

**Allison Zolot**  
Senior Vice President & General Counsel

May 5, 2022

**VIA Upload to Online Public Inspection Files**

EEO Staff  
Investigations & Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, D.C. 20554

RE: EEO Audit – WQBK-FM, Malta, NY (Facility Id. 6613)

Dear Sir or Madam:

Townsquare Media of Albany, Inc. (“Townsquare Albany”), the licensee of broadcast station WQBK-FM, Malta, New York, hereby responds to the Commission’s notice of audit issued to Townsquare Albany for WQBK-FM. This response includes information about the following stations, which, with WQBK-FM, comprise Townsquare Albany’s employment unit (the “Unit” or “Stations”):

WTMM-FM, Mechanicville, NY (Facility Id. 22004)  
WPBZ-FM, Rensselaer, NY (Facility Id. 40767)  
WQSH(FM), Cobleskill, NY (Facility Id. 40769)  
WGNA-FM, Albany, NY (Facility Id. 72118)

a. **Public File Report.** Copies of Townsquare Albany’s two most recent EEO public file reports for the periods covering February 1, 2020 to January 31, 2021 (“2020-2021 Reporting Period”) and February 1, 2021 to January 31, 2022 (“2021-2022 Reporting Period”) (the 2020-2021 Reporting Period and the 2021-2022 Reporting Period, together, the “Audit Period”) are attached as Exhibit 1 and Exhibit 2, respectively. As noted on the face of the report, the 2021-2022 report was amended May 5, 2022 to add a vacancy that was inadvertently left off of the original report (a part time hire that was promoted to full-time).

The Stations’ website addresses are <https://q1057.com/>, <https://1045theteam.com/>, <https://1039thebreezealbany.com/> and <https://wgna.com/>. The Unit’s most recent public file report is posted on each of these websites.

b. **Supporting Documentation for Vacancies.** With one exception (discussed further below), for each full-time vacancy filled during the Audit Period, Townsquare Albany sent the same notice to the recruitment sources listed in its EEO public file reports for the Audit Period.

The text of the notice that was sent to the recruitment sources listed in the reports is included in Exhibit 4. Among other sources, Townsquare Albany uses a recruiting company called Greenhouse to export vacancy listings to a variety of sources, including Indeed.com, LinkedIn.com, and the Townsquare Media Careers webpage. Exhibit 4 includes information excerpted from reports that Greenhouse provides to Townsquare Albany. These reports indicate the Greenhouse sources that referred each applicant for the various full-time positions filled during the Audit Period. Not all of these applicants were interviewed. The 2020-2021 EEO public file report lists the University of New Haven as a source. The University of New Haven referred the interviewee, but Townsquare Albany did not actively recruit to the University of New Haven. Townsquare Albany understands that the University of New Haven saw the posting – but does not know where – and informed the candidate, who then applied. No recruitment sources have requested to be notified of vacancies.

c. ***Total Number of Interviewees and Referral Sources.*** The total number of interviewees for each full-time vacancy filled during the Audit Period and the referral sources for each interviewee are provided in Exhibit 3. The date of each full-time hire during the Audit Period is also provided in Exhibit 3.

d. ***Documentation of Recruitment Initiatives.*** The Unit currently has a total of 25 full-time employees. The population of the market in which the Stations operate is more than 250,000.<sup>1</sup> Therefore, the Unit is required to perform four points worth of recruitment initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

The Unit engaged in a number of recruitment initiatives as shown in the EEO public file reports attached as Exhibit 1 and Exhibit 2. The Unit personnel involved in each recruitment initiative are listed in these reports or in the supporting documentation. See Exhibit 5 for documentation of at least four points worth of initiatives.

e. ***Discrimination Complaints.*** There are no pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit during the current license term.

f. ***Management's EEO Responsibilities.*** EEO compliance is an integral function of management at all levels within the Unit. The Market President requires department managers to attend weekly meetings, during which they discuss general employment issues and training, as well as methods for handling problems that might arise in these areas. The department managers also are taught to conduct interviews and performance reviews in a manner that is in line with the Unit's EEO policy. The Market President works with the department heads to ensure that decisions regarding hiring and promotion are carried out in a non-discriminatory fashion. All job openings must be filtered through the corporate recruiting process, which helps to ensure procedures are followed, and the Market President and Hiring Manager work to ensure EEO compliance.

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<sup>1</sup> The Stations operate in the Albany-Schenectady-Troy, NY Metropolitan Statistical Area, which had a population of 899,262 according to the 2020 U.S. Census.

g. No job can be filled by a department head without prior approval of the Market President, who signs off on EEO compliance. The management team is informed of EEO requirements by written guidelines forwarded by the New York Broadcasters Association, the National Association of Broadcasters, and the Unit's legal services. Though the department managers actively participate in the process, the Market President bears the ultimate responsibility for enforcement of the Unit's EEO policy.

Townsquare Albany makes a concerted effort to ensure that both employees and applicants are well-informed of the Unit's EEO policy. Upon commencement of employment, every employee receives a copy of Townsquare Media's Employee Policy Manual, which contains a description of the Unit's EEO policy. The EEO policy and other employment-related regulations are also posted in common areas of the Stations, and all of the Stations' websites post that Townsquare Albany is an Equal Opportunity Employer. In addition, management periodically holds department head meetings to discuss EEO and other employment-related issues. Applicants are informed of the Unit's EEO policies through the application process. Each job notice informs potential applicants that Townsquare Media is an equal opportunity employer and states the company's EEO policy.

h. ***Analysis of EEO Program's Effectiveness.*** The success of Townsquare Albany's EEO recruiting program is vital to the success of the Unit, and management therefore devotes a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a whole. The Market President and the heads of the various departments assess the success of each outreach initiative on a case-by-case basis. After community event, or other outreach initiative, the participants in that event, together with management, analyze the relative success of the event, including number of attendees, interest levels, number and quality of applications received (if applicable), and the like. Likewise, management actively evaluates the sources and methods by which it advertises specific job vacancies in order to ensure that the Stations receive a wide variety of qualified applicants for all employment positions.

Management recognizes that a large part of the Unit's recruitment program involves its efforts to post all available positions with widely used job-related websites. Management has determined that participation in educational events, coupled with its vacancy-specific announcements and its internship program, allows station personnel to come into contact with, and select its employees from, a wide cross-section of members in the community. And it continually evaluates and modifies its program to ensure and optimize recruiting success. In addition, Townsquare Albany draws upon the human resources and recruiting departments of its parent, Townsquare Media, to monitor and ensure its own EEO compliance.

h. ***Analysis of Pay, Benefits and Selection Techniques.*** Townsquare Albany strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the Unit provides equal opportunities to all employees and applicants.

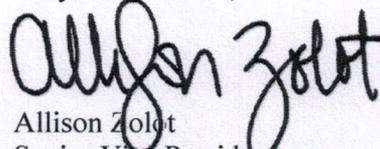
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Townsquare Albany does not have any union agreements, is not a religious broadcaster, and is not subject to a time brokerage agreement.

I certify that the information and statements herein are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge that the attached exhibits are considered material representations.

Please address any questions concerning this letter to Townsquare Albany's counsel, Howard Liberman of Wilkinson Barker Knauer LLP, at (202) 383-3373.

Very Truly Yours,



Allison Zolot  
Senior Vice President  
General Counsel

**Exhibit 1**

EEO Public File Report for 2020-2021 Reporting Period

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2020 through January 31, 2021**

**I. POSITIONS FILLED DURING THE REPORTING PERIOD**

<b>Job Title</b>	<b>Sources Used to Fill Position</b> <i>(Numbers Correspond to the Recruitment Source List in Part II)</i>	<b>Source Referring Hiree</b>
Director of Sales	1,2,3,4	3
Brand Manager, WQBK	1,2,3,4,5,6	3
Account Executive	7	7

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2020 through January 31, 2021**

**II. RECRUITMENT SOURCE LIST**

No.	Recruitment Source	Entitled to Vacancy Notification (Y/N)	No. Interviewees Referred During Reporting Period by Source
1	Townsquare Media Corporate Website Job Page	N	3
2	Townsquare Media Local Albany Radio Station Websites (WGNA-FM, WQBK-FM, WQSH, WPBZ-FM, WTMM-FM)	N	0
3	Word-of-Mouth Referral/Direct Contact	N	9
4	Indeed.com (via Greenhouse)	N	0
5	LinkedIn.com (via Greenhouse)	N	0
6	Diversity Jobs	N	0
7	Former Employee	N	1
<b>TOTAL INTERVIEWEES DURING 12-MONTH PERIOD</b>			13

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2020 through January 31, 2021**

**III. OUTREACH INITIATIVES**

<b>No.</b>	<b>Type of Outreach Initiative (e.g., internship, job fair, etc.)</b>	<b>Brief Description of Activity</b>
<b>1</b>	<b>Internship Program</b>	Townsquare Media of Albany maintains an internship program with the New School Center for Media, SUNY Oneonta, SUNY Albany, SUNY Plattsburgh, SUNY Adirondack, Marist College, Massachusetts College for the Liberal Arts, Dean College, Boston University, and Northwestern University. During the reporting period Townsquare Media of Albany sponsored interns from the New School Center for Media (1), Marist College (1), Boston University (1), Massachusetts College for the Liberal Arts (1), and Dean College (1).
<b>2</b>	<b>Participation in events/programs relating to career opportunities in broadcasting sponsored by educational institutions</b>	Studio and office tours were given to students and counselors of the St. Anne Institute on 3/2/20. Tours included a meet and greet with on-air talent and production personnel where broadcast opportunities & specific job duties were discussed along with operational and procedural topics. Equipment demonstrations were also given.
<b>3</b>	<b>Participation in events/programs relating to career opportunities in broadcasting sponsored by educational institutions</b>	Local host of WTMM ESPN Radio mentors a local Shaker High School student who has an interest in pursuing broadcasting. He frequently holds Zoom meetings with the student and speaks of his experiences, and of the requirements of his job. The student has also participated in show prep and various other activities associated with the show.
<b>4</b>	<b>Participation in other activities designed to widely disseminate information about employment opportunities in broadcasting</b>	Market President meets monthly with Capital District Radio Association to discuss ways to ensure the promotion of radio to listeners and potential employees. Stations also run on-air campaigns throughout the year to promote radio.
<b>5</b>	<b>Training Program</b>	Townsquare Media of Albany's Market President, Operations Director, and Brand Managers provide on-going training to help employees to qualify for promotion within the organization. The Operations Director holds weekly meetings with on-air staff to aid them in achieving a higher levels of broadcast

<b>No.</b>	<b>Type of Outreach Initiative</b> <i>(e.g., internship, job fair, etc.)</i>	<b>Brief Description of Activity</b>
		experience. Subjects covered include their on-air personality and improved methods to reach and engage their audience. Additionally, the Digital Managing Editor meets with the on-air staff to fine tune their writing skills for online content.

**Exhibit 2**

EEO Public File Report for 2021-2022 Reporting Period

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2021 through January 31, 2022**  
**Amended May 5, 2022**

**I. POSITIONS FILLED DURING THE REPORTING PERIOD**

<b>Job Title</b>	<b>Sources Used to Fill Position</b> <i>(Numbers Correspond to the Recruitment Source List in Part II)</i>	<b>Source Referring Hiree</b>
Sales Manager	1,3,4	4
Brand Manager, WTMM	1,3,4,6	4
Account Executive	1,3,4	3
Digital Managing Editor	1,3,4	5
Account Manager	1,3,4	1
Digital/Radio Content Creator WQBK	1,3,4	2
On-Air Host/Producer	7	7

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2021 through January 31, 2022**

**II. RECRUITMENT SOURCE LIST**

No.	Recruitment Source	Entitled to Vacancy Notification (Y/N)	No. Interviewees Referred During Reporting Period by Source
1	Townsquare Media Corporate Website Job Page	N	8
2	Word-of-Mouth Referral/Direct Contact	N	10
3	Indeed.com (via Greenhouse)	N	6
4	LinkedIn.com (via Greenhouse)	N	4
5	Former Employee	N	1
6	University of New Haven	N	1
7	Direct Contact/Existing Part-Time Employee	N	1
<b>TOTAL INTERVIEWEES DURING 12-MONTH PERIOD</b>			31

**Townsquare Media of Albany, Inc.**  
**WGNA-FM, WQBK-FM, WQSH(FM), WPBZ-FM, WTMM-FM**  
**Equal Employment Opportunity Public File Report**  
**February 1, 2021 through January 31, 2022**

