

**ATTACHMENT B2**

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**

# WDRBmedia

## JOB POSTING

Station: WDRB-TV Form completed by: Jennifer Keeney

Category: News

Quantity: 1

Title: Newscast Producer

Job Description:

WDRB-TV in Louisville, KY is seeking an aggressive news producer with exceptional writing and decision-making skills. Our newsroom culture is very important, so candidate must be a team player with a positive attitude. One year of previous producing experience required. Attention to detail and social media skills are imperative.

WDRB has been named one of the best places to work in Kentucky for eight consecutive years.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401K

Salary/Wage: Negotiable

Position: Full-Time (Full-Time/Contract)

Desired

Requirements:

Knowledge of Kentucky and Indiana helpful.

Minimum

Requirements:

College degree required.

Please send your resume and links to Vice President/News Director Barry Fulmer at [bfulmer@wdrb.com](mailto:bfulmer@wdrb.com) or:

Barry Fulmer  
Vice President, Director of News  
WDRB Media  
624 W. Muhammad Ali Blvd.  
Louisville, KY 40203

WDRB Media is an Equal Opportunity Employer.

City/State/Country: Louisville, KY (USA)

### Contact Information

Name: Barry Fulmer, News Director

E-mail: bfulmer@wdrb.com

Phone: (502)585-0873 Fax: (502)568-6751

Action/Notes: \_\_\_\_\_

Start Posting Date: May 29, 2019

May 29, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite 301  
Louisville, KY 40202

WDRB Media currently has four job openings. In our News Department, we have an opening for a News Reporter, Newscast Producer, Executive Producer and a Photojournalist. Enclosed you will find summary job descriptions listing the requirements for these positions. A decision on filling these positions will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

Because WDRB Media is an equal opportunity employer, we encourage members of minority groups and women to apply for these positions. We seek your help in referring qualified applicants to us.

If you know of qualified applicants who may be interested in applying for these positions, please have them send their resume and references to the contact person listed on the job summary.

Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

Louisville Urban League  
Workforce Development Specialist  
1535 West Broadway  
Louisville, KY 40203

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Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

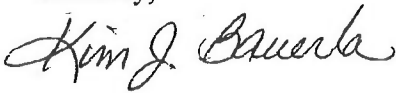
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Director of Human Resources  
WDRB Media

Enclosure



# Job Postings

✔ Thank you for recruiting at Indiana University Southeast. Your Newscast Producer job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

[Post To More Schools](#)

[No thanks](#)

May 29, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville, KY 40202

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Director of Human Resources  
WDRB Media

Enclosure

[https://www.wdrb.com/jobs/newscast-producer/article\\_1d0508c6-8251-11e9-a12e-4366f881eb77.html](https://www.wdrb.com/jobs/newscast-producer/article_1d0508c6-8251-11e9-a12e-4366f881eb77.html)

Newscast Producer (5/29/19)

May 29, 2019

**WDRB**  
media

**JOBS**

**JOB DESCRIPTION:**

ews producer with exceptional writing and decision-making skills. Our newsroom  
player with a positive attitude. One year of previous producing experience is  
erative.

entucky for eight consecutive years.

---

**BENEFITS:**

Medical / Dental / Vision / Life / Disability / Matching 401K

**SALARY / WAGE:**

Negotiable

**POSITION:**

Full-time

**DESIRED REQUIREMENTS:**

Knowledge of Kentucky and Indiana helpful.

**MINIMUM REQUIREMENTS:**

College degree required.

**TO APPLY:**

Please send your resume and links to Vice President / News Director Barry Fulmer at [bfulmer@wdrb.com](mailto:bfulmer@wdrb.com).

Or,

Barry Fulmer

Vice President, Director of News

WDRB Media

624 W. Muhammad Ali Blvd.

Louisville, Ky. 40203

WDRB Media is an Equal Opportunity Employer.

May 29, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

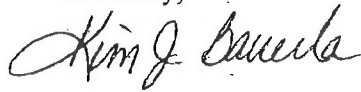
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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

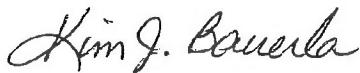
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



May 29, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
Louisville, KY 40216

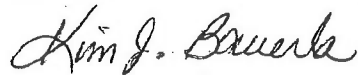
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jefferson Community  
College



News Producer #2

## Thank you

The CREW Center has received your information. Once a CREW staff member reviews the information, the position will be posted on the CREW Career Center website within 24 business hours. You do not need to provide any additional follow-up. If you have questions, please feel free to contact us at 213-4520. Thank you again for posting your position with CREW.

### TO OUR CLIENTS

The CREW Career Center is a partnership between Metropolitan College and Jefferson Community and Technical College. Our services are free and available to students and alumni. Let us assist you with your career exploration, career planning, and career placement needs. What are you waiting for? Visit us today to start achieving your career success!

### LOCATIONS

200 W. Broadway, Suite 900  
Louisville, KY 40202

Jobs viewing all WDRB Media jobs Edit this




Active		Expired	All	Declined	Not Posted	VIEW BY		School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview			
<input type="checkbox"/> 2703309 (/jobs/2703309)	Anchor/Reporter (/jobs/2703309)	0 (/jobs/2703309/applications?schools[]=211)	Bellarmine University (/jobs/2703309)	6/6/2019 (/jobs/2703309)	Approved (/jobs/2703309)	No (/jobs/2703309)			
<input type="checkbox"/> 2703309 (/jobs/2703309)	Anchor/Reporter (/jobs/2703309)	0 (/jobs/2703309/applications?schools[]=411)	University of Louisville (/jobs/2703309)	6/6/2019 (/jobs/2703309)	Approved (/jobs/2703309)	No (/jobs/2703309)			
<input type="checkbox"/> 2769496 (/jobs/2769496)	Newscast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=211)	Bellarmine University (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Pending (/jobs/2769496)	No (/jobs/2769496)			
<input type="checkbox"/> 2768890 (/jobs/2768890)	News Reporter (/jobs/2768890)	0 (/jobs/2768890/applications?schools[]=211)	Bellarmine University (/jobs/2768890)	6/30/2019 (/jobs/2768890)	Pending (/jobs/2768890)	No (/jobs/2768890)			
<input type="checkbox"/> 2769496 (/jobs/2769496)	Newscast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=411)	University of Louisville (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Pending (/jobs/2769496)	No (/jobs/2769496)			
<input type="checkbox"/> 2768890 (/jobs/2768890)	News Reporter (/jobs/2768890)	0 (/jobs/2768890/applications?schools[]=411)	University of Louisville (/jobs/2768890)	6/30/2019 (/jobs/2768890)	Pending (/jobs/2768890)	No (/jobs/2768890)			

Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

## Nell Manuel

---

**From:** Nell Manuel  
**Sent:** Wednesday, May 29, 2019 4:18 PM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training ; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT  
**Cc:** webteam; Kim Bauerla; Joanna Spencer  
**Subject:** WDRB Media Job Postings - News Reporter; Newscast Producer; Executive Producer; Photojournalist  
**Attachments:** Reporter May 2019.doc; Producer May 2019.doc; executive producer 5-28-19.doc; Photographer 5-29-19.doc

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Thank you for your time and assistance.

Sincerely,

Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Attachment



**Broadcast Employment Services**

**FOX WDRB (FOX) Louisville, Kentucky**

**Position** Producer  
**Station Ownership** Block Communications  
**Reference #** Will be re-assigned ...  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 1 Year  
**Posted** 5/30/2019  
**Closes** 6/30/2019  
**Time Left** 32 Days  
**DMA** #49  
**Found In** News - Producers  
 News - Senior Producer  
 News - Associate Producer



**Producer**

WDRB-TV in Louisville, KY is growing again! We are launching a 5 pm newscast in September and need an experienced producer with strong writing and decision-making skills to join our newsroom. You will have exceptional resources at your fingertips: dedicated reporters and photographers, an EP and several co-producers, a six-person sports department, a team of drone pilots and more. Culture is very important, so candidate must be a team player with a positive attitude. Three years of previous producing experience required. Attention to detail and strong social media skills are imperative.

WDRB has been named one of the best places to work in Kentucky for eight consecutive years.

Email resume and links to your newscasts to Barry Fulmer, Vice President, Director of News at bfulmer@wdrb.com or send to:

Barry Fulmer  
 Vice President, Director of News



**Supplemental Information**

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

WDRB  
624 W. Muhammad Ali Blvd.  
Louisville, KY 40203

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

© Broadcast Employment Services 1994-2019

 Send Resume

Annual E-Résumé subscription or DigitalTalent résumé required.

