

EXHIBIT 3

**Copies of Job Notices Submitted to the Career Site During the
Reporting Period
KNBC, Los Angeles, California
KVEA, Corona, California**

56984BR - Media Manager

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Grullon, Fred (206648068)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

76024178 - Media Manager

Job ID Name :

Supervisor Edit

Job Title :

Media Manager

Recruiter :

Ocasio, Wil (206532919)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206489095

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Technical Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Editing

Posting Category :
Content Development & Programming

Organization :
KNBC & KVEA NOC & Digital Media

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Scott Philips

Assignment Category :
Full-Time Regular

Section 5

Work Location ID :
Universal City, CA US

State/Province :
California

Country :
United States

City :
Universal City

Section 6

Company Code :
T0T4

Salary Type :
Exempt

Cost Object :
T0T403651

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : ESSENTIAL RESPONSIBILITIES:

- Provide frontline, hands-on support for digital media operations for KNBC\KVEA
- Service multiple internal clients (news, sports, sales, promotions) using a customer service approach
- Manage external client relationships with other broadcast and media companies
- Responsible for the day-to-day management of Digital Media on shared servers
- Ingest from web, transfer file based media and set up protection and private files in a media asset management system
- Responsible for maintaining and purging of the file system
- Attend to the daily maintenance and trouble reporting needs of the Grass Valley Stratus system
- Support Windows operating environment

Qualifications/Requirements : BASIC QUALIFICATIONS/ REQUIREMENTS:

- Minimum 5 years of broadcast operations experience including familiarity with/use of non-linear post production software, media asset management software (administrative), an understanding of broadcast signals, broadcast video playback systems, media archival systems

- Minimum 5 years' experience supporting Windows operating environment
- Experience working with digital media file formats, such as .MXF, .MOV, .DV, .MPEG, etc., and file conversion
- Working knowledge of the post-production process from media acquisition to playback for air
- Bachelor is Degree in Journalism, Communications, Information Technology, Media Management, Broadcast Engineering, or related field experience.
- Must have a flexible schedule with willingness to travel, work overtime, and on weekends or holidays with short notice
- Must have unrestricted work authorization to work in the United States

Desired Characteristics : DESIRED QUALIFICATIONS:

- Manage media: import files from web. Practices should include discerning highest quality content from download options, digital perceptive, advanced troubleshooting capabilities in fast-paced environment.
- Record events in Scheduler: Use common recording practices that enable accuracy in identifying content with iNews slug (from live sheet, planner, or rundown, depending on to be determined newsroom policy). Communicate information about recordings to the Newsroom as necessary using a 'pro-active' approach, not re-active at all times. Create and manage recurring events. Adjust recordings as needed.
- Knowledge of Grass Valley Stratus and DALET (digital media asset management) preferred. Serve as frontline support to Grass Valley Stratus/Edius news production issues by providing basic troubleshooting methods to the newsroom. Escalate non basic issues to the IT department and upper management.
- Media Manager skills: Strong PC / Mac skills, strong computer troubleshooting abilities on local, and LAN environments. Knowledge of Microsoft Office software
- Strong eye for quality, comfortable with viewing particularly difficult news stories, graphic content, etc
- Must exemplify top notch customer service, understand the relationships between Media Managers and the clients they service
- Knowledge of using web scan solutions and Skype audio video communications tools for interviews.
- Knowledge of digital production software such as DALET, Bits Central, Flip Factory, Rhozet or Vantage workflows. Hands-on editing experience a plus.
- Strong interpersonal and communication skills

- Experience working in a broadcast and/or digital newsroom environment
- Ability to quickly understand and size up opportunity and/or problems and respond with creative ideas and solutions
- Demonstrated ability to meet deadlines and successfully manage multiple assignments concurrently in a high pressure, breaking news, environment
- Make priority decisions under deadlines
- A pioneering spirit with desire learn emerging technologies and invent the future
- Believes that teams are smarter and more dynamic together

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted No - Standard Req
Access
Required? :
Req team :

The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition Coordinator : Andrea Lewis

Target Days to fill
:

Complexity :

Application
Progress :

Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Ocasio, Wil (206532919)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Martin, Jessica (206473845) | 24-Sep-2020 |

Notify upon Ocasio, Wil (206532919)
approval
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

57067BR - NBC4 Morning News Traffic Anchor

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Washington, Renee (206599105)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51022861 - Traffic Anchor/Reporter AFTRA

Job ID Name :

Reporter, RDX

Job Title :

