

# 2018 ANNUAL EEO PUBLIC FILE REPORT

## Double Helix Corporation (KDHX FM 88.1)

Station(s):	KDHX-FM
Community(ies) of License:	Saint Louis, MO
Reporting Period:	10-1-2017 to 9-30-2018
No. of Full-time Employees:	5 – 10
Small Market Exemption:	No

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Participated in at least 4 events sponsored by **education institutions** relating to career opportunities in Broadcasting.*

At the following events, KDHX had a literature table staffed by the Volunteer Coordinator where we dispersed literature about career and volunteer opportunities at KDHX.

11/01/2017 – University of Missouri Saint Louis Broadcast Media Department Radio Tour

03/20/2018 - Harris Stowe University Annual Career and Graduate School Fair

4/09/2018 – Webster University Audio Engineering Society tour and presentation

02/21/2018 - St Louis University Spring Career and Graduate School Fair

04/12-22/2018 – St Louis Earth Day Festival and Information Fair

08/14/2018 – Washington University KWUR Radio students tour and presentation

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

KDHX maintains an on-going internship program for students pursuing college degrees in communications, audio technology, marketing, graphic design, information technology, journalism or broadcasting. Interns are required to complete 190-210 (depending on the school curriculum) hours of work under the supervision

of a broadcast, music processing, production, marketing or IT professional.

Interns are recruited from Webster University, SIU-Edwardsville, University of Missouri – St. Louis, Southwestern Illinois Community College, Washington University and St. Louis University and more. KDHX also participates in international intern programs through various agencies. During the reporting period, KDHX hosted 6 interns from Washington University, Southern Illinois University Edwardsville, Lewis and Clark Community College, University of Central Missouri and Lindenwood University

Department managers are responsible for the internship program within their department and directly manage their own interns.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

Continued growth in the areas of professional competence on the part of employees is an essential part of the philosophy of the Double Helix Corporation. KDHX has established a staff development program to enable staff to acquire and maintain skills to qualify them for higher level positions. KDHX staff regularly attend training events hosted by such entities as Greater Public, Folk Alliance International, the National Federation of Community Broadcasters, Public Radio Program Directors Association and Saint Louis Diversity Awareness Partnership.

Conferences/Trainings attended this year:

Folk Alliance Regional Midwest: October 2017  
KDHX Executive Director, Folk School Special Programs Manager

National Conference for Educational Renewal:  
October 2017  
Engagement Events Coordinator, Chief Engagement Officer

Folk Alliance International Conference: Feb 2018  
KDHX Executive Director, Folk School Program  
Director, Folk School Special Programs Manager

National Funders Group's 2018 National  
Convening: Raise Up - Moving Money for Justice:  
May 2018  
Engagement Events Coordinator

American Music Association Conference:  
September 2018  
KDHX Music Director, Folk School Program  
Director

KDHX Professional Principles Training:  
September 2018  
All full and part-time staff

*Provided **training to management level personnel** on methods of ensuring equal employment opportunity and prevent discrimination.*

The Station maintains a Community Advisory Board that guides staff in increasing equity and inclusion in KDHX's staffing, governance, and audience. They make recommendations for outreach to diverse communities.

KDHX partners with local equity awareness groups to host a regular equity, inclusion and cultural competency workshops to management, staff, and board.

Training:

Crossroads Anti-Racism Organizing & Training  
May 31, 2018  
All Full-time Staff

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LIST OF POSITIONS FILLED

JOB TITLE	DATE OF HIRE	RECRUITMENT SOURCE REFERRING HIREE	# OF INTERVIEWS
1. Chief Engagement Officer	July 26, 2018	KDHX.org	4
2. Music Department Coordinator	August 1, 2018	Word of mouth	7
3. Underwriting Account Executive	Feb 12, 2018	KDHX.org	5

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RECRUITMENT SOURCE SUMMARY\*

Total Number of Persons Interviewed during the Reporting Period: 17

Recruitment Source	Positions for which Utilized	# Of Interviewee Referrals
KDHX.org	all	10
Monster.com	all	1
Saint Louis Post Dispatch	all	2
The Rome Group	1, 3	4

\*No source requested that it be notified of job vacancies