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

- Degree Required Yes
- Contract Required Yes
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting
- Previous Applicants
- Local Apartment Rental
- Moving Expenses
- Union Position
- Union Contract Expires
- Confirmation Letter
- Rejection Letter
- Feedback
- Drug Screen Yes
- Proof of Eligibility to work in U.S. Required
- Equal Opportunity Employment Yes
- EOE Data Form Yes

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**



# WDRBmedia

## JOB POSTING

Station: WDRB-TV Form completed by: Jennifer Keeney

Category: News

Quantity: 1

Title: News Reporter

Job Description: WDRB Media is growing again with a new 5 pm newscast in September. We are looking for a reporter who is passionate about in-depth journalism, has strong writing skills and contributes to our positive newsroom culture. The ideal candidate will be a team player with a focus on enterprise stories and strong social media skills. WDRB is committed to creative storytelling and innovation, and we provide more time and resources to report stories thoroughly. Three years of live reporting experience is required.

WDRB Media has been named one of the Best Places to Work in Kentucky for eight consecutive years.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401K

Salary/Wage: Negotiable

Position: Full-Time (Full-Time/Contract)

Desired Requirements: Live experience necessary. Knowledge of Kentucky and Indiana helpful.

Minimum Requirements: 3+ years experience. College degree required. Please send your resume and links to News Director Barry Fulmer at bfulmer@wdrb.com or:  
Barry Fulmer  
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624 W. Muhammad Ali Blvd.  
Louisville, KY 40203

WDRB Media is an Equal Opportunity Employer.

City/State/Country: Louisville, KY (USA)

### Contact Information

Name: Barry Fulmer, News Director

E-mail: bfulmer@wdrb.com

Phone: (502)585-0873 Fax: (502)568-6751

Action/Notes: \_\_\_\_\_

Start Posting Date: May 29, 2019

May 29, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite 301  
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
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Enclosure

May 29, 2019

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c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

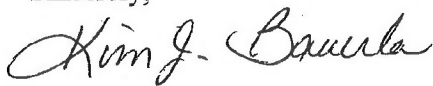
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May 29, 2019

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2125 State Street/Suite 16  
New Albany, IN 47151

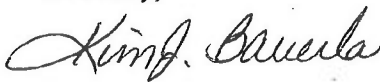
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May 29, 2019

Louisville Urban League  
Workforce Development Specialist  
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Director of Human Resources  
WDRB Media

Enclosure

Jobs viewing all WDRB Media jobs Edit this

Type to search...

Search

Create Job (/jobs/new)

Active		Expired	All	Declined	Not Posted	VIEW BY		School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview			
<input type="checkbox"/> 2703309 (/jobs/2703309)	Anchor/Reporter (/jobs/2703309)	0 (/jobs/2703309/applications?schools[]=211)	Bellarmine University (/jobs/2703309)	6/6/2019 (/jobs/2703309)	Approved (/jobs/2703309)	No (/jobs/2703309)			
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

Jobs viewing all WDRB Media jobs Edit this

Type to search...

Search

Create Job (/jobs/new)

Active Expired All Declined Not Posted				VIEW BY		School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview	
<input type="checkbox"/> 2703309 (/jobs/2703309)	Anchor/Reporter (/jobs/2703309)	0 (/jobs/2703309/applications?schools[]=211)	Bellarmine University (/jobs/2703309)	6/6/2019 (/jobs/2703309)	Approved (/jobs/2703309)	No (/jobs/2703309)	
<input type="checkbox"/> 2703309 (/jobs/2703309)	Anchor/Reporter (/jobs/2703309)	0 (/jobs/2703309/applications?schools[]=411)	University of Louisville (/jobs/2703309)	6/6/2019 (/jobs/2703309)	Approved (/jobs/2703309)	No (/jobs/2703309)	
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

May 29, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

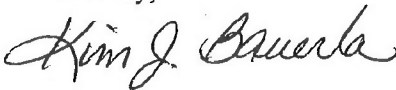
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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



# Job Postings

✔ Thank you for recruiting at Indiana University Southeast. Your News Reporter job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

Post To More Schools

No thanks

May 29, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville , KY 40202

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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

[https://www.wdrb.com/jobs/news-reporter/article\\_194762f2-8250-11e9-9077-c7b09ad352ee.html](https://www.wdrb.com/jobs/news-reporter/article_194762f2-8250-11e9-9077-c7b09ad352ee.html)

News Reporter (5/29/19)

May 29, 2019

**WDRB**  
**media**

**JOBS**

**JOB DESCRIPTION:**

September. We are looking for a reporter who is passionate about in-depth positive newsroom culture.

enterprise stories and strong social media skills.

---

WDRB is committed to creative storytelling and innovation, and we provide more time and resources to report stories thoroughly. Three years of live reporting experience is required.

WDRB Media has been named one of the Best Places to Work in Kentucky for eight consecutive years.

**BENEFITS:**

Medical / Dental / Vision / Life / Disability / Matching 401K

**SALARY / WAGE:**

Negotiable

**POSITION:**

Full-time

**DESIRED REQUIREMENTS:**

Live experience necessary. Knowledge of Kentucky and Indiana helpful.

**MINIMUM REQUIREMENTS:**

3-plus years of experience.

College degree required.

**TO APPLY:**

Please send your resume and links to News Director Barry Fulmer at:

[bfulmer@wdrb.com](mailto:bfulmer@wdrb.com)

Or:

Barry Fulmer

Vice President, Director of News

WDRB Media

624 W. Muhammad Ali Blvd.

Louisville, Ky. 40203

WDRB Media is an Equal Opportunity Employer.

May 29, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

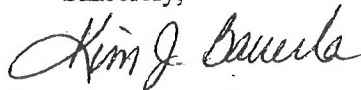
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

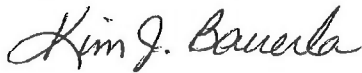
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



May 29, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
Louisville, KY 40216

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

May 29, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jefferson Community  
College



Reporter

## Thank you

The CREW Center has received your information. Once a CREW staff member reviews the information, the position will be posted on the CREW Career Center website within 24 business hours. You do not need to provide any additional follow-up. If you have questions, please feel free to contact us at 213-4520. Thank you again for posting your position with CREW.

### TO OUR CLIENTS

The CREW Career Center is a partnership between Metropolitan College and Jefferson Community and Technical College. Our services are free and available to students and alumni. Let us assist you with your career exploration, career planning, and career placement needs. What are you waiting for? Visit us today to start achieving your career success!

### LOCATIONS

200 W. Broadway, Suite 900  
Louisville, KY 40202  
(502) 213-4520

1000 Community College Dr.  
Student Center, Room 102  
Louisville, KY 40272  
502-213-7376

### QUICK LINKS

[Home](#)

## Nell Manuel

---

**From:** Nell Manuel  
**Sent:** Wednesday, May 29, 2019 4:18 PM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training ; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT  
**Cc:** webteam; Kim Bauerla; Joanna Spencer  
**Subject:** WDRB Media Job Postings - News Reporter; Newscast Producer; Executive Producer; Photojournalist  
**Attachments:** Reporter May 2019.doc; Producer May 2019.doc; executive producer 5-28-19.doc; Photographer 5-29-19.doc

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Sincerely,

Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Attachment



Broadcast Employment Services

**FOX** WDRB (FOX) Louisville, Kentucky

**Position** Reporter  
**Station Ownership** Block Communications  
**Reference #** Will be re-assigned ...  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 2 Years  
**Posted** 5/29/2019  
**Closes** 6/29/2019  
**Time Left** 31 Days  
**DMA** #49  
**Found In** News / Talent - General Assignment  
 Reporter  
 News / Talent - Reporter



**Reporter**

Looking for a newsroom that focuses on creativity, storytelling and innovation? Wish you had more time and resources to do in-depth reporting? Want to work for a company that values excellence in journalism AND your personal time?

WDRB Media is searching for a reporter to join our growing team as we prepare to launch a 5 pm newscast in September. This is a unique chance to escape corporate cuts and work in a top-rated, growing newsroom that values good journalism and good people.

The ideal candidate will be a newsroom leader who focuses on enterprise stories and has strong writing and social media skills. Three years of live reporting experience is required.

WDRB Media has been named one of the Best Places to Work in Kentucky for eight consecutive years.

