
- Proficiency in all Microsoft Office applications (including Word, Excel and PowerPoint)
- Working cooperatively in a team environment





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Knoxville, TN, Louisville, KY,  
Omaha, NE, Richmond, VA,  
Springfield, MO, Wichita, KS

Corporate office

800 Shades Creek Pkwy, Suite 725  
Birmingham, Alabama 35209

[www.summitmediacorp.com](http://www.summitmediacorp.com)



**AUDIO ADVERTISEMENT**

With 43 different radio stations across nine different markets we have something for everyone! We work with the best talent to bring awesome experiences for all of our listeners and advertisers!



**DIGITAL MARKETING**

Take over the web! Our digital team is experienced in the latest marketing strategies to increase the online presence of our clients and their brands. We curate custom marketing plans utilizing our different tactics



**EVENTS**

We manage the development and execution of all station promotions, community service efforts and assist in the development of station marketing opportunities as well as enhance the station image and visibility within the community to attract new listeners and clients



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**Market:** Wichita

**GM:** Todd Johnson

**Station(s) Claiming Credit:** ALL

**Name of Event:** League 42 Station Tour

**Activity Type:** 10. Community Event

**Date(s) of station participation:** 4/23/22

**EEO reporting period date:** 2023

**Participating Employees:** Todd Johnson

**Host/Sponsor of Event/Activity:** League 42

**Brief description of event/activity and station participation, as well as any follow-up provided:**

A coach from League 42 (a local baseball league that serves the inner city children of Wichita) brought members of his team to the station building for a tour. The community youth group was able to tour the studios, learn about on-air and programming, as well as other areas of the stations facilities. They were educated on the many different careers in radios, such as production, engineering, programming, and sales/marketing. There was the opportunity for the group to ask questions. The GM and group leader were very pleased with the event. Pictures from the tour have been lost.

**SummitMedia Employee Signature:** \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Todd Johnson", written over a horizontal line.



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