NBC4 Morning News Traffic Anchor

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

News Production - Stations

Sub-Business :
NBCUL - KNBC

Sub Function :
On Air Talent Stations

Posting Category :
Editorial

Organization :
KNBC News

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Professionals

Name of Replacement :
Alysha Del Valle

Assignment Category :
Full-Time Regular

Section 5

Work Location ID :
Universal City, CA US

State/Province :
California

Country :
United States

City :
Universal City

Section 6

Company Code :
T0T4

Salary Type :
Exempt

Cost Object :
T0T403640

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

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Responsibilities : Essential Responsibilities:

- Provide timely and useful information to commuters across multiple platforms during Today in LA, the weekday morning NBC4 newscast
- Responsible for gathering and producing information on current traffic conditions for on-air presentation and posting on station's digital platforms
- Present traffic information in a professional manner
- Interact in an engaging and informative way with the morning news team
- Must be able to function in a news reporter and/or anchor role in studio, as needed
- Active engagement on social media (Twitter, Facebook, Instagram, etc.)
- Participate in station-sponsored and philanthropic events and all assigned special promotions projects
- Perform field anchoring/reporting and other temporary assignments, as needed

Qualifications/Requirements : **Eligibility Requirements:**

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work in Universal City and Los Angeles, CA

- Must be able to work early morning hours, with flexible hours including weekends, holidays and overnights if needed
- Successful candidate will be required to join SAG-AFTRA union if not already a member and remain a member in good standing
- Must have unrestricted work authorization to work in the United States

Desired Characteristics : b>Desired:

- Bachelor's degree in Journalism, Communications or related field preferred
- Experience working with iNews, WSI and WAZE
- Previous on-air experience, broadcast news or traffic reporting/anchoring
- Knowledge of Southern California roads and freeways, as well as experience in Los Angeles market and familiarity with Southern California audience and communities
- Very strong speaking skills with the ability to ad-lib effortlessly in various types of situations, particularly breaking news
- Strong understanding and demonstration of editorial judgment and journalistic ethics, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations
- Demonstrated ability to solve problems, prioritize decisions, and successfully manage multiple assignments concurrently in a high pressure, breaking news environment
- Ability to work effectively with others in a team environment
- Good collaborative and interpersonal skills to communicate at all levels
- Experience in automated studio environments
- Strong computer skills, and be able to work with a variety of computer graphics applications

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements,

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Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

**The following information is to be
completed by Recruiter only**

Researcher :

Talent Acquisition
Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 30-Sep-2020 |

Notify upon Rodriguez, Sandra
approval (206074317)

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

57684BR - Digital News Director - KNBC/KVEA

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Carlston, Steve (206105581)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Final candidate slate identified

Send Candidate Survey? :

Section 2

SAP Position Number :

51428966 - Director of Integrated Media

Job ID Name :

Director Digital Media

Job Title :

Digital News Director - KNBC/KVEA

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

News Production - Multi Media

Sub-Business :
NBCUL - KNBC

Sub Function :
Content - Multi Media

Posting Category :
Digital Media

Organization :
KNBC Local Integrated Media

Section 4

Career Band :
Director

Career Level :
Experienced

Addition/ Replacement :
Replacement

Name of Replacement :
Kelly Whitney

No. of Positions :
1

Labor Code :

EEO Category :
Officials and Managers

Assignment Category :
Full-Time Regular

Section 5

Work Location ID :
Universal City, CA US

Country :
United States

State/Province :
California

City :
Universal City

Section 6

Company Code :
T0T4

Cost Object :
T0T403654

Salary Type :
Exempt

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : **Responsibilities:**

- Develop compelling content for a variety of our digital platforms including our NBCLA.com and Telemundo52.com sites, mobile app, over the top streaming platforms & social media accounts.
- Drive online traffic and build engagement to the NBCLA and Telemundo52 brands.
- Partner with the newsroom and other departments to grow our digital audience and serve as the dedicated champion for our digital voice.
- Collaborate across departments including news, sales and marketing to think strategically but execute tactically.
- Provide insight on our online brand identity, as well as offer constructive critique on usability, design, and content and conversion analytic metrics.
- Partner with national teams to support both local and divisional tentpole efforts.
- Act as an inspirational leader to motivate, retain and attract staff to our newsroom.
- Bring a healthy, competitive spirit that fosters a desire to be the market leader.