**i** Supplemental Information

**Salary Type** Hourly  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type** Full Time - Regular  
**Hours**  
**Workweek**  
**Scheduled on Holidays** Yes  
**Start Date** August, 2019  
**Probation Period** 3 Months  
**Benefits** Yes  
**Benefit Premium**  
**401K Plan** Available  
**Vacation** Yes  
**Paid Sick Leave** Yes  
**Phone Calls**  
**Agent Phone Calls** Yes  
**Résumé**  
**Cover Letter**  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**  
**FAX Résumé** No  
**TVJobs.com E-Résumé** Yes

Please send resume and reel to Vice President and Director of News Barry Fulmer at bfulmer@wdrb.com or mail to:

Barry Fulmer  
Vice President, Director of News  
WDRB  
624 W. Muhammad Ali Blvd.  
Louisville, KY 40203

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

© Broadcast Employment Services 1994-2019

 Send Resume

Annual E-Résumé subscription or DigitalTalent résumé required.

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



- Degree Required
- Contract Required Yes
- Contract Length
- Special Requirements
- Driver's License
- Insurance
- Good Driving Record
- Heavy Lifting
  
- Previous Applicants
- Local Apartment Rental
- Moving Expenses
  
- Union Position
- Union Contract Expires
  
- Confirmation Letter
- Rejection Letter
- Feedback
- Drug Screen
- Proof of Eligibility to work in U.S. Required
- Equal Opportunity Employment Yes
- EOE Data Form Yes

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**

# WDRBmedia

## JOB POSTING

Station: WDRB Media

Form completed by: David Callan

Category: Production

Quantity: 2

Title: Production Assistant

Job Description:

This position will consist of:

- Operating studio cameras for live/taped productions
- Operating studio lighting system for live/taped productions
- Operating audio console for live/taped productions
- Stage managing for live/taped productions
- Operating Ross XPression graphics system for live/taped productions
- Reports to Director, Production

Benefits: Medical/Dental/Life/Disability/Matching 401K/Free Parking

Salary/Wage: Negotiable

Position: Full time (Full-Time/Part-Time/Contract)

Desired Requirements:

Two or more years of television experience including:

- Ability to communicate
- Operating studio cameras
- Operating lighting system
- Operating studio audio console
- Stage managing
- Operating Ross XPression graphics system

Education:

- Bachelor's Degree in Television Production or related field desirable
- Proven experience in studio production, including graphics computer, camera operation, lighting and audio desirable
- General experience in television production welcome

Email cover letter and resume to: [dcallan@wdrb.com](mailto:dcallan@wdrb.com)

Or mail to 624 W. Muhammad Ali Blvd., Louisville, KY 40203

WDRB Media is an Equal Opportunity Employer.

### Contact Information

Name: David Callan

E-mail: dcallan@wdrb.com

Phone: (502)585-0722

Fax: (502)589-5559

Start Posting Date: 06/20/2019



June 20, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite 301  
Louisville, KY 40202

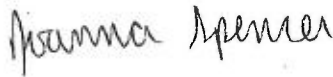
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Thank you for your time and assistance.

Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

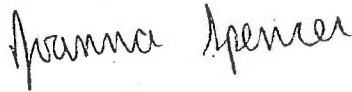
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

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WDRB Media

Enclosure

June 20, 2019

Louisville Urban League  
Workforce Development Specialist  
1535 West Broadway  
Louisville, KY 40203

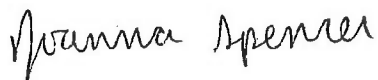
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Human Resources Manager  
WDRB Media

Enclosure

Jobs viewing all WDRB Media jobs Edit this

Type to search... Search Create Job (/jobs/new)

Active Expired All Declined Not Posted			VIEW BY	School	Job	
ID	Job	Applicants	School	Expires	Status	Campus Interview
<input type="checkbox"/> 2770623 (/jobs/2770623)	Photojournalist (/jobs/2770623)	0 (/jobs/2770623/applications?schools[]=211)	Bellarmine University (/jobs/2770623)	6/30/2019 (/jobs/2770623)	Approved (/jobs/2770623)	No (/jobs/2770623)
<input type="checkbox"/> 2769960 (/jobs/2769960)	Executive Producer (/jobs/2769960)	0 (/jobs/2769960/applications?schools[]=211)	Bellarmine University (/jobs/2769960)	6/30/2019 (/jobs/2769960)	Approved (/jobs/2769960)	No (/jobs/2769960)
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<input type="checkbox"/> 2769496 (/jobs/2769496)	Newscast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=211)	Bellarmine University (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Approved (/jobs/2769496)	No (/jobs/2769496)
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<input type="checkbox"/> 2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=211)	Bellarmine University (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Pending (/jobs/2819884)	No (/jobs/2819884)
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<input type="checkbox"/> 2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=411)	University of Louisville (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Pending (/jobs/2823980)	No (/jobs/2823980)
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

Jobs viewing all WDRB Media jobs Edit this

Type to search...

Search

Create Job (/jobs/new)

								VIEW BY	School	Job	
Active	Expired	All	Declined	Not Posted							
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<input type="checkbox"/>	2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=411)	University of Louisville (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Approved (/jobs/2819884)	No (/jobs/2819884)				
<input type="checkbox"/>	2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=411)	University of Louisville (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Pending (/jobs/2823980)	No (/jobs/2823980)				
<input type="checkbox"/>	2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=211)	Bellarmine University (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Pending (/jobs/2823980)	No (/jobs/2823980)				

Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

June 20, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

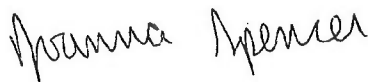
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Thank you for your time and assistance.

Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

# Job Postings

✔ Thank you for recruiting at Indiana University Southeast. Your Production Assistant job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

Post To More Schools

No thanks



June 20, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

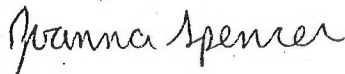
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville , KY 40202

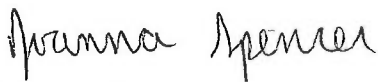
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Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

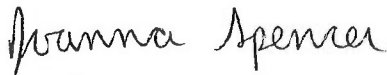
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

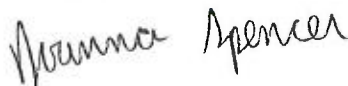
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
Louisville, KY 40216

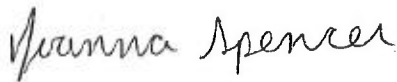
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 20, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

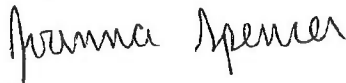
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure



Jefferson Community  
College



Production Assistant #1 and 2

## Thank you

The CREW Center has received your information. Once a CREW staff member reviews the information, the position will be posted on the CREW Career Center website within 24 business hours. You do not need to provide any additional follow-up. If you have questions, please feel free to contact us at 213-4520. Thank you again for posting your position with CREW.

### TO OUR CLIENTS

The CREW Career Center is a partnership between Metropolitan College and Jefferson Community and Technical College. Our services are free and available to students and alumni. Let us assist you with your career exploration, career planning, and career placement needs. What are you waiting for? Visit us today to start achieving your career success!

### LOCATIONS

200 W. Broadway, Suite 900  
Louisville, KY 40202

## Nell Manuel

---

**From:** Nell Manuel  
**Sent:** Thursday, June 20, 2019 2:29 PM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training ; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT  
**Cc:** webteam; Kim Bauerla; Joanna Spencer  
**Subject:** WDRB Media Job Posting - Production Assistant  
**Attachments:** Full time Prod Asst 6-20-19.docx

WDRB Media currently has two job openings in our Production Department for a Production Assistant. Attached you will find a summary job description listing the requirements for these positions. A decision on filling these positions will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Attachment





**Two (2) Production Assistants (6/20/19)**

WDRB-TV is looking for two production assistants to [take part](#) in both live and taped productions. More >>



**Vice President, Broadcast Division, BCI - President / General Manager - WDRB (6/20/19)**

Updated 1 hr ago

's dedication to our community and our employees and to live by our motto: try harder, be >>

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**

# WDRBmedia

## JOB POSTING

Station: WDRB Media Form completed by: Joanna Spencer

Category: Executive

Quantity: 1

Title: Vice President, Broadcast Division, BCI- President/General Manager- WDRB

Job Description:

WDRB Media is seeking a driven, community-minded Vice President, Broadcast Division – President/General Manager, WDRB Media, to lead the vision and strategy for Block Communications, Inc. broadcast division that include television stations operating under the call letters: WDRB/WBKI, WLIO & WAND/DAND as well as other WDRB media outlets. This position is responsible for the daily oversight, direction, and management of WDRB Media, which has been named one of Kentucky's Best Places to Work for the past 8 years. The successful candidate would also be responsible for the evolution of the broadcast division's strategies and brand(s) to maximize market share, impact, relevancy, and community impact. This position is expected to continue WDRB Media's dedication to our community and our employees and to live by our motto: try harder, be smarter, and run faster than the other guys.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401K

Salary/Wage: Inquire within

Position: Full-Time (Full-Time/Part-Time/Contract)

Additional Information:

**For a complete job description, including job requirements, and to apply please click on below link:**

<https://tinyurl.com/WDRBVPGM>

No Calls Please.

