

Joan Stewart
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Wiley Rein LLP
1776 K Street NW
Washington, DC 20006
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May 5, 2022

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

wiley.law

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission

Re: **Response to Broadcast EEO Audit Letter
Gray Television Licensee, LLC
KKCO, Grand Junction, CO
Facility ID No. 24766**

EEO Staff:

On behalf of Gray Television Licensee, LLC, licensee of the above referenced broadcast station in the Grand Junction, CO station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of March 21, 2022 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. In accordance with your request, this submission consists of a sworn statement by Stacey Stewart, Vice President/General Manager, of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully submitted,

/s/ Joan Stewart

Joan Stewart
Counsel to Gray Television Licensee, LLC

cc: KKCO

DECLARATION OF STACEY STEWART, VICE-PRESIDENT/GENERAL MANAGER

I, Stacey Stewart, hereby declare as follows:

1. I am a Vice-President/General Manager of Gray Media Group, Inc., the parent of Gray Television Licensee, LLC, the licensee of KKCO(TV), Grand Junction, Colorado (FID 24766), which is part of a station employment unit based in Grand Junction, Colorado and includes KJCT-LD, Grand Junction, CO (FID 128473) (the “SEU” or “Unit”). This Statement and relevant attachments are being submitted in response to the March 21, 2022 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau, concerning a random audit of EEO compliance (the “EEO Audit Letter”).
2. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission (“FCC” or the “Commission”), 47 C.F.R. § 73.2080(e)(1).
3. In response to Question 2(b)(i) of the EEO Audit Letter, the SEU’s two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.
4. In response to Question 2(b)(ii) of the EEO Audit Letter, the web address of the station in this SEU is www.nbc11news.com. A copy of the current EEO Public File Report is included on or linked to this website.
5. In response to Question 2(b)(iii), the date of each full-time hire listed in the SEU’s above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B. Further, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B.
6. In response to Question 2(b)(iv) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.
7. In response to Question 2(b)(v) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 38 full-time employees and the station is located in a market with a population of less than 250,000. Accordingly, the SEU is required to perform at least two points worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.
8. In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee is aware of the following complaint(s) alleging unlawful discrimination in the employment practices of one or

more stations in this SEU based on race, color, religion, national origin or sex filed before a body with jurisdiction under federal, state, territorial or local law during the current license term.

A former employee filed a complaint on or about November 28, 2014 with the Colorado Division of Civil Rights and the Equal Employment Opportunity Commission (E20150269/32A-2015-00085) alleging discrimination based on age and gender. On April 15, 2015, the Colorado Division of Civil Rights issued a no cause determination.

9. In response to Question 2(b)(vii) of the EEO Audit Letter, Gray provides online training webinars on FCC EEO compliance to its stations at periodic times throughout the year, hosted by Wiley Rein. Additionally, Gray requires that all jobs are posted to its corporate job search site. Job postings made to this site are automatically posted to Indeed.com. At the local level, this SEU recruits for all open full-time positions. This SEU also publicizes its equal employment policy to employees and applicants through statements disseminated in job applications, posted in conspicuous areas within the workplace, and emailed periodically as reminders to employees. This SEU's employment practices are the ultimate responsibility of Jamie Satterfield, the unit's Office Manager/Local HR working in conjunction with in-house counsel at our corporate headquarters and, when applicable, outside employment and labor counsel.

At the corporate level, Gray Television emphasizes the importance of FCC EEO compliance to all levels within the company, including national, regional, and local personnel. Gray Television engages outside communications counsel to respond to requests for information and to provide further guidance to personnel with FCC EEO compliance.

10. In response to Question 2(b)(viii) of the EEO Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. During the current reporting period (not covered by this audit), this SEU conducted a complete review of its hiring procedures and policies in conjunction with the hiring of a new Office Manager. The SEU has identified and implemented procedures to ensure it is updating its applicant pool, especially for high turn-over positions, frequently. Because of the difficulty of filling certain high turn-over positions, especially during COVID shutdowns, the SEU had been leaving these job positions permanently posted. The SEU's procedures going forward will ensure that these postings are regularly refreshed. The SEU also reevaluated and revised its source list to include a variety of colleges. With COVID restrictions now being lifted, we plan to resume in-person job fairs and other initiatives. Additionally, key management personnel regularly participate in diversity and EEO training opportunities.

11. In response to Question 2(b)(ix) of the EEO Audit Letter, this SEU 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 they provide equal opportunity and do not have a discriminatory effect.

Dated: May 5, 2022

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF STACEY STEWART, VICE-PRESIDENT/GENERAL MANAGER**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.