-

Qualifications/Requirements : Basic Qualifications:

- Bachelor's degree
- Minimum 4 years of experience in digital platform management or local news team operational role

Requirements:

- Interested candidate must submit a resume/CV through www.nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Must be available to work evenings, weekends, holidays

Desired Characteristics : Desired Characteristics:

- Strong interpersonal & organizational skills
- Strong Bilingual - verbal & written communication skills in English and Spanish
- Demonstrated ability to be a manager that people naturally follow
- Good journalism/editorial judgment
- Demonstrated ability to multi-task and execute on assigned initiatives
- Strong analytical skills: attention to detail, streamline, analyze, and present data to assist with management & divisional reporting and assist with strategic recommendations
- Strong knowledge of digital, social media and emerging media technologies
- Strong written and verbal communication skills with ability to work well with all levels of station management are highly desired

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements,

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Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

**The following information is to be
completed by Recruiter only**

Researcher :

Talent Acquisition
Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 16-Nov-2020 |

Notify upon Avila, Karina (206489095)

approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

57693BR - Director of Traffic & Sales Operations (NBC & Telemundo Los Angeles)

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Goodin, Janet (206090899)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Currently searching/selecting qualified candidates

Send Candidate Survey? :

Section 2

SAP Position Number :

51499539 - Director of Traffic & Sales O

Job ID Name :

Senior Manager Commercial Ops-Lrg Mkt

Job Title :

Director of Traffic & Sales Operations (NBC & Telemundo Los Angeles)

Recruiter :

Sierra, Grace (206504172)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - KNBC

Ad Sales Stations Support & Analysis

Posting Category :

Sales

Organization :

KNBC Sales Support

Section 4

Career Band :

No. of Positions :

Lead Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

George Becerra

Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

Section 6

Company Code :

Salary Type :

T0TF

Exempt

Cost Object :

Salary Currency :

T0TF03894

US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

Yes

Bonus :

Section 7

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Responsibilities : **Responsibilities**

- Ensure quality control of sales support customer interface, and adherence to established WideOrbit Traffic & WideOrbit Sales standards.
- Ensure integrity of order booking process
- Maintain inventory codes for sales orders and for inventory management & revenue reporting purposes
- Attend sales meetings and provide support to Sales Managers & Account Managers (local and national) as needed
- Maintain accurate program schedule & formatting for both primary & digital channels in WideOrbit
- Ensure integrity of daily broadcast log & automation playlist for both primary and digital channels
- Broadcast log reconciliation and monthly invoice preparation
- Daily interface with broadcast hub to ensure proper execution of broadcast schedule – Missing Material Reports, Day of Air changes, and Broadcast Process & Defect resolution
- Work with corporate sales operations team on divisional initiatives and workflow
- Perform various tasks as needed

- Qualifications/Requirements :
- Bachelor's degree or equivalent years of work experience
 - Minimum 5-7 years of experience in Broadcast Traffic and working experience in Broadcast Traffic systems (WideOrbit, OSI etc.)
 - Strong verbal & written communication skills
 - Ability to lead, coach, mentor and train a team

Requirements

- Interested candidate must submit a resume/CV through www.nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Must be flexible and available to work evenings, weekends, holidays and business tentpole events

- Desired Characteristics :
- Strong interpersonal & organizational skills
 - Strong preferred but not required Bilingual candidate (English/Spanish).
 - Knowledge of MS: Excel, Word, PowerPoint and Outlook
 - Superior organizational skills - must possess the ability to manage multiple priorities with confidence, balance, and vigor
 - Strong analytical skills: attention to detail, streamline, analyze, and present data to assist with management & divisional reporting and assist with strategic recommendations
 - TV Sales experience preferred
 - Strong written and verbal communication skills with ability to work well with all levels of station management are highly desired

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Sierra, Grace (206504172)
Williams, Scott
(206508258)
Mulryan, Sean
(206578871)
Jativa McKim, Cecilia
(206428045)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

**The following information is to be
completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

| Job title | User | Date |
|------------|------------------------------|-------------|
| Recruiters | Sierra, Grace (206504172) | 16-Nov-2020 |

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

57710BR - Director, Digital Sales (NBC & Telemundo Los Angeles)

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Goodin, Janet (206090899)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Final candidate slate identified

Send Candidate Survey? :

Section 2

SAP Position Number :

51499560 - Digital Sales Director

Job ID Name :

Director Digital

Job Title :

Director, Digital Sales (NBC & Telemundo Los Angeles)

Recruiter :

Sierra, Grace (206504172)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Sales

Sub-Business :
NBCUL - KNBC

Sub Function :
Ad Sales Stations

Posting Category :
Sales

Organization :
KNBC & KVEA Digital Sales

Section 4

Career Band :
Director

Career Level :
Experienced

Addition/ Replacement :
Replacement

Name of Replacement :
Amanda Dunlap

No. of Positions :
1

Labor Code :

EEO Category :
Officials and Managers

Assignment Category :
Full-Time Regular

Section 5

Work Location ID :
Universal City, CA US

Country :
United States

State/Province :
California

City :
Universal City

Section 6

Company Code :
T0TF

Cost Object :
T0TF03894

Salary Type :
Exempt

Salary Currency :
US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

Yes

Bonus :