WDRB Media is an Equal Opportunity Employer.

City/State/Country: Louisville, KY (USA)

### Contact Information

Name: Human Resources Department

Posting Date: June 20, 2019

June 21, 2019

Spalding University  
851 S. 4th Street  
Louisville, KY 40203

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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 21, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

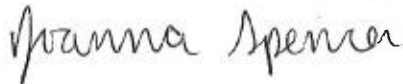
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 21, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

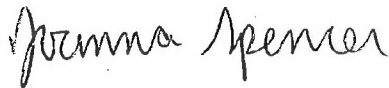
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 21, 2019

Center for Accessible Living  
305 W. Broadway  
Suite 200  
Louisville, KY 40202

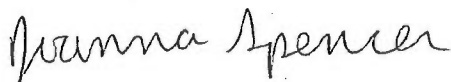
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Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

Type to search...

Search

Create Job (/jobs/new)

Active	Expired	All	Declined	Not Posted		VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/>	2770623 (/jobs/2770623)	Photojournalist (/jobs/2770623)	0 (/jobs/2770623/applications?schools[]=211)	Bellarmine University (/jobs/2770623)	6/30/2019 (/jobs/2770623)	Approved (/jobs/2770623)	No (/jobs/2770623)	
<input type="checkbox"/>	2769960 (/jobs/2769960)	Executive Producer (/jobs/2769960)	0 (/jobs/2769960/applications?schools[]=211)	Bellarmine University (/jobs/2769960)	6/30/2019 (/jobs/2769960)	Approved (/jobs/2769960)	No (/jobs/2769960)	
<input type="checkbox"/>	2769960 (/jobs/2769960)	Executive Producer (/jobs/2769960)	0 (/jobs/2769960/applications?schools[]=411)	University of Louisville (/jobs/2769960)	6/30/2019 (/jobs/2769960)	Approved (/jobs/2769960)	No (/jobs/2769960)	
<input type="checkbox"/>	2768890 (/jobs/2768890)	News Reporter (/jobs/2768890)	0 (/jobs/2768890/applications?schools[]=411)	University of Louisville (/jobs/2768890)	6/30/2019 (/jobs/2768890)	Approved (/jobs/2768890)	No (/jobs/2768890)	
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<input type="checkbox"/>	2769496 (/jobs/2769496)	Newscast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=211)	Bellarmine University (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Approved (/jobs/2769496)	No (/jobs/2769496)	
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<input type="checkbox"/>	2826350 (/jobs/2826350)	Vice President, Broadcast Division, BCI-President/General Manager - WDRB (/jobs/2826350)	0 (/jobs/2826350/applications?schools[]=211)	Bellarmine University (/jobs/2826350)	7/22/2019 (/jobs/2826350)	Pending (/jobs/2826350)	No (/jobs/2826350)	

Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.



# Job Title: Vice President, Broadcast Division, BCI - President/General Manager - WDRB

Requisition Id 23067 - Posted 06/20/2019 - WDRB Media - Louisville, KY - Executive - Full-Time



WDRB Media has been named one of the Best Places to Work in Kentucky for seven consecutive years.

JOB TITLE: Vice President, Broadcast Division, BCI - President/General Manager – WDRB Media  
DIVISION: Executive  
REPORTS TO: CEO, Block Communications, Inc.

## JOB SUMMARY:

- The Vice President, Broadcast Division, BCI / President/General Manager – WDRB Media is responsible for providing strategic leadership and organization effectiveness for the company by working with the Board and other management to establish long-range goals, strategies, plans, policies, and organizational and functional structure.
- The Vice President, Broadcast Division, BCI / President/General Manager – WDRB Media is responsible for all entities under the WDRB Media umbrella including but not limited to: WDRB, WBKI, MY 58, NewsSlide, and digital media platforms.
- Direct reports include: President/General Manager – WLIO, General Manager – WAND; Vice President, Sales – WDRB; News Director - WDRB.

## ESSENTIAL JOB FUNCTIONS:

The Vice President, Broadcast Division, BCI - President/General Manager, WDRB is accountable for the following functions for the Broadcast Division of Block Communications, Inc.:

- Overseeing and evolving the broadcast division's strategies and brand(s) to maximize market share, impact, relevancy, and community impact;
- Providing daily oversight, direction, and management of WDRB Media and its affiliates;
- Planning, developing, organizing, implementing, directing and evaluating the organization's fiscal, strategic and operational function and performance, with an overarching goal of profitability exhibited by positive and growing EBITDA;
- Leading and participating in the development of the corporation's plans and programs to address both tactical and strategic directions as defined by BCI;
- Evaluating the company structure and team plan for continual improvement in the efficiency and effectiveness of the group, as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals;
- Cultivating and maintaining key relationships with internal teams and external clients, vendors, strategic partners and community leaders
- Maintaining and growing a people management strategy and high-performance culture which includes recruitment, development and retention of top talent
- Defining the high-level roles and responsibilities within the company and working to achieve excellence in organizational effectiveness and customer satisfaction;
- Evaluating, defining and directing activity in the areas of long range planning, introduction of new programs/strategies, sales, and regulatory action;
- Developing continued credibility for the Broadcast division by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board and senior executives in performing their responsibilities;
- Enhancing and/or developing, implementing and enforcing policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the division;
- Establishing credibility throughout the organization and with the Board as an effective developer of solutions to business challenges;
- Providing technical and financial direction and knowledge to others within the organization;
- Providing strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of potential acquisitions as well as organic growth;
- Providing input, at times leading, and final approval on any contracts into which the company may enter to include but not limited to:
  - Nielsen, Comscore, Network Agreements
  - Talent Contracts
    - Purchasing and scheduling programming including the evaluation of said programming
    - Managing retransmission consent;
    - Producing on-air editorials;
    - Cultivating and growing the Editorial Advisory Committee
    - Following and enforcing the Company's policies and procedures, including the EEO guidelines and safety and promoting and growing existing culture as one of the Best Workplaces in Kentucky;
- Performing any miscellaneous duties as assigned.

## JOB REQUIREMENTS

### Education and Experience

- Bachelor's degree in related field or equivalent experience and ten to fifteen years of progressive experience leading the strategic direction of a broadcast division – Required
- Experience in successfully managing a sales-driven organization – Required
- Experience in negotiating retransmission, Nielsen, and talent contracts – Required
- Experience in successful negotiation of programming and networking agreements - Required
- Experience in on-air editorials – Strongly Preferred

### Skills Required

- Creative vision that can execute big events and out-of-the-box revenue ideas
- A drive and an understanding of how to be a hyper-local and focused community leader.
- Strategic vision with sound technical skills, analytical ability, good judgment with strong operational focus;
- Effective communicator and inclusive leader who listens well, takes input from all levels, and creates a shared vision

### Language Skills

- Ability to read, analyze, and interpret the most complex documents;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and outside entities.

### Other Requirements

- Presents professional business office demeanor through verbals and non-verbals;
- Maintains valid driver's license and driving record that meets company standards at all times;
- Acceptable background check including legal, educational, driving and credit, and drug screen.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the individual is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, keyboards, tools, and/or controls; reach with hands and arms; climb stairs; talk; and, hear. Specific vision abilities required by the job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

#### **WORKING CONDITIONS**

- The Vice President, Broadcast Division, BCI - President/General Manager, WDRB is an exempt position;
- The Vice President, Broadcast Division, BCI - President/General Manager, WDRB's office location is in Louisville, Kentucky;
- The Vice President, Broadcast Division, BCI - President/General Manager, WDRB works in an automated business office environment with business office equipment including telephones, personal computers; the noise level in the work environment is usually low to moderate;
- The Vice President, Broadcast Division, BCI - President/General Manager, WDRB is required to drive on the job as needed and is subject to regular MVR checks. At all times, he/she must maintain a valid driver's license and maintain a driving record that meets Company standards for an insurable driver;
- The Vice President, Broadcast Division, BCI - President/General Manager, WDRB travels by car, plane, or other means as needed including overnight trips;
- The duties assigned, the hours worked, and the status of this position is subject to change as the needs of the company changes.

WDRB Media is an Equal Opportunity Employer.