**III. OUTREACH INITIATIVES**

No.	Type of Outreach Initiative (e.g., internship, job fair, etc.)	Brief Description of Activity
1	<b>Internship program</b>	Townsquare Media of Albany maintains an internship program with New School of Radio and Television, Columbia High School, SUNY Albany, Siena College, and Boston University. The Intern program is administered by our Director of Content and Brand Managers. During the Spring of 2021 (Feb thru May) and Fall of 2021 (Sept thru Nov), Townsquare Media of Albany sponsored interns from, Columbia High School (1), SUNY Albany (4), Siena College (1), Boston University (1). The interns work directly with our On-Air Talent performing in various capacities that would allow them to gain a working knowledge of performing a live show, production, social media content, developing news stories, and a general workflow of the facility.
2	<b>Participation in events/programs sponsored by educational institutions relating to career opportunities in broadcasting</b>	Market President is on the board of directors with the Syracuse University WJPZ Alumni Association and participated as a panelist on the Syracuse University educational conference on April 17, 2021. The event was held by the Syracuse University Newhouse School of Public Communications and was attended by students who are engaged in the on-campus radio station, WJPZ-FM. The conference is designed to educate students on evaluating and creating engaging on-air content, seeking employment and strategies related to entrepreneurship in broadcasting.
3	<b>Participation in other activities designed to widely disseminate information about employment opportunities in broadcasting</b>	Market President meets monthly with Capital District Radio Association to discuss ways to ensure the promotion of radio to listeners and potential employees. Stations also run on-air campaigns throughout the year to promote radio. Meetings are held on the 2 <sup>nd</sup> Tuesday of each month from Jan to June and Oct to Dec. 2021
4	<b>Training program designed to enable station personnel to acquire skills that could qualify them for higher level</b>	Townsquare Media of Albany's Market President, Operations Director, and Brand Managers provide on-going training throughout the year in 2021 to help employees to qualify for promotion within the

No.	Type of Outreach Initiative (e.g., internship, job fair, etc.)	Brief Description of Activity
	<b>positions</b>	organization. The Operations Director holds weekly meetings with on-air staff to aid them in achieving higher levels of broadcast experience. Subjects covered include their on-air personality and improved methods to reach and engage their audience. Additionally, the Digital Managing Editor meets with the on-air staff to fine tune their writing skills for online content.
5	<b>Training to management-level personnel as to methods of ensuring equal employment opportunity and preventing discrimination</b>	The Director of Content and Business Manager participated in this webinar for training on FCC EEO obligations on Jan 5, 2022.
6	<b>Training program designed to enable station personnel to acquire skills that could qualify them for higher level positions</b>	Our company has instituted a formal “Townsquare University” training program that is required of all newly hired Account Executives. This is an extensive and robust training program covering topics such as multi-media advertising, sales training, solution-based selling, and much more. Participants are required to participate in daily webinar classes, coupled with in-field training assignments and must have a passing grade to graduate. Training for new hires took place in Sept 2021.
7	<b>Training program to designed to enable station personnel to acquire skills that could qualify them for higher level positions</b>	Our entire team of Account Executives participated in the New York State Broadcasters Association Sales Training focused on sales objectives and leadership development and hosted by the Swagger Institute on Sept 17, 2021.

**Exhibit 3**

Date of Each Full-Time Hire

Referral Sources for Interviewees for Each Vacancy

Total Interviewees for Each Vacancy





## Interviewee Data

### General Information:

1. Job Title: **Brand Manager**
2. Station(s): WQBK-FM
3. Date Position Filled: 10/19/2020

### Recruitment Source (RS): No. of Interviewees Referred by RS for this Vacancy:

- Townsquare Media Corporate Website Job Page   3
- Townsquare Media Local Albany Radio Station Websites
- Word-of-Mouth Referral/Direct Contact   4
- Indeed.com (via Greenhouse)
- LinkedIn.com (via Greenhouse)
- Diversity Jobs

Total Number of Interviewees for this vacancy:   7  

RS Referring Hiree: Word-of-Mouth Referral/Direct Contact



## Interviewee Data

### General Information:

1. Job Title: **Account Executive**
2. Station(s): ALL
3. Date Position Filled: 10/19/2020

Recruitment Source (RS):

No. of Interviewees Referred by RS for this Vacancy:

- Former Employee

  1  

Total Number of Interviewees for this vacancy:

  1  

RS Referring Hiree: Former Employee





## Interviewee Data

### General Information:

1. Job Title: **Brand Manager**
2. Station(s): WTMM-FM
3. Date Position Filled: 4/19/2021

Recruitment Source (RS):	No. of Interviewees Referred by RS for this Vacancy:
--------------------------	--

- |   |              |
|---|--------------|
| • Townsquare Media Corporate Website Job Page | <u>  1  </u> |
| • Word-of-Mouth Referral/Direct Contact       | <u>  6  </u> |
| • Indeed.com (via Greenhouse)                 | <u>    </u>  |
| • LinkedIn.com (via Greenhouse)               | <u>  3  </u> |
| • University of New Haven                     | <u>  1  </u> |

Total Number of Interviewees for this vacancy:   11  

RS Referring Hiree: LinkedIn.com (via Greenhouse)



## Interviewee Data

### General Information:

1. Job Title: **Account Executive**
2. Station(s): ALL
3. Date Position Filled: 8/30/2021

Recruitment Source (RS): No. of Interviewees Referred by RS for this Vacancy:

- Townsquare Media Corporate Website Job Page \_\_\_\_\_
- Indeed.com (via Greenhouse) \_\_2\_\_
- LinkedIn.com (via Greenhouse) \_\_\_\_\_

Total Number of Interviewees for this vacancy: \_\_2\_\_

RS Referring Hiree: Indeed.com (via Greenhouse)



## Interviewee Data

### General Information:

1. Job Title: **Digital Managing Editor**
2. Station(s): ALL
3. Date Position Filled: 11/1/2021

Recruitment Source (RS):	No. of Interviewees Referred by RS for this Vacancy:
--------------------------	--

- |   |       |
|---|-------|
| • Townsquare Media Corporate Website Job Page | __2__ |
| • Indeed.com (via Greenhouse)                 | __1__ |
| • LinkedIn.com (via Greenhouse)               | ____  |
| • Former Employee                             | __1__ |

Total Number of Interviewees for this vacancy: \_\_4\_\_

RS Referring Hiree: Former Employee



## Interviewee Data

### General Information:

1. Job Title: **Account Manager**
2. Station(s): ALL
3. Date Position Filled: 12/20/2021

Recruitment Source (RS): No. of Interviewees Referred by RS for this Vacancy:

- Townsquare Media Corporate Website Job Page   2
- Indeed.com (via Greenhouse)
- LinkedIn.com (via Greenhouse)

Total Number of Interviewees for this vacancy:   2  

RS Referring Hiree: Townsquare Media Corporate Website Job Page



## Interviewee Data

### General Information:

1. Job Title: **Digital/Radio Content Creator**
2. Station(s): WQBK-FM
3. Date Position Filled: 1/3/2022

### Recruitment Source (RS): No. of Interviewees Referred by RS for this Vacancy:

- Townsquare Media Corporate Website Job Page   3
- Word-of-Mouth Referral/Direct Contact   4
- Indeed.com (via Greenhouse)   3
- LinkedIn.com (via Greenhouse)

Total Number of Interviewees for this vacancy:   10  

RS Referring Hiree: Word-of-Mouth Referral/Direct Contact



**Exhibit 4**

Documentation of Recruitment for Vacancies

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**From:**  
**Sent:**  
**To:**  
**Subject:** FW: Director of Sales - Albany has been approved and opened

Director of Sales...

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**From:** @townsquaremedia.com>  
**Sent:** Tuesday, October 22, 2019 2:23 PM  
**To:** @townsquaremedia.com>  
**Cc:** @townsquareinteractive.com>  
**Subject:** FW: Director of Sales - Albany has been approved and opened

Hi

Your job has been approved and opened on 10/22 and will **expire 90 days** from today.

If you have not found a candidate within the 90 day timeline, you will need to resubmit for approval to ensure the job is still within budget. When you find a candidate, please email me ASAP so we can remove the job and mark your candidate as hired.

This job is being posted on the TSM Career Page, Glassdoor, and Indeed. Here is a link to view on the TSM Career Page:  
[http://www.townsquaremedia.com/careers/openings?gh\\_jid=1923888](http://www.townsquaremedia.com/careers/openings?gh_jid=1923888)

The postings reads:

## Director of Sales - Albany

at Townsquare Media ([View all jobs](#))  
Albany, NY

### Director of Sales

Are you passionate about a spoken word format? We only want those leaders who can thrive in an environment of opportunity and challenge. Someone who is always looking for more. To you, satisfaction isn't making budget or beating the market, it's annihilating it, and running up the score. This is a rare and exciting opportunity to grow and manage a direct sales force and be part of our "best in class" sales management team.

We are a Townsquare Media brand, which means you have on air and online radio, robust digital assets and live events in your portfolio to help build our clients' businesses. We provide world class, multi-product sales training to our managers and Account Executives. Our DOS has competitive earning potential.

The DOS will be a motivator, creative thinker and someone who can energize the team in executing GREATNESS!

### Job Summary:

The ideal candidate will manage a team of high performance sellers and lead all sales efforts. The DOS will be responsible for leading this amazing sales staff in terrestrial, digital, social media, live events, and programmatic sales. This person will work closely with the General Manager to create unique and valuable cross platform content

driven campaigns for our customers. The position requires management experience and strong leadership/interpersonal skills with the presence to lead others and enhance overall revenues. The successful Director of Sales will use independent judgment and discretion to develop strategies to attain sales revenue and goals. The Director of Sales reports to the Market Manager.

### **Essential Duties and Responsibilities:**

- Lead a team of people on our existing local sales staff and develop new business by prospecting, qualifying, doing CNAs, and presenting solutions to businesses in New York
- Retain and support our A players, recruit and grow new sellers on the team
- Work independently and as part of a team to achieve set goals and take us to new heights
- Follow through with established accountability standards developed by corporate, the RVP and Market Manager
- Responsible for maximizing client revenue opportunities with on-going account list management
- Daily on-street presence meeting with prospects and clients, assisting AE's with presentations and in-field coaching
- Direct forecasting....set and hold account executives accountable in achieving their goals
- Monitor and evaluate the activities and products of the competition
- Participate as a key member of the leadership team

### **Qualifications:**

- Must have 3 years of sales and management experience with a proven successful track record
- In depth knowledge of media including digital products in marketing and advertising
- Must have strong communication skills and be able to develop exciting written proposals and verbal delivery
- Must have a successful track record and experience in consultative selling

### **Benefits:**

- Medical/Dental/Vision insurance package
- 3 weeks paid vacation and 9 paid holidays per year
- Career advancement opportunities

### **About Us**

Townsquare is a radio, digital media, entertainment and digital marketing solutions company principally focused on being the premier local advertising and marketing solutions platform in small and mid-sized markets across the U.S. Our assets include 320 radio stations and more than 330+ local websites in 67 U.S. markets, a digital marketing solutions company ([Townsquare Interactive](#)), a proprietary digital programmatic advertising platform ([Townsquare Ignite](#)) and approximately 200 live events with over one million attendees each year. Our brands include local media assets such as 105.7, 94.3, 92.7, iconic regional and national events such as the [Taste of Country Music Festival](#), [WE Fest](#), [Country Jam](#), the [Boise Music Festival](#), the [Red Dirt BBQ & Music Festival](#) and [Taste of Fort Collins](#); and leading tastemaker music and entertainment websites such as [XXLmag.com](#), [TasteofCountry.com](#) and [Loudwire.com](#).

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

**Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

Last Name	First Name	Applied For	Source	Application Date
		Director of Sales - Albany	Applied through your website's jobs page	02/04/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	02/18/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/21/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/28/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/31/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/06/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/16/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/18/2020
		Director of Sales - Albany	Responded to an ad on Indeed	02/25/2020
		Director of Sales - Albany	Responded to an ad on Indeed	02/03/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/18/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/13/2020
		Director of Sales - Albany	Responded to an ad on Indeed	02/11/2020
		Director of Sales - Albany	Responded to an ad on Indeed	02/06/2020
		Director of Sales - Albany	Applied through your website's jobs page	02/04/2020
		Director of Sales - Albany	Applied through your website's jobs page	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/29/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/28/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/28/2020
		Director of Sales - Albany	Responded to an ad on Indeed	01/28/2020

Townsquare Media Albany includes well-known brands like 107.7 GNA, Q105.7, 104.5 The Team ESPN Radio, 103.9 The Breeze, Alt 103.5, and Hot 99.1

### **Position Overview:**

The Q105.7 (WQBK-FM) Brand Manager oversees all aspects of Albany's Classic Rock brand. You have all the tools at your fingertips including great talent (including the top rated Free Beer and Hot Wings Morning show), music research and scheduling, production resources, digital tools, a passionate local team, and a strong signal. This is not a beginner position – we are looking for someone who is an expert at programming Classic Rock stations to take this one to new heights. If you're a dynamic multi-media visionary who loves to lead, coach, entertain, engage, and play a vital role in the community you live and work in, YOU are the person we want to speak with. If you understand the music and lifestyle of the audience of this format, and value connecting with your audience on-air, on-line, and on-site, you will impress us. If you have what it takes to deliver and win, we want you here in Albany!