Section 7

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Responsibilities : The Digital Director is a duopoly position that supports both KNBC & KVEA in all aspects of digital sales:

- Responsible for building on expertise of Digital trends offerings to build synergy and strategy.
- Responsible for meeting quarterly/annual budgets for digital platforms on KVEA and KNBC
- Work with account managers to help develop new business utilizing digital platforms
- Help identify cross sell and joint opportunities for KNBC & KVEA
- Draw upon prior experience with Spanish language media to know how to differentiate KVEA in the marketplace
- Helps strategize how to make digital buys with duopoly more attractive for agencies
- Responsible for leading and training the sales team in all aspects of the digital realm
- Attend Weekly sales meetings for both stations and provide insights on trends, education, opportunities etc.

Qualifications/Requirements : Basic Qualifications:

- Bachelor's degree in related field
- Minimum of 5 years of relevant sales experience
- Minimum of 2 years sales management experience
- Demonstrated strong domain level expertise within the

digital media space with an emphasis on mobile

- Experience working in large traditional media organizations
- Proven history of selling thorough and consultative solutions to top brands and agencies

Eligibility Requirements:

- External applicants are encouraged to submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work at the location in Universal City, CA.
- Willingness to travel, at times work outside of normal business hours, and, potentially on weekends with short notice
- Must be 18 years or greater
- Must have unrestricted work authorization to work in the United States
- Must have a valid driver's license

- Desired Characteristics :
- Driven results oriented leader
 - Ability to work in a fast-paced dynamic environment
 - Bilingual (English/Spanish) preferred but not required
 - Deep client rolodex
 - Strong organizational skills

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Talent Acquisition
Coordinator :

Restricted No - Standard Req
Access
Required? :

Target Days to fill
:

Complexity :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Mulryan, Sean
(206578871)
Jativa McKim, Cecilia
(206428045)

Application
Progress :

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes This position reports to two
: leaders. Please include
Jeff Wynne in the recruiting
process along with Janet
Goodin. Thank you.

Approval routing

| Job title | User | Date |
|------------|------------------------------|-------------|
| Recruiters | Sierra, Grace (206504172) | 17-Nov-2020 |

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

59380BR - Executive Producer, Nightside - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Gearhart, Bobbi (206423618)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Renee.Washington@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

76021432 - Executive Producer

Job ID Name :

Producer Newsgathering

Job Title :

Executive Producer, Nightside - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Production Newsgathering

Posting Category :
Editorial

Organization :
KNBC News - Evening

Section 4

Career Band :
Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Bobbi Gearhart

Assignment Category :

Section 5

Work Location ID :
Universal City, CA US

State/Province :
California

Country :
United States

City :
Universal City

Section 6

Company Code :
T0T4

Salary Type :
Exempt

Cost Object :
T0T403652

Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : **Essential Responsibilities:**

- Oversee the overall editorial direction and guidance for assigned newscasts/shows produced by NBC4 on all platforms.
- Lead a team of Platform Managers and Content Producers in selecting the most compelling and relevant stories to create content for all assigned newscasts
- Coordinate with the production, engineering, and IT teams to ensure smooth and seamless production of newscasts
- Collaborate with newsroom leadership, other NBC Owned Television stations and NBC News for special events planning
- Copyediting scripts and reviewing changes with anchors
- Scheduling Platform Managers and Content Producers
- Participate in the performance appraisal process for assigned staff in conjunction with the Assistant News Director and VP of News
- Work with news leadership to ensure necessary training and coaching is provided for Platform Managers and Content Producers
- Participate in the NBC4 recruitment efforts and facilitate the newsroom orientation of new

employees when needed

- Track market competitive trends, develop and implement content and format changes, and articulate vision to team members
- Manage news coverage related costs and ensure fiscal responsibility in the news department

Qualifications/Requirements : Qualifications/Requirements:

Basic Qualifications:

- Bachelor's Degree
- Minimum 5 years experience working in news management or producing in a top 10 market
- Minimum 10 years experience writing, producing and desktop editing in top 25 market
- Experience hiring, managing, developing and motivating a team of editorial news professionals
- Proficiency in working with the latest newsroom technologies

Eligibility Requirements:

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must be able to work flexible hours including weekends, holidays and overnights
- Must have unrestricted work authorization to work in the United States

Desired Characteristics : **Desired:**

- Ability to help create and communicate newsroom policies
- Strong news judgment, verbal and written communication skills
- Exceptional editorial leadership, with the ability to assign, direct and supervise news coverage
- Demonstrated ability to lead a team, solve problems, prioritize, and successfully manage multiple assignments concurrently in a fast paced, breaking news, environment
- Competitive success in researching and developing ratings strategies and improving workflows
- Experience working in Los Angeles and a familiarity with the Southern California audience and communities
- Basic understanding and demonstration of editorial judgment and journalistic ethics in all platforms, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations

