

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire

December 1, 2022- November 30, 2023

Recruitment

NHPBS filled 4 full time vacancies, during the reported period.

4 FULL TIME OPEN POSITIONS	Date Filled	Recruitment sources used to advertise vacancy	Recruitment source responsible for referring applicant hired for position	# of persons interviewed	# of interviewees referred by recruitment source
Promotions Producer/Editor	03/28/2023	NHPBS Website (all social media) NHAB job fair and website NH Ctr. Non-Profits NHPBS LinkedIn	NH PBS Website	4	3 NHPBS Website 1 NH Ctr. Non-Profit
Social Media Specialist	04/04/2023	NHPBS Website (all social media) NHAB job fair and website NH Ctr. Non-Profits NHPBS LinkedIn	NH PBS Social Media Posts/FB	4	3 NHPBS Website/referral 1 LinkedIn
On Air Fundraising	08/02/2023	NHPBS Website (all social media) NHAB job fair and website NH Ctr. Non-Profits NHPBS LinkedIn	Resume on file from previous position post	2	1 Resume on File 1 NHPBS Website
Corporate Relations Manager	11/27/2023	NHPBS Website (all social media) NHAB job fair and website NH Ctr. Non-Profits NHPBS LinkedIn AFP-NNE.org	NHPBS Website	2	1 NHPBS Website 1 NHAB job fair

Recruitment Source / Contact Name	Address	Phone	Email/Contact	Type
NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100	jobs@nhpbs.org	Post to web and/all social media platforms including LinkedIn
New Hampshire Association of Broadcasters Tracy Caruso	707 Chestnut Street Manchester, NH 03104	603-627-9600	tracy@nhab.org	Post to web site and broadcast job fair

NH Center for Non-Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947	cbean@nhnonprofits.org	Online job board
AFP-NNE.ORG	PO Box 1794 Brattleboro, VT 05302	802-217-8700	https://afp.nne.org	Online job board

Outreach Initiatives

Internship Program

During the reporting period, NHPBS hosted 3 interns from the University of New Hampshire; Durham, NH. Two of the interns were part of the Production department, 1 in the Spring semester of 2023 and 1 in the Fall semester of 2023. The other intern worked along side the Communications department, in the Fall semester of 2022.

The NHPBS interns receive valuable training covering all aspects of television production through hands-on experience. NHPBS provides interns with access to today's cutting-edge HD technology. Interns assist in supporting NHPBS' local productions: Windows to the Wild, Pledge and Auction as well a special production. Duties varied day-to-day and may have included some or all 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.

Production interns have the opportunity to develop their technical skills with the Adobe Creative Suite including video editing on Premiere Pro and remove video production with vMix.

Communication interns worked with email marketing tools, event support and created social media campaigns.

Criteria

NHPBS offers internships for "academic credit" or as a "non-paid work base activity" to students pursuing a career in the broadcasting industry. Interns receive valuable training covering all aspects of television production through hands-on experience. NHPBS provides interns with access to today's cutting-edge HD technology. Interns spend time assisting all departments within NHPBS, including Production, Local Content Development, Web/Digital, Communications, Educational Outreach, and Information Technology.

Mentor Program

NHPBS Staff Mentor Program is designed to help with the transitional period for a new employee. A staff mentor is there 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.

During the last reporting period NHPBS assigned 4 mentors to 4 full time staff members hired from December 1, 2022 - November 30, 2023. The mentors were selected according to their knowledge of NHPBS, length of service, area of expertise, and organizational status in relation to the new hires. The program has been very successful. The mentors are equipped to orient the new staff members to the culture of the organization while the staff member's supervisor orients them to the departments in which they work.

Job Fairs

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 in the broadcasting industry and the qualifications necessary to fill those positions. NHPBS participated in NHAB virtual job fair in December 2022, March 2023, and September 2023. The response for open positions were from a variety of areas

around the country. All candidates were reviewed and contacted for interview if their qualifications met the need of NHPBS current opening.

MANAGEMENT and Staff Trainings

NHPBS annually provides workplace harassment and diversity training to all staff during the reporting period. In partnership with the Corporation for Public Broadcasting there are training modules that all staff are required to complete, this training was completed for all staff on September 30, 2023. This information is then reported back to the HR Management team as well as the CPB.

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.

Additional training modules are shared throughout the year and all employees are encouraged to attend and participate.

Annually NHPBS reviews establish diversity goals for its workforce, management, and boards. NHPBS has established formal and informal diversity training programs for management and appropriate staff to raise awareness and developed management skills.