### **Essential Duties and Responsibilities:**

- Establish a vision for the brand
- Strong leadership and coaching skills that unite the on-air staff
- Impressive management skills to integrate programming with sales, marketing, digital and management within the organization
- Understand current delivery platforms for the product to be able to maximize opportunities
- Coaching, direct and mentor talent and producers
- Understanding of how to enhance programming to garner ratings
- The ability to develop strategy and implement it via detailed tactics
- The ability to analyze and interpret ratings data to share with the programming staff, sales team and management team
- Strong marketing savvy
- The ability to seize opportunities
- Understanding the nuances of the market and the listening audience
- Creative writing ability to image the brand
- Provide good local content ideas for the brand's website
- Post a minimum of 10 original pieces of content each week (2x per day) on brand's website
- Incorporate content from the station's digital platforms into your on-air show
- Able to voice track or go live on one or more Townsquare stations in the cluster when needed, vacation relief, sick days, or in case of emergency
- Ability to maximize resources

### **Suggested Qualifications/Education:**

- You must have programming experience as a Program Director or Operations Manager
- Previous on-air programming in the Classic Rock format is preferred

- Must demonstrate dependability, passion, strong communication and problem-solving skills
- High attention to detail, able to multi-task, and have a competitive and winning attitude
- Business acumen, open-mindedness, and a sense of what it takes to win are essential
- NexGen, Zetta, G-Selector experience preferred
- MUST fit into our winning culture!

## About Us

Townsquare is a radio, digital media, entertainment and digital marketing solutions company principally focused on being the premier local advertising and marketing solutions platform in small and mid-sized markets across the U.S. Our assets include 321 radio stations and more than 330+ local websites in 67 U.S. markets, a digital marketing solutions company (Townsquare Interactive), a proprietary digital programmatic advertising platform (Townsquare Ignite) and approximately 200 live events. Our brands include local media assets such as WYRK, KLAQ, K2 and NJ101.5; iconic local and regional events such as WYRK's Taste of Country, the Boise Music Festival, the Red Dirt BBQ & Music Festival and Taste of Fort Collins; and leading tastemaker music and entertainment websites such as XXLmag.com, TasteofCountry.com and Loudwire.com

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

1241 Kings Road  
Schenectady, NY 12303  
[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office:



---

**From:** [<@townsquareinteractive.com>](mailto:@townsquareinteractive.com)  
**Sent:** Tuesday, October 13, 2020 8:26 AM  
**To:** [<@townsquaremedia.com>](mailto:@townsquaremedia.com)  
**Cc:** [<@wgn.com>](mailto:@wgn.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com);  
[<@townsquareinteractive.com>](mailto:@townsquareinteractive.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com)  
**Subject:** RE: Albany - WQBK Brand Manager

Absolutely!

What's the name of the new hire so that I'm able to mark them in Greenhouse before closing out the job? Also, did someone already send information to HR or would you like me to?

Let me know if you have any questions. Thanks!

| **Recruitment Coordinator**

Townsquare Media

**O:**

**C:**

[<@townsquareinteractive.com>](mailto:@townsquareinteractive.com)

[www.townsquaremedia.com](http://www.townsquaremedia.com)



---

**From:** [<@townsquaremedia.com>](mailto:@townsquaremedia.com)  
**Sent:** Monday, October 12, 2020 8:48 PM  
**To:** [<@townsquareinteractive.com>](mailto:@townsquareinteractive.com)  
**Cc:** [<@wgn.com>](mailto:@wgn.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com);  
[<@townsquareinteractive.com>](mailto:@townsquareinteractive.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com)  
**Subject:** RE: Albany - WQBK Brand Manager

We have filled this role of WQBK Brand Manager with a candidate that will be starting on Monday, 10/19.

Can you please remove the posting so we no longer receive applicants?

Thanks!

**Market President/CRO**

Townsquare Media Albany

[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office: | Mobile:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

+ web + events + mobile = Main Street's Growth Engine

Q105.7 is the Capital Region's Classic Rock Station! Enjoy the Top Rated Free Beer and Hot Wings Morning Show and the greatest music of all time in HD by clicking [here!](#)



---

**From:**

**Sent:** Wednesday, August 12, 2020 9:26 AM

**To:** [<@townsquareinteractive.com>](mailto:@townsquareinteractive.com)

**Cc:** [<@wgna.com>](mailto:@wgna.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com); [<@townsquareinteractive.com>](mailto:@townsquareinteractive.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com)

**Subject:** RE: Albany - WQBK Brand Manager

Do you have a Brand Manager template or a recent posting in another market for a Brand Manager position that we can model ours off of?

Thank you.

---

**From:**

**Sent:** Wednesday, August 12, 2020 9:04 AM

**To:** [<@townsquaremedia.com>](mailto:@townsquaremedia.com)

**Cc:** [<@wgna.com>](mailto:@wgna.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com); [<@townsquareinteractive.com>](mailto:@townsquareinteractive.com); [<@townsquaremedia.com>](mailto:@townsquaremedia.com)

**Subject:** RE: Albany - WQBK Brand Manager

Hi

I'm working on getting this posted for you this morning. Do you have an updated job description for this particular position? Looks like all we have in the system date back to 2015 & 2016 for the WGNA station, so wanted to make sure the posting was up to your standards!

Let me know if you have any questions. Thanks!



Brand Manager/Air Talent WQBK - Albany, Applied through your website's jobs page	09/29/2020
Brand Manager/Air Talent WQBK - Albany, Responded to an ad on Indeed	10/01/2020
Brand Manager/Air Talent WQBK - Albany, Responded to an ad on Indeed	10/07/2020
Brand Manager/Air Talent WQBK - Albany, Applied through your website's jobs page	10/08/2020
Brand Manager/Air Talent WQBK - Albany, Applied through your website's jobs page	10/12/2020
Brand Manager/Air Talent WQBK - Albany, Responded to an ad on Indeed	10/12/2020

## ***Local Sales Manager***

Do you love helping businesses grow? Do you want to develop a team that excels at uncovering marketing objectives and building integrated solutions? This is a rare and exciting opportunity to grow and manage a direct sales force and be part of our “best in class” sales management team in Albany. We are a Townsquare Media brand, which means you have on air and online radio, robust digital assets and live events in your portfolio to help build our clients’ businesses. We provide world class, multi-product sales training to our managers and Account Executives. Our LSM’s have unlimited potential earnings through salary, commissions and bonuses.

### **Responsibilities**

- Co-manage the daily operations of the local radio, live event and digital sales department.
- Use independent judgment and discretion to develop strategies to attain sales revenue and goals.
- Lead a team of people on our existing local sales staff and develop new business by prospecting, qualifying, doing CNAs, and presenting solutions to businesses.
- Retain and support our A players, recruit and grow new sellers on the team.
- Work independently and as part of a team to achieve set goals and take us to new heights.
- Follow through with established accountability standards developed by corporate, the RVP and Market Manager.
- Responsible for maximizing client revenue opportunities with on-going account list management.
- This will be a selling manager role; we are looking for someone hands on that can go out and close deal with the AE’s as well as close deals themselves
- Daily on-street presence meeting with prospects and clients, assisting AE’s with presentations and in-field coaching.
- Monitor and evaluate the activities and products of the competition.
- Participate as a key member of the leadership team.

### **Qualifications**

- 3+ years of radio and digital sales experience
- At least 4+ years of sales management experience in the broadcast or digital space
- Strong understanding of digital advertising
- Proven success in managing a successful team and exceeding sales goals
- Ability to recruit, train and develop new hires

### **Benefits**

- 3 weeks of PTO (+ 9 paid holidays)
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop

- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering
- And much more...

### **About Us:**

Townsquare is a community-focused digital media, digital marketing solutions and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing web sites, search engine optimization, social platforms and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as [WYRK.com](#), [WJON.com](#), and [NJ101.5.com](#), along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#) and [Loudwire.com](#).

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**From:**  
**To:**  
**Subject:** FW: LSM Job Description  
**Date:**  
**Attachments:**

---

Confirmation LSM position was posted...

---

**From:** @townsquareinteractive.com>  
**Sent:** Wednesday, April 7, 2021 3:47 PM  
**To:** @townsquaremedia.com>;  
@townsquaremedia.com>  
**Cc:** @townsquareinteractive.com>  
**Subject:** RE: LSM Job Description

Hi All!

The below request has been completed, and posted: [https://careers.townsquaremedia.com/job-openings/?gh\\_jid=3047773!](https://careers.townsquaremedia.com/job-openings/?gh_jid=3047773!)

**Please, review the attached material so you can comply with HR requirements.**

Let me know if you have any questions. Thanks!

**Recruitment Coordinator**  
Townsquare Media  
**O:**  
**C:**

[@townsquareinteractive.com](mailto:@townsquareinteractive.com)  
[www.townsquaremedia.com](http://www.townsquaremedia.com)



---

**From:** @townsquaremedia.com>  
**Sent:** Wednesday, April 7, 2021 2:24 PM  
**To:** @townsquareinteractive.com>;  
[@townsquaremedia.com](mailto:@townsquaremedia.com)>  
**Cc:** @townsquareinteractive.com>  
**Subject:** RE: LSM Job Description

Perfect!!

---

**From:** [@townsquareinteractive.com](mailto:)>  
**Sent:** Wednesday, April 7, 2021 2:24 PM  
**To:** [@townsquaremedia.com](mailto:)>;  
[@townsquaremedia.com](mailto:)>  
**Cc:** [@townsquareinteractive.com](mailto:)>  
**Subject:** RE: LSM Job Description

We do have that posted as well – thanks

| Recruiting Manager

**Townsquare Media | Interactive | Ignite**

Cell:

[@townsquaremedia.com](mailto:)

[www.townsquaremedia.com](http://www.townsquaremedia.com)

TSM Logo



---

**From:** [@townsquaremedia.com](mailto:)>  
**Sent:** Wednesday, April 7, 2021 2:18 PM  
**To:** [@townsquareinteractive.com](mailto:)>;  
[@townsquaremedia.com](mailto:)>  
**Cc:** [@townsquareinteractive.com](mailto:)>  
**Subject:** RE: LSM Job Description

I would post for an AE as well in Albany if possible.

Happy to help with interviews.

---

**From:** [@townsquareinteractive.com](mailto:)>  
**Sent:** Wednesday, April 7, 2021 7:08 AM  
**To:** [@townsquaremedia.com](mailto:)>;  
[@townsquaremedia.com](mailto:)>  
**Cc:** [@townsquareinteractive.com](mailto:)>  
**Subject:** Re: LSM Job Description

Thank you! I'll update this.

Recruiting Manager  
Townsquare Media

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Last Name	First Name	Applied For	Source	Application Date
		Local Sales Manager	Responded to an ad on Indeed	04/08/2021
		Local Sales Manager	Applied through your website's jobs page	04/29/2021
		Local Sales Manager	LinkedIn Sourced	05/12/2021
		Local Sales Manager	Applied through your website's jobs page	07/09/2021
		Local Sales Manager	Applied through your website's jobs page	06/30/2021
		Local Sales Manager	Responded to an ad on Indeed	06/21/2021
		Local Sales Manager	Applied through your website's jobs page	06/21/2021
		Local Sales Manager	Responded to an ad on Indeed	04/07/2021
		Local Sales Manager	Applied through your website's jobs page	04/20/2021
		Local Sales Manager	LinkedIn Sourced	05/12/2021

---

**From:**  
**Sent:** Monday, April 11, 2022 3:47 PM  
**To:**  
**Subject:** FW: Albany - WTMM Brand Manager Posting Confirmation  
**Attachments:**

Director of Content  
Townsquare Media Albany  
1241 Kings Road  
Schenectady, NY 12303  
[@townsquaremedia.com](mailto:@townsquaremedia.com)  
Office:

---

**From:** [@wгна.com](mailto:@wгна.com)>  
**Sent:** Sunday, April 10, 2022 11:19 AM  
**To:** [@wгна.com](mailto:@wгна.com)>  
**Subject:** FW: Albany - WTMM Brand Manager Posting

Director of Content  
Townsquare Media Albany  
1241 Kings Road  
Schenectady, NY 12303  
[@townsquaremedia.com](mailto:@townsquaremedia.com)  
Office:

---

**From:** [@townsquareinteractive.com](mailto:@townsquareinteractive.com)>  
**Sent:** Tuesday, January 19, 2021 2:58 PM  
**To:** [@townsquaremedia.com](mailto:@townsquaremedia.com)>  
**Cc:** [@wгна.com](mailto:@wгна.com)>; [@townsquaremedia.com](mailto:@townsquaremedia.com)>;  
[@townsquareinteractive.com](mailto:@townsquareinteractive.com)>  
**Subject:** RE: Albany - Brand Manager Posting

Hi

The below request has been completed, and posted:  
[http://www.townsquaremedia.com/careers/openings?gh\\_jid=2596631!](http://www.townsquaremedia.com/careers/openings?gh_jid=2596631!)