- Strong collaborative and interpersonal skills to communicate at all levels
- An understanding of emerging news production techniques and technology, with a pioneering spirit and desire to learn emerging technologies and invent the future
- Believes teams are smarter and more dynamic together

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)

The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition
Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes Hi Scott- I am using a seat
: number I have already
requested to change so it
reflects to Executive
Producer under Renee
Washington- but due to
timing it has not reflected
in the requisition as of yet.
We do not want o delay
posting the position.
Please note the Hiring
Manager is Renee
Washington.

Approval routing

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 10-Mar-2021 |

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

59384BR - Executive Producer, Weekend - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Deeter, Howie (206451202)

Send Hiring Manager Survey? :

No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

51214975 - Executive Producer

Job ID Name :

Producer Newsgathering

Job Title :

Executive Producer, Weekend - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :
EditorialOrganization :
KNBC News - OTT

Section 4

Career Band :
Professional BandNo. of Positions :
1Career Level :
Experienced

Labor Code :

Addition/ Replacement :
ReplacementEEO Category :
Officials and ManagersName of Replacement :
Howie Deeter

Assignment Category :

Section 5

Work Location ID :
Universal City, CA USState/Province :
CaliforniaCountry :
United StatesCity :
Universal City

Section 6

Company Code :
T0T4Salary Type :
ExemptCost Object :
T0T403653Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : NBC4 is looking for an Executive Producer to join our team of exceptional journalists.

Essential Responsibilities:

- Oversee the overall editorial direction and guidance for assigned newscasts/shows produced by NBC4 on all platforms
- Lead a team of Platform Managers and Content Producers in selecting the most compelling and relevant stories to create content for all assigned newscasts
- Coordinate with the production, engineering, and IT teams to ensure smooth and seamless production of newscasts
- Collaborate with newsroom leadership, other NBC Owned Television stations and NBC News for special events planning
- Copyediting scripts and reviewing changes with anchors
- Scheduling Platform Managers and Content Producers
- Participate in the performance appraisal process for assigned staff in conjunction with the Assistant News Director and VP of News
- Work with news leadership to ensure necessary training and coaching is provided for Platform Managers and Content Producers
- Participate in the NBC4 recruitment efforts and facilitate the newsroom orientation of new

employees when needed

- Track market competitive trends, develop and implement content and format changes, and articulate vision to team members
- Manage news coverage related costs and ensure fiscal responsibility in the news department

Qualifications/Requirements : Basic Qualifications:

- Bachelor's Degree
- Minimum 5 years experience working in news management or producing in a top 10 market
- Minimum 10 years experience writing, producing and desktop editing in top 25 market
- Experience hiring, managing, developing and motivating a team of editorial news professionals
- Proficiency in working with the latest newsroom technologies

Eligibility Requirements:

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered
- Must be willing to work in Universal City, CA
- Must be able to work flexible hours including weekends, holidays and overnights
- Must have unrestricted work authorization to work in the United States

Desired Characteristics : Desired:

- Ability to help create and communicate newsroom policies
- Strong news judgment, verbal and written communication skills
- Exceptional editorial leadership, with the ability to assign, direct and supervise news coverage
- Demonstrated ability to lead a team, solve problems, prioritize, and successfully manage multiple assignments concurrently in a fast paced, breaking news, environment
- Competitive success in researching and developing ratings strategies and improving workflows
- Experience working in Los Angeles and a familiarity with the Southern California audience and communities
- Basic understanding and demonstration of editorial judgment and journalistic ethics in all platforms, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations
- Strong collaborative and interpersonal skills to communicate at all levels

- An understanding of emerging news production techniques and technology, with a pioneering spirit and desire to learn emerging technologies and invent the future
- Believes teams are smarter and more dynamic together

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Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)

The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes Hi Scott- I am using a seat
: number I have already
requested to change so it
reflects to Executive
Producer under Renee
Washington- but due to
timing it has not reflected
in the requisition as of yet.
We do not want o delay
posting the position.
Please note the Hiring
Manager is Renee
Washington.

Approval routing

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 11-Mar-2021 |

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

59654BR - Show Editor- California Live

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Johnston III, JJ (206599797)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

JJ.JohnstonIII@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51496421 - Show Editor

Job ID Name :

Editor Story

Job Title :

Show Editor- California Live

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Development

Posting Category :

Content Development & Programming

Organization :

CA Live Producers

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Jacob Parker

Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403664

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : **Essential Responsibilities:**

California Live is looking for a creative and motivated editor to work on an exciting multi-market lifestyle show. The candidate will be responsible for editing and producing dynamic content, including but not limited to, the final line cut, on-air packages, show opens, bumps, teasers and social videos for a lively, innovative show called "California Live". Our ideal candidate will have hands-on experience editing both broadcast and digital content, be a strong team player, as well as the ability to bring creative ideas to the table.