[https://www.wdrb.com/jobs/vice-president-broadcast-division-bci---president-general-manager/article\\_04f16d7e-96a1-11e9-b3bf-d7cd273e5467.html](https://www.wdrb.com/jobs/vice-president-broadcast-division-bci---president-general-manager/article_04f16d7e-96a1-11e9-b3bf-d7cd273e5467.html)

Vice President, Broadcast Division, BCI - President / General Manager - WDRB (6/20/19)

Jun 24, 2019 Updated Jun 24, 2019

**WDRB  
media**

**JOBS**

**JOB DESCRIPTION:**

WDRB Media is seeking a driven, community-minded Vice President, Broadcast Division -- President / General Manager, WDRB Media, to lead the vision and strategy for Block Communications, Inc. broadcast division that include television stations operating under the call letters: WDRB/WBKI, WLIO and WAND/DAND, as well as other WDRB media outlets.

This position is responsible for the daily oversight, direction, and management of WDRB Media, which has been named one of Kentucky's Best Places to Work for the past eight years. The successful candidate would also be responsible for the evolution of the broadcast division's strategies and brand(s) to maximize market share, impact, relevancy and community impact.

This position is expected to continue WDRB Media's dedication to our community and our employees and to live by our motto: try harder, be smarter, and run faster than the other guys.

**BENEFITS:**

Medical / Dental / Vision / Life / Disability / Matching 401K

**SALARY / WAGE:**

Inquire within

**POSITION:**

Full-time

**ADDITIONAL INFORMATION:**

For a complete job description, including job requirements, and to apply please click on the link below:

Click [HERE](#) to apply.

No calls please.

WDRB Media is an Equal Opportunity Employer.

June 21, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

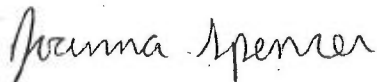
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If you know of qualified applicants who may be interested in applying for this position, please have them send their resume and references to the contact person listed on the job summary.

Thank you for your time and assistance.

Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 21, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

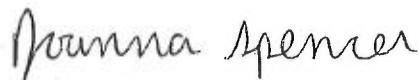
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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

June 21, 2019

Campbellsville University  
1 University Drive UPO 917  
Campbellsville, KY 42718

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Sincerely,



Joanna C. Spencer  
Human Resources Manager  
WDRB Media

Enclosure

Linked-In

**WDRB** Vice President, Broadcast Division -- President/General Manager, WDRB Media

WDRB Media - Louisville, KY  
 Closed · Closed 1 year ago · \$378.91 spent · 0 views

Repost job

Job Info

Job description

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WDRB is an Equal Opportunity Employer.

Employment Type  
Full-time

You are receiving applicants outside of LinkedIn

0 Apply clicks

0 Views

\$378.91 Spent

\$23.00 daily budget

Billing information

Payment method

Purchase history



YourMembership.com, Inc  
Tel. 727-497-6565

**RECEIPT**

**PURCHASER INFO**  
Telesystem  
2700 Oregon Rd  
Northwood, Ohio 43619  
United States  
Attn: Nicolle Norman

ORDER #	R42898099
DATE	06/20/19
IO / PO #	--
AMOUNT PAID	USD 345.00
<b>PURCHASED BY</b>	
Nicolle Norman 4197247656 nnorman@telesystem.us	

PRODUCT	DESCRIPTION	AMOUNT
30 Day Enhanced Posting Job Posting - Web	<b>Broadcasting &amp; Cable</b> (paid - creditcard) Job ID: 49132541 Job Name: Vice President, Broadcast Division President/General Manager, WDRB Media Job Title: Vice President, Broadcast Division President-General Manager, WDRB Media	USD 345.00

<b>SUBTOTAL</b>	USD 345.00
<b>TAXES</b>	USD 0.00
<b>TOTAL PAID</b>	USD 345.00
<b>AMOUNT DUE</b>	USD 0.00

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**

# WDRBmedia

## JOB POSTING

Station: WDRB-TV Form completed by: David Callan  
Category: Production Quantity: 1  
Title: Full Time Daytime Supervisor

Job Description:

WDRB/WBKI TV is seeking a Daytime Supervisor. This person will report directly to the Director of Production.

- This person needs to lead by example by always having a positive attitude.
- Help with managing the staff on the morning shift including determining staffing issues for the morning shift and weekend morning shifts and find solutions for staffing issues.
- Be able to fill in for any of the control room or floor positions either for breaks or covering an entire shift.
- Help in the interview process by collecting all resumes. Responds to all resumes with an email. Determines which candidates will receive an initial interview then schedules and conducts first interview. Recommends top candidates for second interview then meets to discuss final candidates and share thoughts on best candidates.
- Review the morning staff for annual review. This consists of reviewing each person's performance, completes the paperwork and discusses each one with the Director of Production.
- Coordinates interns on the morning shift including interviewing them, managing their schedule and evaluate their performance.
- Special Events Director for any non-news programs including live telethons, sports and Thunder over Louisville etc.
- Attends the morning show meeting with the directors and news staff. Communicates important information from the meeting to the rest of the morning show staff including what is planned for the next morning show.
- Guest Point of View coordinator making sure the staff is aware of the project, makes sure the script is loaded in prompter, make sure the name graphic is ready, greets the guest and guides them through the process.
- Process Yellow Sheets (commercial production work orders) for the commercial division of Creative Services. Converts yellow sheet data into excel spreadsheets, follows up with Creative Services and Sales to compile accurate time and pricing then submits the white sheet (excel spreadsheets) to finance before their monthly deadline.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401k  
Salary/Wage: negotiable  
Position: Full Time (Full-Time/Part-Time/Contract)

Desired

Requirements:

Five or more years of television experience including:

- Managing a staff
- Ability to communicate
- Work well under pressure
- Interviewing candidates
- Reviewing staff
- Coordinating schedules
- Processing paperwork
- Directing newscast
- Directing non-news programs
- Operating 4 ME Production switcher
  - Creating complex visual effects
  - Creating macros to recall effects and routing
  - Switching shows live – not using automation
- Shading cameras
- Operating studio cameras
- Operating field cameras
- Operating audio console for newscasts
- Operating graphics system for newscasts
- Training staff

Education:

- Bachelor's Degree in Television Production or related field

Email cover letter and resume to: [Dcallan@wdrb.com](mailto:Dcallan@wdrb.com) or mail to 624 W. Muhammad Ali Blvd. Louisville, KY 40203

WDRB is an Equal Opportunity Employer.

City/State/Country: Louisville, KY USA

Contact Information

Name: David Callan

E-mail: dcallan@wdrb.com Fax: (502) 589-5559

Start Posting Date: June 28, 2019

June 28, 2019

Spalding University  
851 S. 4th Street  
Louisville, KY 40203

WDRB Media currently has a job opening in our Production Department for a Full Time Daytime Supervisor. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite 301  
Louisville, KY 40202

WDRB Media currently has a job opening in our Production Department for a Full Time Daytime Supervisor. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

WDRB Media currently has a job opening in our Production Department for a Full Time Daytime Supervisor. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

Louisville Urban League  
Workforce Development Specialist  
1535 West Broadway  
Louisville, KY 40203

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jobs viewing all WDRB Media jobs Edit this




Active	Expired	All	Declined	Not Posted		VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/> 2770623 (/jobs/2770623)	Photojournalist (/jobs/2770623)	0 (/jobs/2770623/applications?schools[]=211)	Bellarmine University (/jobs/2770623)	6/30/2019 (/jobs/2770623)	Approved (/jobs/2770623)	No (/jobs/2770623)		
<input type="checkbox"/> 2769960 (/jobs/2769960)	Executive Producer (/jobs/2769960)	0 (/jobs/2769960/applications?schools[]=211)	Bellarmine University (/jobs/2769960)	6/30/2019 (/jobs/2769960)	Approved (/jobs/2769960)	No (/jobs/2769960)		
<input type="checkbox"/> 2769960 (/jobs/2769960)	Executive Producer (/jobs/2769960)	0 (/jobs/2769960/applications?schools[]=411)	University of Louisville (/jobs/2769960)	6/30/2019 (/jobs/2769960)	Approved (/jobs/2769960)	No (/jobs/2769960)		
<input type="checkbox"/> 2768890 (/jobs/2768890)	News Reporter (/jobs/2768890)	0 (/jobs/2768890/applications?schools[]=411)	University of Louisville (/jobs/2768890)	6/30/2019 (/jobs/2768890)	Approved (/jobs/2768890)	No (/jobs/2768890)		
<input type="checkbox"/> 2770623 (/jobs/2770623)	Photojournalist (/jobs/2770623)	0 (/jobs/2770623/applications?schools[]=411)	University of Louisville (/jobs/2770623)	6/30/2019 (/jobs/2770623)	Approved (/jobs/2770623)	No (/jobs/2770623)		
<input type="checkbox"/> 2769496 (/jobs/2769496)	News Cast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=211)	Bellarmine University (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Approved (/jobs/2769496)	No (/jobs/2769496)		
<input type="checkbox"/> 2769496 (/jobs/2769496)	News Cast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=411)	University of Louisville (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Approved (/jobs/2769496)	No (/jobs/2769496)		
<input type="checkbox"/> 2768890 (/jobs/2768890)	News Reporter (/jobs/2768890)	0 (/jobs/2768890/applications?schools[]=211)	Bellarmine University (/jobs/2768890)	6/30/2019 (/jobs/2768890)	Approved (/jobs/2768890)	No (/jobs/2768890)		
<input type="checkbox"/> 2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=211)	Bellarmine University (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Approved (/jobs/2819884)	No (/jobs/2819884)		
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<input type="checkbox"/> 2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=411)	University of Louisville (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Approved (/jobs/2823980)	No (/jobs/2823980)		
<input type="checkbox"/> 2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=211)	Bellarmine University (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Approved (/jobs/2823980)	No (/jobs/2823980)		
<input type="checkbox"/> 2826350 (/jobs/2826350)	Vice President, Broadcast Division, BCI- President/General Manager - WDRB (/jobs/2826350)	0 (/jobs/2826350/applications?schools[]=211)	Bellarmine University (/jobs/2826350)	7/22/2019 (/jobs/2826350)	Approved (/jobs/2826350)	No (/jobs/2826350)		
<input type="checkbox"/> 2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=411)	University of Louisville (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Pending (/jobs/2843703)	No (/jobs/2843703)		
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