I have set you up for access to the listing as well as receiving applications along with

Once you have found a candidate you wish to hire, please, email me the attached form so I can submit through the approval process.

Let me know if you have any questions. Thanks!

| **Recruitment Coordinator**

Townsquare Media

**O:**

**C:**

[@townsquareinteractive.com](mailto:@townsquareinteractive.com)

[www.townsquaremedia.com](http://www.townsquaremedia.com)



---

**From:** [@townsquaremedia.com](mailto:@townsquaremedia.com)>

**Sent:** Tuesday, January 19, 2021 11:48 AM

**To:** [@townsquareinteractive.com](mailto:@townsquareinteractive.com)>

**Cc:** [@wгна.com](mailto:@wгна.com)>; [@townsquaremedia.com](mailto:@townsquaremedia.com)>

**Subject:** RE: Albany - Brand Manager Posting

Hey

As promised, here is the job posting for the WTMM Brand Manager/PM Drive Air Talent position in Albany.

As referenced on Friday, \_\_\_\_\_ will be the hiring manager for this role. While we want all applicants going to him for review...can you also provide me with access or on Cc for all applicants that come in as well?

Thank you.

Townsquare Media Albany includes well-known brands like 107.7 GNA, Q105.7, 104.5 The Team ESPN Radio, 103.9 The Breeze, Alt 103.5, and Hot 99.1

**Position Overview:**

Brand Manager/PM Drive Air Talent

The 104.5 The Team ESPN Radio (WTMM-FM) Brand Manager oversees all aspects of Albany's market leading sports station in addition to co-hosting our highly rated local PM Drive show. You have all the tools at your fingertips including great local talent, flagship ESPN national programming, premiere play-by-play (including Yankees Baseball, Jets Football, and UAlbany Athletics), production resources, digital tools, a passionate team, and a strong signal. This is not a beginner position. If you are passionate about sports and love to entertain, engage, and play a vital role in the community you live and work in, YOU are just the person we want to speak with. If you value connecting with your audience across digital and social media as well as hosting station events, you will impress us. If you can speak passionately about local, regional, and national sports, you will impress us even more. The RIGHT CANDIDATE needs to possess outstanding verbal and written skills. Needs to be highly organized, driven and willing and able to do any job within the department. Should not only be highly skilled in broadcast, but also in developing online content. Must understand station's listening audience wherever they use the brand and how to connect with this audience across all media channels. Needs to work well as a member of a team, operating in unison with digital, sales, promotion and engineering staff, and know how to motivate a team. This person is eager to build relationships and value in our Capital Region community. This person also

wants to be part of a successful and always growing radio company who highly values our brands, our talent, and our family of employees. If you have what it takes to deliver and win, we want you here in Albany!

**Essential Duties and Responsibilities:**

- Establish a vision for the brand
- Strong leadership and coaching skills that unite the on-air staff
- Impressive management skills to integrate programming with sales, marketing, digital and management within the organization
- Understand current delivery platforms for the product to be able to maximize opportunities
- Coaching, direct and mentor talent and producers
- Understanding of how to enhance programming to garner ratings
- The ability to develop strategy and implement it via detailed tactics
- The ability to analyze and interpret ratings data to share with the programming staff, sales team and management team
- Strong marketing savvy
- The ability to seize opportunities
- Understanding the nuances of the market and the listening audience
- Creative writing ability to image the brand
- Provide strong local content ideas for the brand's website
- Post a minimum of 10 original pieces of content each week (2x per day) on brand's website
- Create and schedule daily App Alerts for the brand
- Able to voice track or go live on one or more Townsquare stations in the cluster when needed, vacation relief, sick days, or in case of emergency
- Ability to maximize resources

**Suggested Qualifications/Education:**

- Previous on-air programming in sports talk is preferred
- Just as much passion for writing about sports as talking about sports over a microphone
- Must demonstrate dependability, passion, strong communication and problem-solving skills
- High attention to detail, able to multi-task, and have a competitive and winning attitude
- Business acumen, open-mindedness, and a sense of what it takes to win are essential
- NexGen, Zetta, G-Selector experience preferred
- MUST fit into our winning culture!

**Market President/CRO**

Townsquare Media Albany

[@townsquaremedia.com](https://www.townsquaremedia.com)

Office:

| Mobile:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

+ web + events + mobile = Main Street's Growth Engine

Q105.7 is the Capital Region's Classic Rock Station! Enjoy the Top Rated Free Beer and Hot Wings Morning Show and the greatest music of all time in HD by clicking [here!](#)

In terms of Greenhouse permissions (once we are ready to post)...I'd like for applications to come to both me and

NOTE: will be the "hiring manager" for this role.

Thank you!

**Market President/CRO**

Townsquare Media Albany

[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office:

| Mobile:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

+ web + events + mobile = Main Street's Growth Engine

Q105.7 is the Capital Region's Classic Rock Station! Enjoy the Top Rated Free Beer and Hot Wings Morning Show and the greatest music of all time in HD by clicking [here!](#)







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## JOB OPENINGS

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# Account Executive

at Townsquare Media ([View all jobs](#))

Albany, NY

### Account Executive

At Townsquare we are a team of driven individuals who push ourselves and those around us to grow personally and professionally. You can expect a dynamic and competitive work environment that fosters success, training, development and unlimited earning potential.

Are you driven by customer success and finding the perfect solution for your clients? Do you want to grow your career with the industry leader in digital space, make money and have fun while doing it? Then we want to talk to you!

We're looking to build out a team of driven individuals to bring our best-in-class marketing solutions to local business in the Trenton Market. This team is at the forefront of establishing and maintaining client relationships by leveraging our cross-platform advertising solutions to develop successful marketing campaigns for our clients.

### What the role will look like?

- Determine strategy for identifying, connecting and closing new opportunities in your local market
- Prospect and identify potential clients using our proprietary data and analytics
- Build and maintain close working relationships with internal teams to identify upsell and cross sell opportunities
- Using your influencing and relationship-building skills, you provide world class client service, research and market analysis to create a successful campaign for our clients.
- Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the CITY
- Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship and much more

**Qualifications:**

- Proven track record of meeting and exceeding aggressive sales goal
- Strong marketing acumen
- Effective verbal and written communications essential.
- Experience selling or working with digital and or multimedia advertising solutions
- 1+ year of sales or marketing experience is preferred, but not required
- Goal-oriented, strong work ethic and a desire to learn and grow a career in Sales
- Valid Driver's license, auto insurance, and vehicle
- Bachelor's Degree preferred but not required

**Benefits:**

- Competitive compensation package with uncapped earning potential
- Tech package for laptop and cell phone
- Monthly car allowance
- 4-week long sales training program
- 3 weeks of PTO + 9 paid holidays
- Medical, Dental, Vision and Pet Insurance
- 401(K) Retirement Plan
- Casual, high-energy work environment
- Unlimited growth opportunities!

**About Us**

Townsquare is a community-focused digital media, digital marketing solutions, and radio company focused outside the Top 50 markets in the U.S. Our assets include **Townsquare Interactive**, a digital marketing services subscription business providing websites, search engine optimization, social platforms, and online reputation management for approximately 21,900 SMBs; **Townsquare IGNITE**, a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as **WYRK.com**, **WJON.com**, and **NJ101.5.com**, along with a network of national music brands including **XXLmag.com**, **TasteofCountry.com**, **UltimateClassicRock.com**, and **Loudwire.com**.

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**Apply for this Job**

\* Required

Last Name	First Name	Applied For	Source	Application Date
		Account Executive	Responded to an ad on Indeed	06/20/2021
		Account Executive	Applied through your website's jobs page	04/24/2021
		Account Executive	Responded to an ad on Indeed	08/24/2021
		Account Executive	Applied through your website's jobs page	07/21/2021
		Account Executive	Indeed Sourced	06/21/2021
		Account Executive	Applied through your website's jobs page	08/18/2021
		Account Executive	Applied through your website's jobs page	08/17/2021
		Account Executive	Responded to an ad on Indeed	04/08/2021
		Account Executive	Responded to an ad on Indeed	06/30/2021
		Account Executive	Responded to an ad on Indeed	07/30/2021
		Account Executive	Responded to an ad on Indeed	07/17/2021
		Account Executive	Applied through your website's jobs page	07/27/2021
		Account Executive	Responded to an ad on Indeed	07/19/2021
		Account Executive	Responded to an ad on Indeed	07/19/2021
		Account Executive	Responded to an ad on Indeed	07/19/2021
		Account Executive	Responded to an ad on Indeed	07/17/2021
		Account Executive	Responded to an ad on Indeed	06/23/2021
		Account Executive	Responded to an ad on Indeed	06/22/2021
		Account Executive	Responded to an ad on Indeed	06/21/2021
		Account Executive	Responded to an ad on Indeed	06/21/2021
		Account Executive	Responded to an ad on Indeed	06/20/2021
		Account Executive	Linkedin (Ad Posting)	05/17/2021
		Account Executive	Responded to an ad on Indeed	05/17/2021
		Account Executive	LinkedIn Sourced	05/11/2021
		Account Executive	LinkedIn Sourced	05/07/2021
		Account Executive	Linkedin (Ad Posting)	05/06/2021
		Account Executive	Responded to an ad on Indeed	05/03/2021
		Account Executive	Responded to an ad on Indeed	05/02/2021



Home



My Network



Jobs



## Digital Managing Editor

Townsquare Ignite Albany, NY

 Full-time · Mid-Senior level

 10,001+ employees · Marketing Services

 No longer accepting applications

### About the job

#### *Digital Media Editor, Townsquare Media - Albany, NY*

Are you a passionate content creator with exceptional writing and editing expertise? Are you digital savvy with social media skills to match? If so, then keep reading!

We are a diversified media company looking for someone to oversee and maintain the digital platforms for our radio brands in the Albany, NY area. With a maniacal focus on consumer experience, this individual will work closely with our on-air talent to develop content for their shows, grow their brands online, and create the best possible experience for their audience across all platforms.

Do you bore easily? Not here. No two days are ever the same at Townsquare Media. As the Digital Managing Editor, one minute you'll be editing an article about the ten best burgers in town, the next you'll be implementing a new Facebook strategy, only to close out the day by teaching a DJ how to edit the video they shot while riding a roller coaster with the mayor.

This is an agile position that requires solid troubleshooting, good professional judgment, level-10 communication, and technical prowess. Patience is essential, as is a great sense of humor – this is radio after all, not a library! (Not that there's anything wrong with libraries. We love



This position reports to the Director of Content.

#### Local brands:

- <https://hot991.com/>
- <https://q1057.com/>
- <https://1039thebreezealbany.com/>
- <https://wgna.com/>
- <https://alt1035.com/>

#### Responsibilities

- Partner with teams of on-air and digital talent to create text, photo, video, and interactive content for the local community across the site, mobile platforms, and social media. Work to make sure those great ideas are harnessed online.
- Provide consistent training, coaching, and education for our on-air and digital talent on the latest internet trends (ex: Facebook posting strategy or strategies for search engine optimization) and educate staff on company policies (ex: copyright law and digital requirements).
- Coordinate with local sales and content teams to make sure that all station and market initiatives have an engaging digital component.
- Study analytics to make data-driven content choices and optimize local digital strategy.
- Be at the forefront of content creation every single day.

#### Qualifications

- Five years of online editorial experience with exceptional writing, editing, SEO skills
- Strong grasp of how to use popular social media networks (like Facebook Twitter, Instagram, and YouTube) to promote content
- Must be a consummate multi-tasker (with excellent communication skills) who is understanding of the ever-changing culture of the internet
- Ability to prioritize and focus under fast-paced pressure, while managing multiple tasks and projects
- Strong troubleshooting and problem-solving skills, editorially and technologically
- Proficiency in the use of digital technology, including online publishing platforms
- An understanding of the ever-changing culture of the internet
- Must have great communication skills, obsessive attention to detail, and a sense of humor (Again, this is the radio business, we like to have fun!)



- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering
- And much more...

**Please include writing samples when applying.**

### About Us

Townsquare is a community-focused digital media, digital marketing solutions, and radio company focused outside the Top 50 markets in the U.S. Our assets include Townsquare Interactive, a digital marketing services subscription business providing websites, search engine optimization, social platforms, and online reputation management for approximately 21,900 SMBs; Townsquare IGNITE, a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as WYRK.com, WJON.com, and NJ101.5.com, along with a network of national music brands including XXLmag.com, TasteofCountry.com, UltimateClassicRock.com, and Loudwire.com.