Stacey Stewart

ATTACHMENT A

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020¹

I. VACANCY LIST

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Digital Marketing Coordinator	1, 2, 4, 5, 8, 11, 12, 13, 14	5
Administrative Assistant	1, 2, 4, 8, 11, 12, 13, 14	14
News Content Producer/Reporter	1, 2, 4, 8, 11, 12, 13, 14	8
Account Executive	1, 2, 4, 11, 12, 13, 14	14
Account Executive	1, 2, 4, 8, 11, 12, 13, 14	8
Account Executive	1, 2, 4, 11, 12, 13, 14	14
Account Executive	1, 2, 4, 11, 12, 13, 14	14
Technical Media Producer	1, 2, 4, 11, 12, 13, 14	1
Multimedia Journalist/Reporter	1, 2, 4, 8, 11, 12, 13, 14	8
Multimedia Journalist/Reporter	1, 2, 4, 8, 11, 12, 13, 14	14
Sports Director	1, 2, 4, 11, 12, 13, 14	1
Multimedia Journalist/Reporter	1, 2, 4, 8, 11, 12, 13, 14	14
Weekend Meteorologist/Multimedia Journalist	1, 2, 4, 8, 11, 12, 13, 14	8
Agency Point Person	1, 2, 4, 5, 8, 11, 12, 13, 14	8
Technical Media Producer	1, 2, 4, 8, 11, 12, 13, 14	8
Multimedia Journalist/Reporter	1, 2, 4, 8, 11, 12, 13, 14	8
Account Executive	1, 2, 4, 8, 11, 12, 13, 14	8

¹ This report was revised in May 2022 to address reporting discrepancies.

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Gray Television website – www.gray.tv/careers automatically posted to Indeed.com	N	4
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com	N	0
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras (<i>updated November 2020</i>) 970-244-1800 Connectingcolorado.org <i>Goes into statewide database</i>	N	0
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	0
5	Internal Postings/Candidates	N	2
6	Colorado Mesa University 1100 North Avenue Grand Junction, CO 81501 Amanda Nicksic Ph. 970-248-1020 Fax. 970-248-1267 Post through handshake.com	N	0
7	University of Colorado, Boulder Center for Community N352, 133 UCB Boulder, CO 80309-0133 Christine Mahoney 303-492-5480 christine.mahoney@colorado.edu (News Positions only)	N	0
8	Word of Mouth	N	13
9	KKCO Internship Promotion	N	0
10	Local Job Fairs	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	0
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	0
13	www.kkco11news.com	N	0
14	Indeed.com www.indeed.com	N	47
15	Western Colorado University 1 Western Way Gunnison, Colorado 81231 Post through handshake.com	N	0
16	Colorado State University Pueblo 2200 Bonforte Blvd. Pueblo, CO 81001 Post through handshake.com	N	0
17	Fort Lewis College 1000 Rim Drive Durango, CO 81301 Post through handshake.com	N	0
TOTAL			66

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2019 – November 30, 2020
III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	EEO Management Training	On November 19, 2020, the HR Manager participated in a webinar: The FCC’s EEO Rules and Regulations, hosted by Joan Stewart of Wiley Rein, LLP.
2	Participate in local job fairs	<p>On February 16-21, 2020, KKCO participated in the Colorado Broadcasters Association virtual job fair. The General Manager, News Director, HR Manager were all available for questions and comments.</p> <p>On October 14, 2020, KKCO participated in the JobFest job fair at the Mesa County Workforce Center. The News Director and Promotions Manager were available for questions and comments.</p> <p>On November 16-21, 2020, KKCO participated in the Colorado Broadcasters Association virtual job fair. The General Manager, News Director, HR Manager were all available for questions and comments.</p>
3	Host Hiring Event:	On November 19, 2020, the HR Manager hosted a virtual hiring event at the Mesa County Workforce Center, to discuss open positions and interview interested applicants.