June 28, 2019

Center for Accessible Living  
305 W. Broadway  
Suite 200  
Louisville, KY 40202

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

Jobs viewing all WDRB Media jobs Edit this




Active Expired All Declined Not Posted						VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/> 2770623 (/jobs/2770623)	Photojournalist (/jobs/2770623)	0 (/jobs/2770623/applications?schools[]=211)	Bellarmine University (/jobs/2770623)	6/30/2019 (/jobs/2770623)	Approved (/jobs/2770623)	No (/jobs/2770623)		
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<input type="checkbox"/> 2769496 (/jobs/2769496)	Newscast Producer (/jobs/2769496)	0 (/jobs/2769496/applications?schools[]=211)	Bellarmine University (/jobs/2769496)	6/30/2019 (/jobs/2769496)	Approved (/jobs/2769496)	No (/jobs/2769496)		
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<input type="checkbox"/> 2826350 (/jobs/2826350)	Vice President, Broadcast Division, BCI-President/General Manager - WDRB (/jobs/2826350)	0 (/jobs/2826350/applications?schools[]=211)	Bellarmine University (/jobs/2826350)	7/22/2019 (/jobs/2826350)	Approved (/jobs/2826350)	No (/jobs/2826350)		
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June 28, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

# Job Postings

✔ Thank you for recruiting at Indiana University Southeast. Your Full Time Daytime Supervisor job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

[Post To More Schools](#)

[No thanks](#)

June 28, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

WDRB Media currently has a job opening in our Production Department for a Full Time Daytime Supervisor. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville , KY 40202

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

[https://www.wdrb.com/jobs/full-time-daytime-supervisor/article\\_1df37f4e-99d8-11e9-898e-43e767a75a87.html](https://www.wdrb.com/jobs/full-time-daytime-supervisor/article_1df37f4e-99d8-11e9-898e-43e767a75a87.html)

## Full Time Daytime Supervisor (6/28/19)

Jun 28, 2019

**WDRB**  
media

**JOBS**

### **JOB DESCRIPTION:**

WDRB / WBKI TV is seeking a Daytime Supervisor. This person will report directly to the Director of Production.

- This person needs to lead by example by always having a positive attitude.
- Help with managing the staff on the morning shift, including determining staffing issues for the morning shift and weekend morning shifts and find solutions for staffing issues.
- Be able to fill in for any of the control room or floor positions either for breaks or covering an entire shift.
- Help in the interview process by collecting all resumes. Responds to all resumes with an e-mail. Determines which candidates will receive an initial interview then schedules and conducts the first interview. Recommends top candidates for second interview then meets to discuss final candidates and share thoughts on best candidates.
- Review the morning staff for annual review. This consists of reviewing each person's performance, completes the paperwork and discusses each one with the Director of Production.
- Coordinates interns on the morning shift, including interviewing them, managing their schedule and evaluating their performance.
- Special Events Director for any non-news programs including live telethons, sports and Thunder Over Louisville, etc.
- Attends the morning show meeting with the directors and news staff. Communicates important information from the meeting to the rest of the morning show staff including what is planned for the next morning show.
- Guest Point of View coordinator making sure the staff is aware of the project, makes sure the script is loaded in prompter, make sure the name graphic is ready, greets the guest and guides them through the process.



- Process Yellow Sheets (commercial production work orders) for the commercial division of Creative Services. Converts yellow sheet data into Excel spreadsheets, follows up with Creative Services and Sales to compile accurate time and pricing then submits the white sheet (Excel spreadsheets) to finance before their monthly deadline.

Ad



**BENEFITS:**

Medical / Dental / Vision / Life / Disability / Matching 401K

**SALARY / WAGE:**

Negotiable

**POSITION:**

Full Time

**DESIRED REQUIREMENTS:**

Five or more years of television experience, including:

- Managing a staff
- Ability to communicate
- Work well under pressure
- Interviewing candidates
- Reviewing staff
- Coordinating schedules
- Processing paperwork
- Directing newscast
- Directing non-news programs

- Operating 4 ME Production switcher, a) Creating complex visual effects, b) Creating macros to recall effects and routing, and, c) Switching shows live -- not using automation.
- Shading cameras
- Operating studio cameras
- Operating field cameras
- Operating audio console for newscasts
- Operating graphics system for newscasts
- Training staff

**EDUCATION:**

Bachelor's Degree in Television Production or related field.

**TO APPLY:**

Email a cover letter and resume to [dcallan@wdrb.com](mailto:dcallan@wdrb.com)

or mail to:

David Callan

WDRB-TV

624 West Muhammad Ali Blvd.

Louisville, Ky. 40203

WDRB-TV is an Equal Opportunity Employer.

---

June 28, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

WDRB Media currently has a job opening in our Production Department for a Full Time Daytime Supervisor. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

Because WDRB Media is an equal opportunity employer, we encourage members of minority groups and women to apply for this position. We seek your help in referring qualified applicants to us.

If you know of qualified applicants who may be interested in applying for this position, please have them send their resume and references to the contact person listed on the job summary.

Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

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Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
Louisville, KY 40216

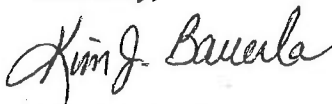
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

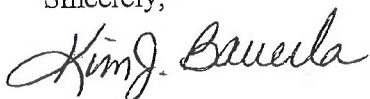
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

June 28, 2019

Campbellsville University  
1 University Drive UPO 917  
Campbellsville, KY 42718

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jefferson  
Community College



Daytime Supervisor

## Thank you

The CREW Center has received your information. Once a CREW staff member reviews the information, the position will be posted on the CREW Career Center website within 24 business hours. You do not need to provide any additional follow-up. If you have questions, please feel free to contact us at 213-4520. Thank you again for posting your position with CREW.

### TO OUR CLIENTS

The CREW Career Center is a partnership between Metropolitan College and Jefferson Community and Technical College. Our services are free and available to students and alumni. Let us assist you with your career exploration, career planning, and career placement needs. What are you waiting for? Visit us today to start achieving your career success!

### LOCATIONS

200 W. Broadway, Suite 900  
Louisville, KY 40202



**Nell Manuel**

---

**From:** Nell Manuel  
**Sent:** Friday, June 28, 2019 1:16 PM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training ; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT webteam; Kim Bauerla; Joanna Spencer  
**Cc:**  
**Subject:** WDRB Media Job Posting - Full Time Daytime Supervisor  
**Attachments:** Full-Time Daytime Supervisor 6-28-19.doc

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Sincerely,

Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Attachment

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**

# WDRBmedia

## JOB POSTING

Station: WDRB-TV/WBKI-TV Form completed by: Kim Bauerla

Category: Operations

Quantity: 1

Title: Full-Time Master Control Operator

Job Description:

The WDRB/WBKI Operations Dept. is a 7 day, 24 hour facility operating Fox, CW & MyNetworkTV stations. Duties include: Switch all on-air programming in accordance with the official log. Operate Windows based video servers. Utilize various video record/playout formats for on-air content. Complete FCC and station log reports on a daily basis, + additional responsibilities as needed depending on shift work performed. Must be willing to work nights and weekends. Reports to the Director, Programming & Operations.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401K

Salary/Wage: Negotiable

Position: Full-Time (Full-Time/Part-Time/Contract)

Desired

Requirements:

Previous broadcast experience preferred. College degree or work towards a degree + knowledge of Windows based media applications. Background in digital video/audio applications a plus.