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

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

Last Name	First Name	Applied For	Source	Application Date
		Digital Managing Editor- All	Responded to an ad on Indeed	05/27/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/22/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/02/2021
		Digital Managing Editor- All	Applied through your website's jobs page	06/09/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	06/04/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	06/29/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/21/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	07/21/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	05/30/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	06/03/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/09/2021
		Digital Managing Editor- All	Applied through your website's jobs page	07/15/2021
		Digital Managing Editor- All	Applied through your website's jobs page	08/10/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/21/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	10/07/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/08/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	08/16/2021
		Digital Managing Editor- All	Applied through your website's jobs page	07/11/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	05/27/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	10/12/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	10/21/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	10/13/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/08/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	10/13/2021
		Digital Managing Editor- All	Applied through your website's jobs page	10/11/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	10/01/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/14/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/21/2021
		Digital Managing Editor- All	Applied through your website's jobs page	09/21/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/10/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/20/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/20/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/17/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/15/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/11/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	07/22/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/06/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	09/06/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/06/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/05/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	08/13/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	09/02/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/30/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/29/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/28/2021
		Digital Managing Editor- All	Responded to an ad on Indeed	07/14/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/11/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/23/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/22/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/22/2021
		Digital Managing Editor- All	Linkedin (Ad Posting)	08/13/2021

Digital Managing Editor- All Responded to an ad on Indeed	07/04/2021
Digital Managing Editor- All Linkedin (Ad Posting)	08/16/2021
Digital Managing Editor- All Responded to an ad on Indeed	08/15/2021
Digital Managing Editor- All Applied through your website's jobs page	07/06/2021
Digital Managing Editor- All Responded to an ad on Indeed	08/03/2021
Digital Managing Editor- All Linkedin (Ad Posting)	08/02/2021
Digital Managing Editor- All Applied through your website's jobs page	07/10/2021
Digital Managing Editor- All Responded to an ad on Indeed	07/31/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/30/2021
Digital Managing Editor- All Applied through your website's jobs page	07/24/2021
Digital Managing Editor- All Responded to an ad on Indeed	07/08/2021
Digital Managing Editor- All Applied through your website's jobs page	07/01/2021
Digital Managing Editor- All Responded to an ad on Indeed	07/14/2021
Digital Managing Editor- All Responded to an ad on Indeed	07/11/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/23/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/22/2021
Digital Managing Editor- All Applied through your website's jobs page	06/21/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/15/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/08/2021
Digital Managing Editor- All Applied through your website's jobs page	06/08/2021
Digital Managing Editor- All Responded to an ad on Indeed	06/08/2021
Digital Managing Editor- All Applied through your website's jobs page	05/29/2021
Digital Managing Editor- All Applied through your website's jobs page	06/02/2021
Digital Managing Editor- All Responded to an ad on Indeed	05/27/2021
Digital Managing Editor- All Responded to an ad on Indeed	05/27/2021
Digital Managing Editor- All Responded to an ad on Indeed	05/29/2021

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# townsquare

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## JOB OPENINGS

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### Local Account Manager

at Townsquare Media ([View all jobs](#))

#### **Local Account Manager**

Townsquare Media is looking for a bright and energetic 'Local Account Manager' to join our growing Operations Team. Our team is responsible for providing front line support to our sales department in both pre-sale and post-sale tasks. This is a highly collaborative and detail-oriented role where you will serve as the organizational guru. The Local Account Manager is a natural communicator and problem solver. This position thrives in a dynamic and competitive environment, and reports to the Operations Manager.

#### **Responsibilities**

- Enters sales orders into Wide Orbit and helps follow the life of an order up to launch. Handles requests from sellers to modify orders as well.
- Collaborates with Digital Campaign Manager, trafficking team and sellers to organize items needed for campaigns
- Occasionally produces reports and reviews them for issues related to pacing, delivery and reconciliation
- Acts as true extension to sales and operations by assisting with proposals, sales research, creative guidance and more.
- Provides administrative and/or process support for contracts, customer service and order history.
- Create advertiser screenshot decks
- Generate campaign performance reports and assist in creating customized reports through resources and data, establishing Ignite as the premiere consultative digital solutions partner

#### **Qualifications**

- Past experience within the marketing/advertising field welcomed, strong organizational and time management skills preferred
- Experience with Excel, PowerPoint, Word
- Outstanding interpersonal and communication skills (verbal and written); eagerness to further develop relationship building skills
- Highly organized and focused multi-tasker with strong attention to detail, analytical skills, and can work independently within a team focused organization

## Benefits

- Competitive base plus bonus plan
- 3 Weeks PTO
- 9 Paid Holidays (Two personal/floating Holidays)
- Health, Dental, Vision
- 401(K)
- Company provided laptop
- Continuous training opportunities
- Fully remote opportunity
- Unlimited Growth Potential - Ignite is one of our fastest growing divisions and we only promote from within!

## Why Townsquare Ignite?

Townsquare Ignite is a division of Townsquare Media—the third-largest broadcasting company in the country. We help business owners reach their ideal customers with a combination of programmatic advertising, search engine marketing and more.

## Why You'll Love Working at Townsquare Ignite

We are a team of driven individuals who push ourselves and those around us to develop personally and professionally. You can expect a dynamic and competitive work environment. To foster your success, you'll take part in a comprehensive training program, surrounded by a positive and supportive culture that encourages everyone to develop themselves and others. We've had countless internal promotions, and our goal is to continue the rapid growth of our company. Whatever your professional goals, you'll have the opportunity to make steps toward your target and take your career to new heights!

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#LI-LR2

## Apply for this Job

\* Required

Your full LinkedIn profile will be shared. [Learn More](#)

## Apply with LinkedIn

First Name \*

Last Name \*

Last Name	First Name	Applied For	Source	Application Date
		Account Manager- Albany	Linkedin (Ad Posting)	10/16/2021
		Account Manager- Albany	Applied through your website's jobs page	10/15/2021
		Account Manager- Albany	Linkedin (Ad Posting)	12/12/2021
		Account Manager- Albany	Applied through your website's jobs page	10/04/2021
		Account Manager- Albany	Linkedin (Ad Posting)	12/10/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/23/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/21/2021
		Account Manager- Albany	Responded to an ad on Indeed	10/19/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/18/2021
		Account Manager- Albany	Responded to an ad on Indeed	10/18/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/15/2021
		Account Manager- Albany	Responded to an ad on Indeed	10/12/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/05/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/05/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/04/2021
		Account Manager- Albany	Responded to an ad on Indeed	10/04/2021
		Account Manager- Albany	Responded to an ad on Indeed	10/02/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/01/2021
		Account Manager- Albany	Responded to an ad on Indeed	11/02/2021
		Account Manager- Albany	Applied through your website's jobs page	12/07/2021
		Account Manager- Albany	Linkedin (Ad Posting)	12/07/2021
		Account Manager- Albany	Linkedin (Ad Posting)	12/07/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/17/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/29/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/28/2021
		Account Manager- Albany	Responded to an ad on Indeed	11/19/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/06/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/16/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/15/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/08/2021
		Account Manager- Albany	Linkedin (Ad Posting)	11/01/2021
		Account Manager- Albany	Linkedin (Ad Posting)	10/23/2021

 On January 6, 2020, our revised [Privacy Policy](#), [Cookie Policy](#), and [User Agreement](#) took effect. Please read these updated terms and take some time to understand them. Your use of LinkedIn services is subject to these revised terms. [Visit the LinkedIn Privacy Policy to learn](#) 



Home



My Network



Jobs



## Digital & Radio Content Leader- WQBK

Townsquare Media · Albany, NY



Full-time · Entry level



1,001-5,000 employees · Marketing Services



See recent hiring trends for Townsquare Media. [Try Premium for free](#)



No longer accepting applications

### About the job

#### Digital & Radio Content Leader Hot 99.1/ WQBK

Are you a visionary leader with a history of building high performing teams and brands? Do you have a strong skillset and affinity for digital content distribution? If so, we'd like to talk to you.

We're searching for someone with strong character, ambition, experience, success, and heart to help maximize the performance of our team's talent, grow our audience size (on-air and online), and help generate revenue via programs, features, promotions, endorsements, our digital platforms, and events.

This leader will report to our Director of Content, have brand ownership of 1 station, perform an interactive and entertaining daily radio show, and write and publish at least two original articles for each weekday air shift onto the station website.

This is not a remote position. If you're interested, please share an achievement-oriented resume filled with accomplishments and quantifiable ratings and digital success, a link to your show audio (SoundCloud/drop box/etc.), and examples of your digital skills (including writing and video).

#### Responsibilities

 On January 6, 2020, our revised [Privacy Policy](#), [Cookie Policy](#), and [User Agreement](#) took effect. Please read these updated terms and take some time to understand them. Your use of [LinkedIn](#) is subject to the revised [Privacy Policy](#). [Visit the LinkedIn Privacy Policy](#) to learn more.



Home

My Network

Jobs

- Conduct regular strategy sessions with air talent and brainstorming sessions with station leadership and sales team
- Communicate clearly and effectively amongst departments and with key stakeholders
- Recruit top talent
- Entertain and inform audiences both on the air, via our digital platforms, our social media outlets, and at station and partner events
- Work with sales leadership to generate revenue via programming, features, promotions, endorsements, our digital platforms, and events
- Write and publish at least two original articles for each weekday air shift onto the station website
- Engage daily with your audience via the station mobile app and the station's accounts on social media, including Facebook, Twitter and Instagram
- Incorporate content from the station's digital platforms into your on-air show

### Qualifications

- 5 Years full-time radio experience
- Track record of quantifiable success
- Knowledge of all FCC rules and regulations
- Computer literacy in applicable programs and excellent verbal communication skills
- Public speaking skill and ability to interact with listeners and clients in a public setting
- Problem-solving ability and skill in prioritizing
- Ability to interact with management and staff at all levels and to multi-task and handle pressures and deadlines
- Skill in operation of control board, remote broadcasting, and other related production equipment
- High School Diploma
- Must possess valid state driver's license
- Physical Requirements
- May require lifting or moving up to 25 lbs.
- Able to sit for extended periods of time

### Benefits

- 3 weeks of PTO (+ 9 paid holidays)
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering
- And much more...

---

**From:**

**Sent:** Wednesday, December 15, 2021 4:14 PM

**To:** @townsquareinteractive.com>; @townsquaremedia.com>

**Cc:** @townsquaremedia.com>; @townsquaremedia.com>  
@townsquaremedia.com>

**Subject:** RE: Albany Job Posting

See attached for WQBK job posting –

...please take a look and let me know if there is anything else you would like to add!

Director of Content  
Townsquare Media Albany  
1241 Kings Road  
Schenectady, NY 12303  
[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office:



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**From:** @townsquareinteractive.com>

**Sent:** Tuesday, December 14, 2021 11:06 AM

**To:** @wgna.com>; @townsquaremedia.com>

**Cc:** @townsquaremedia.com>; @townsquaremedia.com>

**Subject:** RE: Albany Job Posting

Hey

Copying [redacted] who can help get this process started. The first step is filling out the below form. If you can send us a job description that would be great.

<https://forms.office.com/Pages/ResponsePag>

Thank you!

[redacted] | Senior Recruiting Manager

**Townsquare Media | Interactive | Ignite**

Cell:

[\[redacted\]@townsquaremedia.com](mailto:[redacted]@townsquaremedia.com)

[www.townsquaremedia.com](http://www.townsquaremedia.com)



---

**From:** [\[redacted\]@wгна.com](mailto:[redacted]@wгна.com)  
**Sent:** Tuesday, December 14, 2021 9:17 AM  
**To:** [\[redacted\]@townsquareinteractive.com](mailto:[redacted]@townsquareinteractive.com)  
**Cc:** [\[redacted\]@townsquaremedia.com](mailto:[redacted]@townsquaremedia.com); [\[redacted\]@townsquaremedia.com](mailto:[redacted]@townsquaremedia.com)  
**Subject:** Albany Job Posting

Hey

We need to get a posting up for our open Production Dir/WQBK Content Contributor position here in Albany.

Can you help expedite? Let me know if you need any other details for job description...

Director of Content  
Townsquare Media Albany  
1241 Kings Road  
Schenectady, NY 12303  
[\[redacted\]@townsquaremedia.com](mailto:[redacted]@townsquaremedia.com)

Office:





Digital & Radio Content Leader- WC Responded to an ad on Indeed  
Digital & Radio Content Leader- WC LinkedIn (Ad Posting)

09/17/2021  
09/16/2021

## **Exhibit 5**

### Documentation of Outreach Initiatives

The attached materials document at least four points worth of initiatives included in the 2020-2021 and 2021-2022 EEO public file reports and generally are presented in the order that the initiatives appear in those reports.

# MARIST

Brand Manager  
ESPN 104.5 The Team  
1241 Kings Road  
Schenectady, NY

Oct. 12, 2020

Dear

This letter is to confirm that \_\_\_\_\_ is eligible to earn credit for an approved internship with your company for the Winter semester, from approximately Dec. 13, 2020 to Jan. 15, 2021.

This letter confirms that this student is matriculated and working toward a degree at Marist.

The student is not yet registered for internship credit. That process will follow acceptance of an offer from your company.

Marist College asks and expects that your company will follow all applicable federal and state laws, will provide appropriate work, supervision, and feedback throughout the internship.

