

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2019 - November 30, 2020

Recruitment

There were no open positions filled during this reporting period.

Recruitment Sources:

Intern only positions posted for the reporting period

Recruitment Source / Contact Name	Address	Phone	Fax	Type
1. NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
2. New Hampshire Association of Broadcasters Tracy Caruso	707 Chestnut Street Manchester, NH 03104	603-627-9600		Post to web

Outreach Initiatives

Internship Program

During the reporting period, NHPBS hosted student interns in the Production, Knowledge Network and Content divisions.

NHPBS interns receive valuable training covering all aspects of television production through hands-on experience with cutting edge technology. Interns assist in supporting NHPBS' local productions including Windows to the Wild, Granite State Challenge, Pledge, Auction and special productions. Interns also support the Communications and Educational Services departments. Duties vary day-to-day and may include some or all of the following: story research, scheduling interviews, transcribing field recordings, running camera (live and recorded productions), set building, lighting, floor directing, graphic production, assistant directing, teleprompting and web support. Student Interns are provided the opportunity to observe and participate in every aspect of television journalism production, communications marketing and educational services.

Criteria

NHPBS recommends students seeking internships be college students pursuing a degree. However, high school students are occasionally considered on an individual basis. Students must have a strong commitment to the internship experience and want to pursue or are currently pursuing a degree in communications, broadcasting, public relations, development, business, political science, journalism, education, information technology or other related fields. Students must be able to work between 8 to 16 hours per week.

Interested students looking for experience in Communications, Information Technology, Production, Programming, or Web may apply online by completing an internship application online (**internship application**). An internship application and a letter of interest including a brief summary of education/experience are required. The Business Office Manager and Department Managers will review applications, schedule interviews and hire, as appropriate.

Mentor Program

NHPBS created the Staff Mentor Program to help in the initial transitional period for a new employee. A staff mentor is assigned to every new employee to help during the critical first 6 months of employment at NHPBS. A mentor is normally from outside the immediate working group, and has volunteered to help a new employee get accustomed to the working environment. It may mean just answering questions or perhaps helping to introduce other staff members at NHPBS who are expert in an activity or matter they are interested in or concerned about.

Job Fairs

NHPBS participated in the University of New Hampshire Career and Internship Job Fair and the NHAB Virtual Job Fair during this reporting period.

New Hampshire Association of Broadcasters Virtual Job Fair(s): The NHAB virtual job fair is a supplemental outreach program designed to educate the public about careers and internships in the broadcasting industry and the qualifications necessary to fill those positions. NHPBS participated in one virtual job fair, February 10-14th, 2020.

The University of NH Spring 2020 Career and Internship Fair was held on February 25th, 2020 and approximately 20 to 30 candidates were interviewed. Unfortunately, Covid 19 interrupted the placement of these interns.

MANAGEMENT EEO TRAINING

NHPBS provided workplace harassment and diversity training to all staff during the reporting period. Harassment trainings took place online through the Corporation for Public Broadcasting training module.

The training explored the following:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment when it occurs; and
- How to report and respond to violations.

This training will be ongoing for all employees in order to ensure equal employment opportunity and to prevent discrimination.