Minimum

Requirements:

High school diploma. Experience with Microsoft applications including Windows operating systems.  
Please send resume to:  
WDRB-TV  
Harry Beam: Director, Programming & Operations  
624 W. Muhammad Ali Blvd.,  
Louisville, KY 40203

WDRB Media is an Equal Opportunity Employer.

City/State/Country: Louisville, KY. (USA)

### Contact Information

Name: Harry Beam

E-mail: hbeam@wdrb.com

Phone: (502)585-7716 Fax: (502)584-7004

Start Posting Date: Tuesday 07/09/2019

End Posting Date: Friday 8/16/2019

July 9, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite-301  
Louisville, KY 40202

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

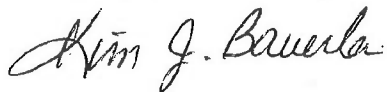
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

Louisville Urban League  
Workforce Development Specialist  
1535 West Broadway  
Louisville, KY 40203

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Director of Human Resources  
WDRB Media

Enclosure

Type to search... Search Create Job (/jobs/new)

Active	Expired	All	Declined	Not Posted	VIEW BY			School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview			
<input type="checkbox"/> 2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=211)	Bellarmine University (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Approved (/jobs/2819884)	No (/jobs/2819884)			
<input type="checkbox"/> 2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=411)	University of Louisville (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Approved (/jobs/2819884)	No (/jobs/2819884)			
<input type="checkbox"/> 2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=411)	University of Louisville (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Approved (/jobs/2823980)	No (/jobs/2823980)			
<input type="checkbox"/> 2823980 (/jobs/2823980)	Production Assistant (/jobs/2823980)	0 (/jobs/2823980/applications?schools[]=211)	Bellarmine University (/jobs/2823980)	7/20/2019 (/jobs/2823980)	Approved (/jobs/2823980)	No (/jobs/2823980)			
<input type="checkbox"/> 2826350 (/jobs/2826350)	Vice President, Broadcast Division, BCI-President/General Manager - WDRB (/jobs/2826350)	0 (/jobs/2826350/applications?schools[]=211)	Bellarmine University (/jobs/2826350)	7/22/2019 (/jobs/2826350)	Approved (/jobs/2826350)	No (/jobs/2826350)			
<input type="checkbox"/> 2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=411)	University of Louisville (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Approved (/jobs/2843703)	No (/jobs/2843703)			
<input type="checkbox"/> 2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=211)	Bellarmine University (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Approved (/jobs/2843703)	No (/jobs/2843703)			
<input type="checkbox"/> 2866851 (/jobs/2866851)	Full-Time Master Control Operator (/jobs/2866851)	0 (/jobs/2866851/applications?schools[]=211)	Bellarmine University (/jobs/2866851)	8/16/2019 (/jobs/2866851)	Pending (/jobs/2866851)	No (/jobs/2866851)			
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.



Jobs viewing all WDRB Media jobs Edit this




Active	Expired	All	Declined	Not Posted		VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/> 2819884 (/jobs/2819884)	Senior Graphic Designer (/jobs/2819884)	0 (/jobs/2819884/applications?schools[]=211)	Bellarmine University (/jobs/2819884)	7/19/2019 (/jobs/2819884)	Approved (/jobs/2819884)	No (/jobs/2819884)		
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Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

July 9, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

# Job Postings

- ✔ Thank you for recruiting at [Indiana University Southeast](#). Your Full Time Master Control Operator job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

[Post To More Schools](#)

[No thanks](#)

[Privacy Policy](#) | [Terms of Use](#)

July 9, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

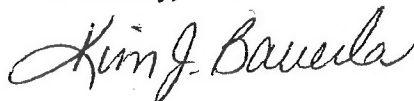
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville , KY 40202

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Director of Human Resources  
WDRB Media

Enclosure

[https://www.wdrb.com/jobs/full-time-master-control-operator/article\\_802456ca-a270-11e9-8ab6-9b77d321ff66.html](https://www.wdrb.com/jobs/full-time-master-control-operator/article_802456ca-a270-11e9-8ab6-9b77d321ff66.html)

## Full-time Master Control Operator (7/9/19)

18 hrs ago



4-hour facility operating Fox, CW and

- Switching all on-air programming in accordance with the official log.
- Operating Windows-based video servers.
- Utilizing various video record/playout formats for on-air content.
- - Completing FCC and station log reports on a daily basis.
- Additional responsibilities as-needed, depending on shift work performed.

The applicant must be willing to work nights and weekends.

This position reports to the director of programming and operations.

**BENEFITS:**

Medical / Dental / Vision / Life / Disability / Matching 401K

**SALARY / WAGE:**

Negotiable

**POSITION:**

Full-time

**DESIRED REQUIREMENTS:**

- Previous broadcast experience preferred.
- College degree or work towards a degree.
- Knowledge of Windows-based media applications
- Background in digital video / audio applications a plus.

**MINIMUM REQUIREMENTS:**

- A high school diploma.
- Experience with Microsoft applications, including Windows operating systems.

**TO APPLY:**

Please send resume to:

WDRB-TV

Harry Beam: Director, Programming and Operations

624 West Muhammad Ali Boulevard

Louisville, Ky. 40203

hbeam@wdrb.com



WDRB Media is an Equal Opportunity Employer.

July 9, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

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Kim J. Bauerla  
Director of Human Resources  
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Enclosure

July 9, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 9, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jefferson Community  
College



Master Control Operator

## Thank you

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### TO OUR CLIENTS

The CREW Career Center is a partnership between Metropolitan College and Jefferson Community and Technical College. Our services are free and available to students and alumni. Let us assist you with your career exploration, career planning, and career placement needs. What are you waiting for? Visit us today to start achieving your career success!

### LOCATIONS

200 W. Broadway, Suite 900  
Louisville, KY 40202

## Nell Manuel

---

**From:** Nell Manuel  
**Sent:** Tuesday, July 09, 2019 1:37 PM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training ; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT webteam; Kim Bauerla; Joanna Spencer  
**Cc:**  
**Subject:** WDRB Media Job Posting - FT Master Control Op & PT Master Control Op  
**Attachments:** Full Time MC Op Job Posting 7-09-2019.doc; Part Time MC Op Job Posting 7-09-2019.doc

WDRB Media currently has two job openings in our Operations Department for a Full- Time Master Control Operator and a Part-Time Master Control Operator . Attached you will find a summary job description listing the requirements for these positions. A decision on filling these positions will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

Because WDRB Media is an equal opportunity employer, we encourage members of minority groups and women to apply for these positions. We seek your help in referring qualified applicants to us.

If you know of qualified applicants who may be interested in applying for these positions, please have them send their resume and references to the contact person listed on the job summary.

Thank you for your time and assistance.

Sincerely,

Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Attachment

**The attached Job Description was included as an attachment for each letter and email notification sent for the position described.**



# WDRBmedia

Station: WDRB-TV Form completed by: Joanna Spencer

Category: Sales

Quantity: 1

Title: Senior Account Executive

Job Description: WDRB Media in Louisville is seeking a Senior Account Executive to create new broadcast and digital revenue. Applicants must have a proven track record of agency growth and for prospecting and developing new business. Great opportunity for someone who possesses a "good to great" philosophy who is looking for a career in TV Sales.

Benefits: Medical/Dental/Vision/Life/Disability/Matching 401K

Salary/Wage: Commission

Position: Full-Time (Full-Time/Part-Time/Contract)

Desired Requirements:

1. A competitive nature and an unwillingness to settle or give up.
  2. Proven track record for selling new business.
  3. Strong written and verbal communication skills.
  4. Strong presentation skills.
  5. Superior organizational skills.
  6. Working knowledge of Microsoft Office software and station software: Wide Orbit, One Domain and MS Office a plus.
  7. College degree

Minimum Requirements:

1. Minimum 3-5 years advertising sales experience
  2. Successful track record in media sales.
  3. Thorough knowledge of Nielsen / ComScore ratings use / methodology

E-mail cover letter and resume to: Tom Vickery, Local Sales Manager: [tvickery@wdrb.com](mailto:tvickery@wdrb.com)

WDRB Media is an Equal Opportunity Employer.

City/State/Country: Louisville, KY (USA)

## Contact Information

Name: Tom Vickery

E-mail: tvickery@wdrb.com

Phone: \_\_\_\_\_

Start Posting Date: July 25, 2019

July 25, 2019

Louisville Metro Dept of Human  
Resources/Attn Kate Dunn  
517 Court Place/Suite 301  
Louisville, KY 40202

WDRB Media currently has a job opening in our Sales Department for a Senior Account Executive. Enclosed you will find a summary job description listing the requirements for this position. A decision on filling this position will be made within the next few weeks, so we would appreciate all resumes being sent to us as soon as possible.