Ideal candidate is a creative and visual storyteller who can work, both collaboratively and independently, within the "California Live" structure. Candidate should be a partner eager to work with the content, creative, marketing, and sales teams on various projects. Candidate should also work well independently, staying focused on key tasks and tracking essential details and deliverables.

Being self-motivated is a key!

Qualifications/Requirements : **Functions/Responsibilities:**

- Edit daily lifestyle show: Final line cut, packages with music, bumps, cold opens, teasers and social content.

- Experience producing and editing for TV, digital and social video content and platforms such as Facebook, Instagram, Snapchat, etc.
- Editing footage captured by other production companies and contributors.
- Concept creative content on a fast turnaround.
- Produce/edit topical spots, quote spots, social videos and other video content for California Live.
- Work with internal producers and outside companies on campaign development and execution.
- Working with editorial, social, marketing, and creative to ensure project goals are achieved.
- Partner with various in-house teams (Ad Sales, Affiliate Marketing, Consumer Marketing & all digital platforms) to create communications that tie in with marketing campaigns.
- Partner with team for brain-storming.
- Contributes towards building the brand identity.
- Is flexible in the role within the team and within the company, including working on marketing reels, Ad Sales spots and other Off-Air work.
- Diligent about production paperwork, music reporting and adhering to the On-Air working practices.
- Communicates throughout the stages of production to other departments within the company.
- Is aware of and open to the need to include input from local markets, where necessary.
- Able to confidently pitch and present ideas to the team and stakeholders.

Qualifications/Requirements:

Basic Qualifications:

- Minimum 3 years of experience producing and editing digital and social video content
- Expert level experience with AVID and/or Adobe Premiere
- Knowledge of Adobe After Effects, Photoshop and other graphics applications
- Knowledge of all aspects of video shooting and post-production including camera/audio operation, lighting
- Working knowledge of current industry standard audio/video formats
- Experience with audio/video production and post-production utilizing current technologies including live streaming
- Experience in working with digital new media and/or broadcast media production
- Demonstrated ability to tell stories across multiple platforms

- Interpersonal skills and ability to interact and work with staff at all levels
- Excellent written and verbal communication skills
- Ability to work independently and in a team environment
- The ideal candidate must be able to work effectively with others in a team oriented environment
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast paced environment

Eligibility Requirements:

- Interested candidates must submit a resume/CV through nbcunicareers.com to be considered.
- Must be willing to work in Universal City, CA
- Willingness to work evenings and weekends with short notice (if applicable)
- Willingness and ability to work long hours, late nights and weekends as required. Good attendance and ability to avoid tardiness is crucial.
- Must be able to work flexible hours including weekends, holidays and overnights
- Must have unrestricted work authorization to work in the United States

Desired Characteristics : Desired:

- Experience in working with high-profile talent
- Demonstrated ability to work in a high pressure, fast-paced environment with tight deadlines
- Show reel that demonstrates work
- Experience in working with digital new media and/or broadcast media production
- Self-starter who is assertive, enthusiastic and highly motivated

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

**The following information is to be
completed by Recruiter only**

Researcher :

Talent Acquisition
Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 23-Mar-2021 |

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

59655BR - Platform Manager - NBC 4 Los Angeles

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Deeter, Howie (206451202)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Howie.Deeter@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

Section 2

SAP Position Number :

76006426 - Platform Manager

Job ID Name :

Producer Newsgathering

Job Title :

Platform Manager - NBC 4 Los Angeles

Recruiter :

Sirota, Maryana (206674713)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production Newsgathering

Posting Category :

Editorial

Organization :

KNBC News - OTT

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

New Position

Section 5

Work Location ID :

State/Province :

Universal City, CA US

California

Country :

City :

United States

Universal City

Section 6

Company Code :

Salary Type :

T0T4

Exempt

Cost Object :

Salary Currency :

T0T403653

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

Yes

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : NBC4 is looking for a Platform Manager to join our team of exceptional journalists.