If you have any questions, feel free to contact us. Thank you for supporting a Marist student.

Sincerely,

Asst. Prof.  
Director, Communication Internship Program

Communication  
& Media Studies  
Internship Program  
Lowell Thomas 150  
Marist College  
Poughkeepsie, NY  
12601-1387

Phone:  
Email:

**Step 3: Verify Internship Employer Site Information**

Organization Name and Department: Townsquare Meds Albany

Mailing Address: 1241 Kings Road Schenectady NY 12308  
Street City State Zip Code

Site Supervisor (please print): \_\_\_\_\_ Title Program Director

By signing this form, I agree to provide the required support and supervision for my Dean College Intern:

Site Supervisor (signature): \_\_\_\_\_

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

**Step 4: Provide Academic Information**

Duration of Internship:

Semester (check one)\*: Fall Spring  Summer Year: 2020

*\*Specific start and end dates may vary based on internship site requirements and approval of Internship Site Supervisor and Dean College.*

I have completed CAR 200:  Yes No I understand there is an online course (CAR 300) that must be taken while completing internship hours. I will access the course and complete all additional work outside of completing my internship hours: \_\_\_\_\_ (Initial here)

Credit Hours (check one)\*:

- 2 (8 hours per week, 12 weeks, 96 total hours)
- 5 (16 hours per week, 12 weeks, 192 total hours)
- 8 (24 hours per week, 12 weeks, 288 total hours)
- 11 (32 hours per week, 12 weeks, 384 total hours)
- 14 (40 hours per week, 12 weeks, 480 total hours)
- Other. Indicate number of hours here: \_\_\_\_\_

*\*Total and weekly hours may vary based on internship site requirements and approval by Internship Site Supervisor and Dean College.*

**Step 5: Attain Approval Signatures (as appropriate)**

**Note:** You cannot enroll in the internship course until you have secured an approved internship and attain all of the necessary signatures. To earn credit for the internship, you must complete the course and the internship experience.

**COORDINATOR INTERNSHIP ACKNOWLEDGMENT FORM**

Internship Provider: Town Square Media

Internship Coordinator:

INTERNSHIP LENGTH:  
(Instructor Circle One)

90 Hours      90 Hours

**As the *internship coordinator* I, agree to:**

1. Provide an internship for **NEW SCHOOL student**, for the amount of time circled above
2. Monitor the progress of the student and provide guidance during the internship
3. Complete a written evaluation form upon completion of the internship
4. Return the evaluation forms to NEW SCHOOL once they are completed

Internship Coordinator:

Date: 2/11/20

NEW SCHOOL Authorized Signature:

Date: 2-11-20

***Page 5 needs to be returned to:***

<sup>3</sup> *Coordinator Internship Acknowledgement Form - Coordinator signs before internship starts & returns to school*  
2020

**THE NEW SCHOOL CENTER FOR MEDIA  
INTERNSHIP COORDINATOR EVALUATION FORM**

(PAGE 1 OF 3)

Student/Intern : Program: Radio and Internet Personality  
 Instructor: Internship Dates: from 2/2020 to 5/2020  
 Place of Internship: Town Square Media Int. Coordinator:  
 Int. Coordinator: e-mail:

**Educational Objectives:**

In addition to advancing their skill level and/or experience in the following areas, the intern has demonstrated an understanding as indicated by the number grade associated with each:

**Grading Scale:**

N/A = Not applicable to internship experience	3 = Acceptable understanding for entry level person
5 = Far exceeds expectations for entry level person	2 = Below acceptable understanding for entry level person
4 = Exceeds expectations for entry level person	1 = Does not grasp concepts. Understanding is far below acceptable for entry level person

- |  |  |
|--|--|
| <u>3</u> Overall operation and workings of the internship facility &/or department within the facility | NA Shooting Video                        |
|  | NA Audio Post Production                 |
| <u>3</u> The operation of professional equipment   | NA Editing Video &/or Audio              |
| <u>3</u> Promotional activities and techniques   | NA Copy writing                          |
| NA Sales and programming   | NA On-air / on-camera broadcasting       |
| <u>3</u> Commercial/Broadcast production Skills  | NA Graphic Design/Photoshop Skills       |
| NA Live Sound Production   | NA Motion Graphics &/or Animation Skills |

Internship Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Pages 7 – 9 need to be returned to:***

<sup>7</sup> Evaluation form 1 of 3- Coordinator completes when hours finished & returns to school  
2020



And All Affiliates  
**INTERN/TRAINEE AGREEMENT**

Intern/Trainee's Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address, City, State, Zip)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
(Name, Relationship, and Phone Number)

Term of Internship: From (Start date) 12/28/2020 to (End date) 1/20/2021

\*Educational Facility Providing Academic Credit: Boston University  
(\*If Applicable) (Facility Name, Contact Person, and Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement.**

Once completed, retain one copy of this signed agreement for your Department, give one copy to the local Business Manager, and one copy to the Townsquare Media Corporate Human Resources Dept.; provide a copy to Intern/Trainee for his/her records.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees that the Intern/Trainee's participation in Townsquare Media's internship program does not create an employer/employee relationship between Townsquare Media, LLC & All Affiliates (the "Company") and Intern/Trainee, and therefore Intern/Trainee is not entitled to any of the benefits that the Company provides to its employees. These benefits include, but are not limited to, health insurance, life insurance, pension and profit sharing, unemployment compensation insurance, and the Company's workers' compensation policy.

The Intern/Trainee (and/or Parent or Legal Guardian) acknowledges that the Intern/Trainee has volunteered for the term set forth above to serve as an Intern/Trainee and to perform services for the Company without compensation with the express understanding that the Intern/Trainee will receive training that is similar to that which would be given in a vocational school, is for the benefit of the Intern/Trainee, will work under the close observation of a regular employee or supervisor of the Company, and if applicable, will receive \*academic credit from a bona fide educational facility which may include, but is not limited to, a university, community college, trade school or high school. The Intern/Trainee (and/or Parent or Legal Guardian) understands that the Company reserves the right to terminate any internship at any time.

The Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not entitled to a job with the Company at the completion of the internship. Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not eligible to win prizes or participate in Company contests. Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee has no authority to bind the Company in any matter.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees to release, indemnify and hold harmless the Company and its respective officers, directors, agents, representatives, and employees (referred to collectively as "Releases") from any claim arising out of any injury as a result of the internship, including, without limitation, any and all claims, actions, damages, liabilities, injury and loss that in any way are caused by, arise out of, or result from the negligence, gross negligence, or recklessness of the Company and/or Releases. Intern/Trainee (and/or Parent or Legal Guardian) agrees to defend, indemnify and hold harmless the Company and/or Releases from any and all such claims, actions, damages, liabilities, injury or loss.

Date: 12/17/2020

Signature of Intern

**If you are under eighteen (18) years of age, your parent or legal guardian must sign below.**

\_\_\_\_\_  
(Signature of Parent or Legal Guardian) Date: \_\_\_\_\_

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**From:** @s-a-i.org>  
**Sent:** Monday, March 2, 2020 9:21 AM  
**To:**  
**Subject:** RE: St. Anne Institute Tour

Good Morning

Sorry for the delayed response, I was out unexpectedly at the end of last week. I meant to send you thank you! We had very positive reviews across the board. Our residents really enjoyed visiting the studio, and they definitely learned a great deal about how local media is run. All the feedback was very positive, the favorite part overall was definitely meeting We even had one resident express interest in going into radio, and visiting the New School of Media, which is a huge win for our program! I hope we can come back with a different group one day, we have a rotating population, and the most we can really bring out at a time is 5-7 residents, so we always have new young women eager to visit a facility like yours. I hope you don't mind if I reach out again when the weather gets a little warmer!

Thanks again!

Program Coordinator  
Therapeutic Innovative Programming

St. Anne Institute  
160 N. Main Ave.  
Albany, NY 12206

Phone:  
FAX:  
E-Mail: @S-A-I.org

IMPORTANT NOTICE: THIS E-MAIL IS MEANT ONLY FOR THE USE OF THE INTENDED RECIPIENT. It may contain confidential information, which is legally privileged or otherwise protected by law. If you received this e-mail in error or from someone who was not authorized to send it to you, you are strictly prohibited from reviewing, using, disseminating, distributing or copying the e-mail. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL AND DELETE THIS MESSAGE FROM YOUR SYSTEM. Thank you for your cooperation.

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**From:** @townsquaremedia.com]  
**Sent:** Thursday, February 27, 2020 8:23 AM  
**To:**  
**Subject:** RE: St. Anne Institute Tour

Hi

Thank you so much for bringing the students in for a tour last week. I hope they all enjoyed it and found it to be informative. I apologize again for the construction going on. There may have been more staff present to meet and chat with if that hadn't been the case. Did the girls enjoy it? Did you receive much feedback from them? I always like to hear back to see how it went and find out if there are ways I can improve the experience for visitors.

**Promotions Director - Townsquare Media**

1241 Kings Road, Schenectady, NY 12303

[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office: | Cell:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

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**From:** @s-a-i.org>  
**Sent:** Thursday, February 20, 2020 9:11 AM  
**To:** @townsquaremedia.com>  
**Subject:** RE: St. Anne Institute Tour

Thank You! See you then!

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**From:** @townsquaremedia.com]  
**Sent:** Thursday, February 20, 2020 9:10 AM  
**To:**  
**Subject:** RE: St. Anne Institute Tour

Yes! We are expecting you! See you then! Please pardon some construction we have going on, but we didn't want to reschedule since this was school break and worked best for you.

**Promotions Director - Townsquare Media**

1241 Kings Road, Schenectady, NY 12303

[@townsquaremedia.com](mailto:@townsquaremedia.com)

Office: | Cell:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

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**From:** @s-a-i.org>  
**Sent:** Thursday, February 20, 2020 9:04 AM  
**To:** @townsquaremedia.com>  
**Subject:** St. Anne Institute Tour

Good Morning,

I just wanted to confirm we will be attending a tour at 1241 Kings Road today with 5 of our residents, and two staff members.

We should arrive between 11:00 and 11:15am.

Thanks!

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**From:** @1045theteam.com>  
**Sent:** Tuesday, January 19, 2021 12:29 PM  
**To:** @NCOLONIE.ORG>  
**Subject:** Re: CEIP-Evaluation of Student Mentee

Caution: This email originated from outside North Colonie CSD. Do not open attachments or click on links from unknown senders.

I hope I filled that out correctly.

Sent from THE LeviPhone

On Jan 19, 2021, at 8:15 AM,  
@ncolonie.org> wrote:

Good morning

Thank you for taking the time to mentor as part of his Shaker High School CEIP experience. Your time and effort is very much appreciated, and truly enjoyed learning from you. Since this is a half year course the last day of class for the students in the program is January 29<sup>th</sup>. I am hoping that Jack communicated this information to you and scheduled any upcoming virtual meetings accordingly. As time with you comes to an end it is important that I have an evaluation of the skills and characteristics he demonstrated during his mentorship experience. Please complete the very brief [student evaluation](#) by Thursday, January 28<sup>th</sup>. If you have any questions or concerns please feel free to contact me. Thank you again.

Regards,

**Business Education Teacher**  
**Career Exploration Internship Coordinator**  
**BMEA Co-Secretary**  
Shaker High School  
445 Watervliet-Shaker Road  
Latham, NY 12110

**From:**  
**To:**  
**Subject:** FW: Mentorship Opportunity Thank You  
**Date:**

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**From:** @gmail.com>  
**Sent:** Monday, January 25, 2021 10:07 AM  
**To:** @1045theteam.com>  
**Cc:** @ncolonie.org  
**Subject:** Mentorship Opportunity Thank You

Dear

Thank you so much for the opportunities you provided to me during my CEIP experience. I appreciate you allowing me to help you write the article because it gave me an idea of the type of work performed in your field. It was interesting to learn the process of finding the story from the beginning and how you need multiple ways to tell the same story a multitude of times. This experience gave me an advantage in preparing for the work that I want to do. Thank you so much ! Stay Safe.

Respectfully,

---

**From:**  
**Sent:**  
**To:**  
**Subject:** FW: CDRA - February Lunch Meeting - Tuesday, Feb 4th - 12n Warehouse Grill & BBQ Wolf Road

CDRA February 2020...

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**From:** @townsquaremedia.com>  
**Sent:** Monday, February 3, 2020 1:56 PM  
**To:** @iheartmedia.com>; @siena.edu>;  
@talk1300.com; @siena.edu; @nysbroadcasters.org>;  
@albanybroadcasting.com; @albanybroadcasting.com  
**Cc:** @gmail.com>  
**Subject:** Re: CDRA - February Lunch Meeting - Tuesday, Feb 4th - 12n Warehouse Grill & BBQ Wolf Road

Hi all,  
Reminder that our meeting is tomorrow (Tuesday) at 12n at Warehouse BBQ & Grill on wolf road.  
Thanks!