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

KY Dept of Employment Services  
c/o Order Taking Unit  
600 West Cedar  
Louisville, KY 40202

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

I.D.E.T.S. - Work One  
Indiana State Employment Services  
2125 State Street/Suite 16  
New Albany, IN 47151

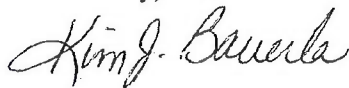
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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

Louisville Urban League  
Workforce Development Specialist  
1535 West Broadway  
Louisville, KY 40203


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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

Type to search...

Search

Create Job (/jobs/new)

Active	Expired	All	Declined	Not Posted		VIEW BY	School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/>	2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=411)	University of Louisville (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Approved (/jobs/2843703)	No (/jobs/2843703)	
<input type="checkbox"/>	2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=211)	Bellarmine University (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Approved (/jobs/2843703)	No (/jobs/2843703)	
<input type="checkbox"/>	2914100 (/jobs/2914100)	WDRB Event Brand Ambassador (/jobs/2914100)	0 (/jobs/2914100/applications?schools[]=211)	Bellarmine University (/jobs/2914100)	8/2/2019 (/jobs/2914100)	Pending (/jobs/2914100)	No (/jobs/2914100)	
<input type="checkbox"/>	2914100 (/jobs/2914100)	WDRB Event Brand Ambassador (/jobs/2914100)	0 (/jobs/2914100/applications?schools[]=411)	University of Louisville (/jobs/2914100)	8/2/2019 (/jobs/2914100)	Approved (/jobs/2914100)	No (/jobs/2914100)	
<input type="checkbox"/>	2867369 (/jobs/2867369)	Part-Time Master Control Operator (/jobs/2867369)	0 (/jobs/2867369/applications?schools[]=411)	University of Louisville (/jobs/2867369)	8/2/2019 (/jobs/2867369)	Approved (/jobs/2867369)	No (/jobs/2867369)	
<input type="checkbox"/>	2867369 (/jobs/2867369)	Part-Time Master Control Operator (/jobs/2867369)	0 (/jobs/2867369/applications?schools[]=211)	Bellarmine University (/jobs/2867369)	8/2/2019 (/jobs/2867369)	Approved (/jobs/2867369)	No (/jobs/2867369)	
<input type="checkbox"/>	2866851 (/jobs/2866851)	Full-Time Master Control Operator (/jobs/2866851)	0 (/jobs/2866851/applications?schools[]=211)	Bellarmine University (/jobs/2866851)	8/16/2019 (/jobs/2866851)	Approved (/jobs/2866851)	No (/jobs/2866851)	
<input type="checkbox"/>	2866851 (/jobs/2866851)	Full-Time Master Control Operator (/jobs/2866851)	0 (/jobs/2866851/applications?schools[]=411)	University of Louisville (/jobs/2866851)	8/16/2019 (/jobs/2866851)	Approved (/jobs/2866851)	No (/jobs/2866851)	
<input type="checkbox"/>	2917262 (/jobs/2917262)	Senior Account Executive (/jobs/2917262)	0 (/jobs/2917262/applications?schools[]=411)	University of Louisville (/jobs/2917262)	8/26/2019 (/jobs/2917262)	Pending (/jobs/2917262)	No (/jobs/2917262)	
<input type="checkbox"/>	2917262 (/jobs/2917262)	Senior Account Executive (/jobs/2917262)	0 (/jobs/2917262/applications?schools[]=211)	Bellarmine University (/jobs/2917262)	8/26/2019 (/jobs/2917262)	Pending (/jobs/2917262)	No (/jobs/2917262)	

Can't find a job you're looking for? Make sure you've added the school (/employer\_approvals/more\_schools\_on\_handshake)it's posted to.

Jobs viewing all WDRB Media jobs Edit this

Type to search...

Search

Create Job (/jobs/new)

Active		Expired	All	Declined	Not Posted	VIEW BY		School	Job
ID	Job	Applicants	School	Expires	Status	Campus Interview			
<input type="checkbox"/> 2843703 (/jobs/2843703)	Full Time Daytime Supervisor (/jobs/2843703)	0 (/jobs/2843703/applications?schools[]=411)	University of Louisville (/jobs/2843703)	7/28/2019 (/jobs/2843703)	Approved (/jobs/2843703)	No (/jobs/2843703)			
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July 25, 2019

Sullivan College  
3101 Bardstown Road  
Louisville, KY 40205

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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



# Job Postings

- ✔ Thank you for recruiting at Indiana University Southeast. Your Senior Account Executive job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.

Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.



Post once to multiple schools



Choose from over 800 schools



Verified students and alumni



Manage all applications together

[Post To More Schools](#)

No thanks

July 25, 2019

Center for Women & Families  
P. O. Box 2048  
Louisville, KY 40201-2048

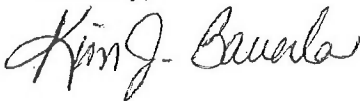
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Thank you for your time and assistance.

Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

Lincoln Foundation  
200 West Broadway  
Suite 500  
Louisville , KY 40202

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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

[https://www.wdrb.com/jobs/senior-account-executive/article\\_6b744bb4-afad-11e9-a93f-9358ea6cfb9e.html](https://www.wdrb.com/jobs/senior-account-executive/article_6b744bb4-afad-11e9-a93f-9358ea6cfb9e.html)

## Senior Account Executive (7/26/19)

Jul 26, 2019 Updated 4 hrs ago

**WDRB**  
media

**JOBS**

WDRB MEDIA in Louisville is seeking a Senior Account Executive.

### **Job Description:**

WDRB Media in Louisville is seeking a Senior Account Executive to create new broadcast and digital revenue. Applicants must have a proven track record of agency growth and for prospecting and developing new business. Great opportunity for someone who possesses a "good to great" philosophy who is looking for a career in TV Sales.

**Benefits:**

Medical/Dental/Vision/Life/Disability/Matching 401K

**Salary/Wage:**

Commission

**Position:**

Full-Time (Full-Time/Part-Time/Contract)

**Desired Requirements:**

1. A competitive nature and an unwillingness to settle or give up.
2. Proven track record for selling new business.

3. Strong written and verbal communication skills.

4. Strong presentation skills.

5. Superior organizational skills.

6. Working knowledge of Microsoft Office software and station

**Minimum Requirements:**

1. Minimum 3-5 years advertising sales experience

2. Successful track record in media sales.

3. Thorough knowledge of Nielsen / ComScore ratings use / methodology

**TO APPLY:**

E-mail cover letter and resume to:

Tom Vickery, Local Sales Manager

tvickery@wdrb.com

624 W. Muhammad Ali Blvd.

Louisville, KY 40203

July 25, 2019

Harbor House of Louisville, Inc.  
2231 Lower Hunters Trace  
Louisville, KY 40216

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

American National University  
4205 Dixie Highway  
Louisville, KY 40201-2048

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Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



July 25, 2019

American National University  
Business & Tech  
4205 Dixie Highway  
Louisville, KY 40216

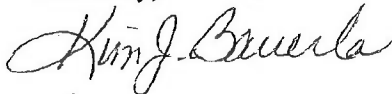
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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure

July 25, 2019

St. Stephen Church  
Attn: Human Resources  
1018 S. 15th Street  
Louisville, KY 40210

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Sincerely,



Kim J. Bauerla  
Director of Human Resources  
WDRB Media

Enclosure



Jefferson Community  
College

Sr. Account Executive

## Thank you

The CREW Center has received your information. Once a CREW staff member reviews the information, the position will be posted on the CREW Career Center website within 24 business hours. You do not need to provide any additional follow-up. If you have questions, please feel free to contact us at 213-4520. Thank you again for posting your position with CREW.

### TO OUR CLIENTS

#### CREW

### LOCATIONS

## Nell Manuel

---

**From:** Nell Manuel  
**Sent:** Friday, July 26, 2019 9:25 AM  
**To:** Campbellsville; Collective Talent; Ctr for Access Living AJ; Ctr for Access Living KH; Daymar; Goodwill KY-ES; Kentuckiana Works; KY Broadcasters Association; Ofc of Employ & Training; Ofc of Employ & Training MC; Spalding MR; SW Cntr BT  
**Cc:** webteam; Kim Bauerla; Joanna Spencer  
**Subject:** WDRB Media Job Posting - Senior Account Executive  
**Attachments:** Senior AccountExecutive 07-25-19.doc

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WDRB Media

Attachment