Essential Functions (Responsibilities):

- Produce assigned newscast in addition to other shows as needed on all NBC4 platforms
- Select and showcase compelling and relevant stories
- Provide vision and guidance for newscast to team members including anchors, writers and directors

Qualifications/Requirements : **Requirements:**

- **Commitment to accuracy and integrity**
- **Strong written, verbal and interpersonal communication skills**
- **Strong editorial judgement, researching, strategic thinking and organization skills**
- **Ability to multi-task and prioritize assignments to meet deadlines**
- **Demonstrated ability working independently as well as collaboratively with other team members**

- **Proficient with desktop editing**

Qualifications

- **Minimum 5 years experience in producing newscasts**
- **Experience as a News Producer in a top 25 market**
- **Bachelor's Degree**

Eligibility Requirements:

- **Interested candidates must submit a resume/CV through nbcunicareers.com to be considered**
- **Must be willing to work in Universal City, CA**
- **Must have a flexible schedule with ability to work any shift including on holidays and weekends with short notice**
- **Must have a valid driver's license**
- **Must have unrestricted work authorization to work in the United States**

- Desired Characteristics :
- Deep knowledge of and interest in current events, politics and pop culture
 - Experience working in the Los Angeles market
 - Knowledge and understanding of various media platforms
 - Pioneering spirit with a desire to learn emerging technologies and invent the future
 - Believes teams are smarter and more dynamic together
 - Invested and engaged in the local community

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

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Restricted No - Standard Req
Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)
Sirota, Maryana
(206674713)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 23-Mar-2021 |

Notify upon Avila, Karina (206489095)
approval
completion

HR Manager Hiring Manager Renee
Notes : Washington

**The following information is to be
completed by Recruiter only**

Researcher :

Talent Acquisition
Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

59736BR - Reporter / MMJ - KNBC

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Washington, Renee (206599105)

Send Hiring Manager Survey? :

No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51326058 - Reporter/MMJ AFTRA

Job ID Name :

Reporter On Air Talent

Job Title :

Reporter / MMJ - KNBC

Recruiter :

Williams, Scott (206508258)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :

Sub Function :

NBCUL - KNBC

Production On Air Talent

Posting Category :
EditorialOrganization :
KNBC News

Section 4

Career Band :
Professional BandNo. of Positions :
1Career Level :
Experienced

Labor Code :

Addition/ Replacement :
ReplacementEEO Category :
Officials and ManagersName of Replacement :
New position

Assignment Category :

Section 5

Work Location ID :
Universal City, CA USState/Province :
CaliforniaCountry :
United StatesCity :
Universal City

Section 6

Company Code :
T0T4Salary Type :
ExemptCost Object :
T0T403640Salary Currency :
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

Section 7

About Us : At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

Responsibilities : **Essential Responsibilities**

- Proven ability to develop and maintain a network of news sources across diverse communities, organizations and social media platforms that lead to exclusive stories
- Articulate viewpoints and experiences in a manner that helps the audience feel a personal connection to the content
- Perform fill-in anchor and other temporary assignments, as needed
- Track story developments and communicate progress to assignment desk and managers
- Ability to work independently and in a collaborative environment
- Excellent time management skills, with the ability to prioritize, multi-task and work under shifting deadlines in a fast-paced environment
- Participate in station-sponsored events and all assigned promotions projects

Qualifications/Requirements : **Basic Qualifications**

Minimum 5 years of experience as television reporter in top 10 market

Bachelor's Degree in Journalism or related field, or equivalent work experience

Demonstrated ability to perform non-linear editing and shooting workflow

Eligibility Requirements

Interested candidates must submit a resume/CV through nbcunicareers.com to be considered

Must be willing to work in Universal City, CA

Must have a flexible schedule with ability to work any shift including on holidays and willingness to travel and work long hours possibly on weekends with short notice

Successful candidate will be required to join the SAG-AFTRA union if not already a member and remain a member in good standing

Must have a valid driver's license

Must have unrestricted work authorization to work in the United States

Desired Characteristics : Desired

Excellent written, verbal communication skills, news judgment and research skills

Experience in a variety of on-air reporting functions including live, anchoring, investigations, franchises, etc.

Very strong ability to ad-lib effortlessly in various types of situations, particularly breaking news

Strong understanding and demonstration of editorial judgment and journalistic ethics, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations

Demonstrated ability to solve problems, prioritize decisions and successfully manage multiple assignments concurrently in a high pressure, breaking news environment

Effective self-starter with the proven ability to generate and produce original stories

Understanding of emerging news production techniques and technology, with a pioneering spirit and desire to learn emerging technologies and invent the future

Good collaborative and interpersonal skills to communicate at all levels

Notices : NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status,

pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

Restricted Access
Required? :

Req team : Rodriguez, Sandra
(206074317)
Avila, Karina (206489095)
Williams, Scott
(206508258)
Jativa McKim, Cecilia
(206428045)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes Please include Marina
: Perelman in the recruiting
process. Thank you.