Sent from my iPhone

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**From:** @townsquaremedia.com>  
**Sent:** Monday, January 27, 2020 7:39 PM  
**To:** ; ; @talk1300.com; @siena.edu; @empirebroadcasting.net;  
; @albanybroadcasting.com; @albanybroadcasting.com  
**Subject:** CDRA - February Lunch Meeting - Tuesday, Feb 4th - 12n Warehouse Grill & BBQ Wolf Road

Hi All,  
We are moving up our monthly CDRA meeting to next week, Tuesday, Feb 4<sup>th</sup>.  
It will be at 12n at Warehouse Grill & BBQ on Wolf Road.  
and I have been working with the RAB on our PRO RADIO event and are excited to share the details with all of you.  
It will be here before we know it, so want to get together ASAP so we can discuss and start working on getting business owners/clients in the market to RSVP and attend.  
I'll send out an invite momentarily.  
Best,

**, Market President/CRO**  
Townsquare Media Albany  
@townsquaremedia.com  
Office: | Mobile:  
WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM  
104.5  
+ web + events + mobile = Main Street's Growth Engine

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**From:**  
**Sent:**  
**To:**  
**Subject:** FW: CDRA - March Lunch Meeting - THURSDAY Mar 12th - 110 Grill Crossgates Mall

CDRA March 2020...

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**From:**  
**Sent:** Monday, March 2, 2020 8:52 PM  
**To:** @iheartmedia.com>; @siena.edu>;  
@talk1300.com; @nysbroadcasters.org; @albanybroadcasting.com;  
@albanybroadcasting.com>; @gmail.com>  
**Subject:** CDRA - March Lunch Meeting - THURSDAY Mar 12th - 110 Grill Crossgates Mall

Hi All,  
Our monthly CDRA meeting will be on **Thursday, March 12<sup>th</sup>**.  
Please note the Thursday date.  
It will be at 12n at 110 Grill inside Crossgates Mall.  
We are inching closer to our RAB PRO RADIO event and look forward to discussing in more detail.  
Since we will be meeting inside of Crossgates, we can walk over to APEX and check out the event space before/after we eat.  
I'll send out a calendar invite momentarily.  
Thanks!  
Kevin

**Market President/CRO**  
Townsquare Media Albany  
[@townsquaremedia.com](mailto:@townsquaremedia.com)  
Office: | Mobile:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5  
+ web + events + mobile = Main Street's Growth Engine

The Capital Region's newest radio station has blown into town! 103.9 The Breeze plays relaxing favorites while you work! Check it out by clicking [here](#)!



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**From:**  
**Sent:** Friday, December 18, 2020 8:50 AM  
**To:** @1045theteam.com>  
**Subject:** Meeting Recap

Hey

Just wanted to recap our meeting Wednesday and the main points for you to stay focused on as we head into the holidays:

- #1 – Focus on more compelling headlines and using key adjectives to entice viewers to click. Also – you can focus on creating more for a tease for click thrus. Not to click baity, but enough where viewers need to click through to get the whole story
- #2 – Great news is you are doing great focused on local angles – but we know the lifestyle tends to get more of pop. Shoot for a 50/50 split on these. If you get big sport stories you know will pop, then shift the balance back to sports.
- #3 – Keep working on your story structure. Your lead in the story should be a like a news headline and telling the story, followed by your main points about the story, then wrap with a conclusion.
- #4 – On the prep planner – we are still missing some details day to day. Get this filled up next week – and delegate to help!

Please lock in on all of these before heading on vacation and lets wrap December strong!

My door is always open (or my cell phone on this week 😊) to talk ideas and writing. We have taken steps forward – lets take a leap this week.

Director of Content  
Townsquare Media Albany  
1241 Kings Road  
Schenectady, NY 12303



**INTERN/TRAINEE AGREEMENT**

Intern/Trainee's Full Name: \_\_\_\_\_ SSN \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
(Name) (Relationship) (Phone Number)

Term of Internship: From (Start date): 2/15/2021 to (End date): 5/10/2021

Educational Facility Providing Academic Credit:  
(\*If Applicable),  
University at Albany / \_\_\_\_\_ / \_\_\_\_\_  
(Facility Name) (Contact Person) (Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement if the Internship program is through an educational facility providing academic credit.**

Once completed, please retain this original signed document and the Letter of Internship (if applicable) in a secure file in the office of the local market/office location Business Manager/ABM, and provide a copy to the Intern/Trainee for his/her records.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees that the Intern/Trainee's participation in Townsquare Media's Internship/Trainee program does not create an employer/employee relationship between Townsquare Media, Inc. (the "Company") and Intern/Trainee, and therefore Intern/Trainee is not entitled to wages or compensation for the time spent in the Internship/Trainee program nor to any of the benefits that the Company provides to its employees. These benefits include, but are not limited to, health insurance, life insurance, pension and profit sharing, unemployment compensation insurance, or the Company's Workers' Compensation policy.

The Intern/Trainee (and/or Parent or Legal Guardian) acknowledges that the Intern/Trainee has accepted an educational opportunity for the term set forth above to serve as an Intern/Trainee for the purpose of acquiring general skills while in the process of performing tasks and fulfilling assignments that are a legitimate part of the learning experience, without compensation, and with the express understanding that the Intern/Trainee will be receiving training similar to what one learns in a vocational school or academic institution. \*If applicable that the Intern/Trainee is currently a student at a bona fide educational facility including, but without limitation to, a university, community college, trade school or high school, he/she may be entitled to receive academic credit from his or her educational facility for their Internship program with Townsquare Media, Inc.

The Intern/Trainee (and/or Parent or Legal Guardian) understands that the Company reserves the right to terminate any Internship program during the Internship period set forth above.

The Intern/Trainee (and/or Parent or Legal Guardian) also understands that Intern/Trainee is not entitled to a job with the Company at the completion of their Internship.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not eligible to win prizes or participate in Company contests.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee has no authority to bind the Company in any matter.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees to release, indemnify and hold harmless the Company and its respective officers, directors, agents, representatives, and employees (referred to collectively as "Releases") from any claim arising out of any injury as a result of the Internship, including, without limitation, any and all claims, actions, damages, liabilities, injury and loss that in any way are caused by, arise out of, or result from the negligence, gross negligence, or recklessness of the Company and/or Releases. Intern/Trainee (and/or Parent or Legal Guardian) agrees to defend, indemnify and hold harmless the Company and/or Releases from any and all such claims, actions, damages, liabilities, injury or loss.

Date: 3/29/2021

Signature of Intern/Trainee

If you are under eighteen (18) years of age, your parent or legal guardian must sign below.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

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



**INTERN/TRAINEE AGREEMENT**

Intern/Trainee's Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Relationship) (Phone Number)

Term of Internship: From (Start date): June to (End date): August

Educational Facility Providing Academic Credit:  
(\*If Applicable)

\_\_\_\_\_  
(Facility Name) (Contact Person) (Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement if the Internship program is through an educational facility providing academic credit.**

Once completed, please retain this original signed document and the Letter of Internship (if applicable) in a secure file in the office of the local market/office location Business Manager/ABM, and provide a copy to the Intern/Trainee for his/her records.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees that the Intern/Trainee's participation in Townsquare Media's Internship/Trainee program does not create an employer/employee relationship between Townsquare Media, Inc. (the "Company") and Intern/Trainee, and therefore Intern/Trainee is not entitled to wages or compensation for the time spent in the Internship/Trainee program nor to any of the benefits that the Company provides to its employees. These benefits include, but are not limited to, health insurance, life insurance, pension and profit sharing, unemployment compensation insurance, or the Company's Workers' Compensation policy.

The Intern/Trainee (and/or Parent or Legal Guardian) acknowledges that the Intern/Trainee has accepted an educational opportunity for the term set forth above to serve as an Intern/Trainee for the purpose of acquiring general skills while in the process of performing tasks and fulfilling assignments that are a legitimate part of the learning experience, without compensation, and with the express understanding that the Intern/Trainee will be receiving training similar to what one learns in a vocational school or academic institution. \*If applicable that the Intern/Trainee is currently a student at a bona fide educational facility including, but without limitation to, a university, community college, trade school or high school, he/she may be entitled to receive academic credit from his or her educational facility for their Internship program with Townsquare Media, Inc.

The Intern/Trainee (and/or Parent or Legal Guardian) understands that the Company reserves the right to terminate any Internship program during the Internship period set forth above.

The Intern/Trainee (and/or Parent or Legal Guardian) also understands that Intern/Trainee is not entitled to a job with the Company at the completion of their Internship.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not eligible to win prizes or participate in Company contests.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee has no authority to bind the Company in any matter.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees to release, indemnify and hold harmless the Company and its respective officers, directors, agents, representatives, and employees (referred to collectively as "Releases") from any claim arising out of any injury as a result of the Internship, including, without limitation, any and all claims, actions, damages, liabilities, injury and loss that in any way are caused by, arise out of, or result from the negligence, gross negligence, or recklessness of the Company and/or Releases. Intern/Trainee (and/or Parent or Legal Guardian) agrees to defend, indemnify and hold harmless the Company and/or Releases from any and all such claims, actions, damages, liabilities, injury or loss.

Date: 6/4/21

Signature of Intern/Trainee

If you are under eighteen (18) years of age, your parent or legal guardian must sign below.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

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



**INTERN/TRAINEE AGREEMENT**

Intern/Trainee's Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact (Name) (Relationship) (Phone Number)

Term of Internship: From (Start date): 09/16/2021 to (End date): 12/16/2021

Educational Facility Providing Academic Credit:

**\*If Applicable**  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Facility Name) (Contact Person) (Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement if the Internship program is through an educational facility providing academic credit.**

Once completed, please retain this original signed document and the Letter of Internship (if applicable) in a secure file in the office of the local market/office location Business Manager/ABM, and provide a copy to the Intern/Trainee for his/her records.

The Intern/Trainee (and/or Parent' or Legal Guardian) agrees that the Intern/Trainee's participation in Townsquare Media's Internship/Trainee program does not create an employer/employee relationship between Townsquare Media, Inc. (the "Company") and Intern/Trainee, and therefore Intern/Trainee is not entitled to wages or compensation for the time spent in the Internship/Trainee program nor to any of the benefits that the Company provides to its employees. These benefits include, but are not limited to, health insurance, life insurance, pension and profit sharing, unemployment compensation insurance, or the Company's Workers' Compensation policy.

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The Intern/Trainee (and/or Parent or Legal Guardian) also understands that Intern/Trainee is not entitled to a job with the Company at the completion of their Internship.

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Date: 09/20/2021

Signature of Intern/Trainee

**If you are under eighteen (18) years of age, your parent or legal guardian must sign below.**

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

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)



INTERN/TRAINEE AGREEMENT

Intern/Trainee's Full Name \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact \_\_\_\_\_ / \_\_\_\_\_  
(Name) (Relationship) (Phone Number)

Term of Internship: From (Start date): \_\_\_\_\_ to (End date): \_\_\_\_\_

Educational Facility Providing Academic Credit:  
(\*If Applicable) UAlbany / \_\_\_\_\_  
(Facility Name) (Contact Person) (Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement if the Internship program is through an educational facility providing academic credit.**

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The Intern/Trainee (and/or Parent or Legal Guardian) also understands that Intern/Trainee is not entitled to a job with the Company at the completion of their Internship.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not eligible to win prizes or participate in Company contests.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee has no authority to bind the Company in any matter.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees to release, indemnify and hold harmless the Company and its respective officers, directors, agents, representatives, and employees (referred to collectively as "Releases") from any claim arising out of any injury as a result of the Internship, including, without limitation, any and all claims, actions, damages, liabilities, injury and loss that in any way are caused by, arise out of, or result from the negligence, gross negligence, or recklessness of the Company and/or Releases. Intern/Trainee (and/or Parent or Legal Guardian) agrees to defend, indemnify and hold harmless the Company and/or Releases from any and all such claims, actions, damages, liabilities, injury or loss.

Date: 2/12/2021

If you are under eighteen (18) years of age, your parent or legal guardian must sign below.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

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



**INTERN/TRAINEE AGREEMENT**

Intern/Trainee's Full Name \_\_\_\_\_ SSN \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Parent or Legal Guardian (if under 18): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Relationship) (Phone Number)

Term of Internship: From (Start date): September, 2021 to (End date): December, 2021

Educational Facility Providing Academic Credit:  
(\*If Applicable)  
\_\_\_\_\_  
(Facility Name) (Contact Person) (Phone Number)

**\*A copy of the Letter of Internship from the educational facility providing academic credit must be attached to this Agreement if the Internship program is through an educational facility providing academic credit.**

Once completed, please retain this original signed document and the Letter of Internship (if applicable) in a secure file in the office of the local market/office location Business Manager/ABM, and provide a copy to the Intern/Trainee for his/her records.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees that the Intern/Trainee's participation in Townsquare Media's Internship/Trainee program does not create an employer/employee relationship between Townsquare Media, Inc. (the "Company") and Intern/Trainee, and therefore Intern/Trainee is not entitled to wages or compensation for the time spent in the Internship/Trainee program nor to any of the benefits that the Company provides to its employees. These benefits include, but are not limited to, health insurance, life insurance, pension and profit sharing, unemployment compensation insurance, or the Company's Workers' Compensation policy.