Approval routing

The following information is to be completed by Recruiter only

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill
:

Complexity :

Application
Progress :

| Job title | User | Date |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 25-Mar-2021 |

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :

62390BR - Weather Anchor/Reporter - NBC 4 Los Angeles

Status: Closed

Job req template: US Requisition Form

Section 1

Hiring Manager :

Washington, Renee (206599105)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to :

Renee.Washington@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

Section 2

SAP Position Number :

51408819 - Weather Anchor AFTRA

Job ID Name :

Meteorologist On Air Talent

Job Title :

Weather Anchor/Reporter - NBC 4 Los Angeles

Recruiter :

Williams, Scott (206508258)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206074317

HR Representative :

Avila Karina (206489095)

Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :
NBCUL - KNBC

Sub Function :
Production On Air Talent

Posting Category :
Editorial

Organization :
KNBC News

Section 4

Career Band :
Lead Professional Band

No. of Positions :
1

Career Level :
Experienced

Labor Code :

Addition/ Replacement :
Replacement

EEO Category :
Officials and Managers

Name of Replacement :
Anthony Yanez

Assignment Category :

Section 5

Work Location ID :
Universal City, CA US

State/Province :
California

Country :
United States

City :
Universal City

Section 6

Company Code :
T0T4

Salary Type :
Exempt

Cost Object :
T0T403640

Salary Currency :
US Dollar

Minimum Salary :

TBD

Salary Frequency :

Bi-Weekly

Maximum Salary :

TBD

Relocation Expenses :

None

Bonus :

Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : **Essential Responsibilities:**

- Prepare weather forecasts based on material assembled from various sources, using all the technology available
- Present weather information for all platforms in a manner that is clear, engaging, and meaningful to Southern California viewers
- Produce NBC4 weather segments for presentation and for other on-air talent to present
- A passion for communicating weather information through graphics, verbally, and in writing.
- Assist in coordinating weather programming on multiple platforms
- Maintain deep level of familiarity with the Los Angeles TV market and the people who live here.
- Respond to breaking weather news as required

- Cover, write, produce and report live from the field on stories related to weather, the environment and earthquakes
- Record and deliver promotional announcements when assigned and makes promotional appearances as required
- Strong knowledge of Doppler radar and ability to use multiple live Doppler radars simultaneously

Qualifications/Requirements : Basic Qualifications:

- Bachelor's Degree in Journalism or related field, or equivalent work experience
- Minimum 5 years experience as a Weather Anchor or Reporter
- Ability to independently produce and present multiple weather segments, compiled through weather data and computer graphics
- Excellent news writing ability for all platforms, as well as proficiency in newsgathering equipment and computers essential
- Proficiency in weather analysis and forecasting

Eligibility Requirements:

- Interested candidates must submit a resume/CV/Demo Reel through nbcunicareers.com to be considered
- Must be willing to work in Los Angeles, CA
- Must be able to work any shift including weekends, holidays and overnights.
- Must have a flexible schedule with willingness to travel and work long hours with short notice
- Successful candidate will be required to join the AFTRA Union if not already a member and remain a member in good standing of that Union
- Must have unrestricted work authorization to work in the United States

- Desired Characteristics :
- Meteorology/Atmospheric Science degree or equivalent experience.
 - Experience in a variety of anchor/reporting scenarios, including studio, remotes, specials, etc.
 - Very strong speech skills with the ability to ad-lib effortlessly in various types of situations, particularly breaking news
 - Strong understanding and demonstration of editorial judgment and journalistic ethics, including a current knowledge of laws of libel, slander and applicable FCC rules and regulations
 - Experience in automated studio environments

- Demonstrated ability to solve problems, prioritize decisions, and successfully manage multiple assignments concurrently in a high pressure, breaking news environment
- Understanding of emerging news production techniques and technology
- Experience in Los Angeles market and familiarity with Southern California audience and communities
- Active engagement in Social Media (Twitter, Facebook, etc.)
- Good collaborative and interpersonal skills to communicate at all levels
- Works well in a team environment

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Restricted No - Standard Req
Access
Required? :
Req team :

The following information is to be completed by Recruiter only

Researcher :
Talent Acquisition
Coordinator :
Target Days to fill
:
Complexity :
Application
Progress :

Wise, Natalie (206406213)

Prado, Ileana (206591672)

Jativa McKim, Cecilia
(206428045)

Req Creator not
on Req Team :

Turn off Autofiler ☒
notification for
this req

Allow Reapplies :

Requisition Notes
:

Approval routing

| Job title | User | Date |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave, James (206424861) | 23-Jul-2021 |

Notify upon Rodriguez, Sandra
approval (206074317)
completion

HR Manager
Notes :

Old
Responsibilities -
DO NOT USE :

Gail's Field :