The Intern/Trainee (and/or Parent or Legal Guardian) acknowledges that the Intern/Trainee has accepted an educational opportunity for the term set forth above to serve as an Intern/Trainee for the purpose of acquiring general skills while in the process of performing tasks and fulfilling assignments that are a legitimate part of the learning experience, without compensation, and with the express understanding that the Intern/Trainee will be receiving training similar to what one learns in a vocational school or academic institution. \*If applicable that the Intern/Trainee is currently a student at a bona fide educational facility including, but without limitation to, a university, community college, trade school or high school, he/she may be entitled to receive academic credit from his or her educational facility for their Internship program with Townsquare Media, Inc.

The Intern/Trainee (and/or Parent or Legal Guardian) understands that the Company reserves the right to terminate any Internship program during the Internship period set forth above.

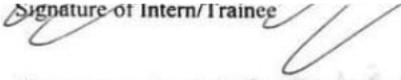
The Intern/Trainee (and/or Parent or Legal Guardian) also understands that Intern/Trainee is not entitled to a job with the Company at the completion of their Internship.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee is not eligible to win prizes or participate in Company contests.

Intern/Trainee (and/or Parent or Legal Guardian) understands that Intern/Trainee has no authority to bind the Company in any matter.

The Intern/Trainee (and/or Parent or Legal Guardian) agrees to release, indemnify and hold harmless the Company and its respective officers, directors, agents, representatives, and employees (referred to collectively as "Releases") from any claim arising out of any injury as a result of the Internship, including, without limitation, any and all claims, actions, damages, liabilities, injury and loss that in any way are caused by, arise out of, or result from the negligence, gross negligence, or recklessness of the Company and/or Releases. Intern/Trainee (and/or Parent or Legal Guardian) agrees to defend, indemnify and hold harmless the Company and/or Releases from any and all such claims, actions, damages, liabilities, injury or loss.

Signature of Intern/Trainee



Date:

1/6/22

If you are under eighteen (18) years of age, your parent or legal guardian must sign below.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

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

**COLUMBIA HIGH SCHOOL**  
**962 Luther Road, East Greenbush, NY 12061**



**CAREER EXPLORATION INTERNSHIP PROGRAM  
 WORK-BASED LEARNING PROGRAM  
 ELIGIBILITY FORM**

Business Instructor \_\_\_\_\_  
 Work-Based Learning Coordinator \_\_\_\_\_

Student Name: \_\_\_\_\_  
 School Counselor: \_\_\_\_\_

PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_

**\*Return this form to Mrs. Ferlazzo in Room S117 or your School Counselor in order to be eligible to participate in the Career Exploration Internship Program. Attach your transcript. You can obtain this from the Guidance Office.**

Career(s) of Interest \_\_\_\_\_

Name of Potential Business to be Placed (if you know of one) \_\_\_\_\_

Contact Person at that Business \_\_\_\_\_

Address of Potential Placement \_\_\_\_\_

Business Phone Number of Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

**PERSONAL INFORMATION (please print clearly)**

STUDENT'S LAST NAME	FIRST NAME	M/F M	AGE/GRADE	DATE OF BIRTH
STREET			EMAIL ADDRESS (SCHOOL):	
TOWN, STATE		ZIP	EMPLOYMENT CERTIFICATE NUMBER	
			Do you have permission to work in the United States? (Please check one.) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
HOME PHONE NUMBER			STUDENT'S CELL PHONE NUMBER	
PARENT/GUARDIAN'S NAME:			PARENT/GUARDIAN'S NAME	
WORK PHONE NUMBER:			WORK PHONE NUMBER:	
CELL PHONE NUMBER:			CELL PHONE NUMBER:	
EMAIL ADDRESS:			EMAIL ADDRESS:	

## PARENTAL PERMISSION

I give my child, \_\_\_\_\_ permission to participate in the Work Experience Program at Columbia High School (Career Exploration Internship Experience). By signing the parental permission form, it is understood that:

- All above information listed is accurate.
- A student with a junior license must only drive to school if they go directly to work following the school day and they must carry with them the proper paperwork as directed by Mrs. Ferlazzo.
- In order to receive ½ credit for the course, students must work a minimum of 54 hours during the semester.
- All students must report to Mrs. Ferlazzo in the case of any change in the employment.
- Failure to report any disciplinary action, termination, or proper documentation of hours may result in the student not earning school credit.

In addition to agreeing with the above statements, please check off one:

- I give permission for my child's photograph or name to be used to promote the Career Exploration Internship Program.
- I do not want my child's photograph or name to be used to promote the Career Exploration Internship Program..

<b>PARENT/GUARDIAN'S NAME</b> <small>(Please Print Clearly)</small>	<b>PARENT/GUARDIAN'S SIGNATURE</b>	<b>DATE</b> 1/12/21
<b>Relationship to Student</b> mother		
<b>STUDENT'S NAME</b> <small>(Please Print Clearly)</small>	<b>STUDENT'S SIGNATURE</b>	<b>DATE</b> 1/15/21

*The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, creed, sex, and age or handicapping condition as defined by law and are in compliance with Title IX of the Educational Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The East Greenbush Central School District does not discriminate in the basis of race, color, national origin, creed, sex and age or handicapping condition as defined by law and are in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the Assistant Superintendent for Personnel and Professional Development, Mrs. Michele Bowman. Mrs. Bowman is available at the Central Office, 29 Englewood Drive, East Greenbush, New York 12061. (518) 207-2526.*

**EQUAL OPPORTUNITY EMPLOYER, Revised 1/19**

**From:**  
**To:**  
**Subject:** FW: Panelist for WJPZ Banquet 36: Digital Get Down  
**Date:**

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The 2021 WJPZ Alumni Association event that I was a part of was held digitally. See below for a confirmation e-mail that i was invited to be a panelist and join their Zoom conference with the students...

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**From:** @syr.edu>  
**Sent:** Sunday, April 10, 2022 8:19 PM  
**To:** @townsquaremedia.com>  
**Subject:** Fw: Panelist for WJPZ Banquet 36: Digital Get Down

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Syracuse University Class of '07  
Alumni Association

[@syr.edu](mailto:@syr.edu)

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**From:** @zoom.us>  
**Sent:** Saturday, April 17, 2021 12:38 PM  
**To:** @syr.edu>  
**Subject:** Panelist for WJPZ Banquet 36: Digital Get Down

Hi

You have been invited to be a panelist for the WJPZ Banquet 36: Digital Get Down webinar!

Date Time: Apr 17, 2021 07:00 PM Eastern Time (US and Canada)

Topic: WJPZ Banquet 36: Digital Get Down

Webinar logo



**For the best experience, we highly recommend downloading the Zoom app on your laptop (PC or Mac), iPad, iPhone or Android device. Please make sure you download the app before clicking the "Join" link below.**

To join from a PC, Mac, iPad, iPhone or Android device:

[Click Here](#)

Note: This link should not be shared with others; it is unique to you, since you are a panelist.

Passcode:

[Add to Calendar](#) [Add to Google Calendar](#)

[Add to Yahoo Calendar](#)

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**To Join via AUDIO ONLY use one of the options below. Please note that this will be telephone audio, which is lower quality than the standard Zoom audio.**

iPhone one-tap:

US: +

Telephone:

Dial(for higher quality, dial a number based on your current location):

US:

Webinar ID:

Participant ID:

Passcode:

International numbers available:

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

If you have any questions, please email

Thank you for your participation and support!

---

**From:**

**Sent:** Monday, May 17, 2021 8:00 PM

**To:** @albanybroadcasting.com>; @siena.edu>;  
@iheartmedia.com>; @talk1300.com>;  
@gmail.com>; @nysbroadcasters.org>

**Subject:** RE: CDRA - Next Meeting - Lunch at O'Tooles - 12n - Tuesday 5/18

Hi All,

Reminder that we are meeting for lunch tomorrow at O'Tooles at 12n.

the owner flew in 2,000 pounds of potatoes last night to make sure he has enough fresh French fries for you!  
See you all tomorrow.

**Market President/CRO**

Townsquare Media Albany

@townsquaremedia.com

Office: | Mobile:

WGNA 107.7 | WQSH 103.5 | WPBZ 103.9 | WQBK 105.7 | WQBK-HD2 99.1/105.7HD2 | WTMM 104.5

+ web + events + mobile = Main Street's Growth Engine

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**From:**

**Sent:** Tuesday, April 20, 2021 12:37 PM

**To:** @albanybroadcasting.com>; @siena.edu>;  
@iheartmedia.com>; @talk1300.com>;  
@gmail.com>; @nysbroadcasters.org>

**Subject:** CDRA - Next Meeting - Lunch at O'Tooles - 12n - Tuesday 5/18

All,

Great to see you virtually a short time ago.

I will send out a calendar invite momentarily, but please hold the date for our next meeting, which will be over lunch at O'Tooles on Tuesday, 5/18 at 12n.

See you then!

**Market President/CRO**

Townsquare Media Albany

@townsquaremedia.com

Office: | Mobile:

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**From:**  
**Sent:** Thursday, January 14, 2021 10:09 AM  
**To:**  
**Cc:**  
**Subject:** FW: FCC EEO Public File Training  
**Attachments:** FCC\_s EEO Rules Training Final.ppt; List of FCC Activities that Count as Recruitment Initiatives.docx; License Renewal Dates (by State).pdf; FCC EEO Recruitment Representative Role and Responsibilities.docx; Employment Application - Townsquare Media and All Affiliates Rev 01-2020.pdf

Follow up materials from yesterday...

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**From:** @townsquaremedia.com>  
**Sent:** Wednesday, January 13, 2021 6:07 PM  
**To:**

**Subject:** FCC EEO Public File Training

Thank you for attending today's session on FCC EEO Recruitment Requirements. In a short time we covered a lot of information. Please don't be overwhelmed. If you have a question, we'll get you an answer.

If you were unable to attend the session, you can see it here:

<https://web.microsoftstream.com/video/>

---

**From:**  
**Sent:**  
**To:**  
**Subject:** FW: Welcome to Townsquare University - School is Back in Session Starting This Monday, September 27th  
**Attachments:** TSU Curriculum CLASS 32 MASTER.pdf

Townsquare University Sept 2021...

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**From:** @townsquaremedia.com>  
**Sent:** Friday, September 24, 2021 9:54 AM  
**To:**

**Subject:** Welcome to Townsquare University - School is Back in Session Starting This Monday, September 27th

Team,

“You are your greatest asset. Put your time, effort and money into training” - *sales leader.*

Welcome to **Townsquare University Class # 32!** We are thrilled you chose Townsquare Media, and excited to continue to revolutionize the media space together.

**Townsquare University** is a world class, step-by-step sales training on-boarding program that is designed to prepare salespeople for success. All of the trainings are inspired and follow the CSS Sales Accelerator methodology. The program is centrally managed, locally implemented. This comprehensive program will include daily contact with corporate, weekly webinars, weekly quizzes, deliberate practice/role playing, assignments, and more. All new AEs, AMs, MPs, DOS', DSMs, and RVPs are encouraged to attend, however only AEs need to complete quizzes and recaps.

We are continuously updating and improving the curriculum, and are thrilled to offer courses centered around preparing sales people for success in the new world.

---

**From:**  
**Sent:** Thursday, January 6, 2022 10:46 AM  
**To:**  
**Cc:**  
**Subject:** FW: Register Now Upstate NY Regional Sales Training September 13-17

This is the sales training that the sales team attended along with Sales Management! Please add to EEO.

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**From:** @nysbroadcasters.org>  
**Sent:** Wednesday, September 1, 2021 3:01 PM  
**Subject:** Register Now Upstate NY Regional Sales Training September 13-17

**Upstate NY Regional Sales Training in September Begins Sept. 13<sup>th</sup> Register Now**

, President of the Swagger Institute, will be providing regional sales training the week of September 13<sup>th</sup>-17<sup>th</sup>. Training sessions will be held from 9:00AM to 12 noon in Buffalo, Rochester, Syracuse, Binghamton and Albany.

The training is free for NYSBA members in good standing. Attendees are invited to the free "Excellence in Broadcasting Luncheon" that will immediately follow the training. Register for the training and luncheon nearest you.

For more information and to register click [HERE](#)

<https://nysbroadcasters.org/2021/07/swagger-institutes-derron-steenbergen-to-provide-upstate-regional-sales-training-in-september/>



**President**  
**New York State Broadcasters Association, Inc.**  
1805 Western Avenue, Albany, NY 12203  
fax  
[www.nysbroadcasters.org](http://www.nysbroadcasters.org)

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