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2020– November 30, 2021¹

I. VACANCY LIST

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Content Producer/Reporter	1, 2, 12, 13 14	1
Account Executive	1, 2, 4, 5, 8, 11, 12, 13, 14	8
Meteorologist/Multimedia Journalist	1, 2, 4, 8, 11, 12, 13, 14	8
Multimedia Journalist/Reporter	1, 4, 8, 12, 13, 14	1
Multimedia Journalist/Reporter	1, 4, 8, 12, 13, 14	8
Technical Media Producer	1, 4, 8, 12, 13 14	14
Account Executive	1, 2, 8, 13, 14	8
Multimedia Journalist	1, 8, 12, 13, 14	14
Meteorologist	1, 2, 4, 5, 8, 11, 12, 13, 14	5
Sports Anchor/Reporter	1, 2, 4, 5, 8, 11, 12, 13, 14	5
Multimedia Journalist/Content Producer	1, 8, 12, 13, 14	8
Digital Content News Director	1, 2, 4, 8, 11, 12, 13, 14	8
Technical Media Producer Supervisor	1, 2, 3, 4, 5, 11, 12, 13, 14	5
Creative Services Producer	1, 2, 3, 4, 8, 11, 12, 13, 14	8
Sales & Administrative Specialist	1, 2, 3, 4, 8, 11, 12, 13, 14	14
Account Executive	1, 2, 4, 8, 11, 12, 13, 14	8
Account Executive	1, 2, 4, 8, 11, 12, 13, 14	14
Technical Media Producer	1, 2, 3, 4, 8, 11, 12, 13, 14	8
Multimedia Journalist	1, 8, 12, 13, 14	1

¹ This report was revised in May 2022 to address reporting discrepancies.

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2020– November 30, 2021

I. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Gray Television Website – www.gray.tv/careers Automatically posted to Indeed.com	N	6
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com	N	0
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras 970-244-1800 jobservice@mesacounty.us (updated July 2021) <i>Goes into statewide database</i>	N	0
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road NE Atlanta, GA 30319 404-266-8333 jan.goldstein@gray.tv	N	0
5	Internal Postings/Candidates Email to jobs@gray.tv	N	3
6	Colorado Mesa University 1100 North Avenue Grand Junction, CO 81501 Amanda Nicksic Ph. 970-248-1020 Fax. 970-248-1267 Post through handshake.com	N	0
7	University of Colorado, Boulder Center for Community N352, 133 UCB Boulder, CO 80309-0133 Christine Mahoney 303-492-5480 christine.mahoney@colorado.edu (News Positions only)	N	0
8	Word of Mouth- Other Miscellaneous	N	23
9	KKCO Internship Promotion	N	0
10	Local Job Fairs	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	0
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	0
13	www.kkco11news.com	N	0
14	Indeed.com www.indeed.com	N	47
15	Linked In - www.linkedin.com Professional website	N	0
16	Scouted – https://scouted.io Recruitment website	N	0
Total Interviewees:			79

KKCO-TV
EEO PUBLIC FILE REPORT
December 1, 2020– November 30, 2021

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	EEO Management Training	On November 12, 2021, the HR Manager successfully completed the certificate course, <u>Equal Employment Opportunity</u> , from Minedge Learning
2	Participate in local job fairs	<p>On April 8, 2021, KKCO participated in the Career fair at Colorado Mesa University. The News Director, Promotions Manager, Local Sales Manager and Operation Manager were all available for questions and comments.</p> <p>On May 3-7, 2021, KKCO participated in the Colorado Broadcasters Association virtual job fair. The General Manager, News Director, HR Manager were all available for questions and comments.</p> <p>On June 22, 2021, KKCO participated in the Summer job fair at the Mesa County Workforce Center. The HR Manager was available for questions and comments.</p> <p>On July 29, 2021, KKCO participated in the Midsummer job fair at the Mesa County Workforce Center. The HR Manager was available for questions and comments.</p>

ATTACHMENT B

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Digital Marketing Coordinator	Date Filled: 12/08/2019
Recruitment Source ("RS") Referring Hiree: Internal Postings/Candidates	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
5	Internal Postings/Candidates	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

From: Krista Rhoades <krista.rhoades@nbc11news.com>

Sent: Monday, November 4, 2019 2:30 PM

To: GrayTV - Jobs <GrayTV-Jobs@gray.tv>; dbyrd@beonair.com; bille@michaelsmedia.com; Admin (admin@tvjobs.com) <admin@tvjobs.com>

Subject: KKCO job posting

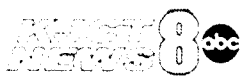
Importance: High

KKCO has a new job posting:

Digital Marketing Coordinator

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Digital Content Coordinator/Director

Job Summary/Description:

KKCO/KJCT, the strong #1 station in the Grand Junction/Montrose market, is looking for a Digital Content Director to join our team. We need a strong writer who can get content out quickly on digital platforms. You should also be a social media superstar. You will also need to focus on breaking news in a fast-paced environment as well as enterprise digital reporting.

The successful candidate will be responsible for (but not limited to) the following:

- Working quickly to send out breaking news and weather alerts, including push notifications, social media updates and web stories that are updated as news develops
- Collaborating with members of the digital team and the newsroom to produce and distribute news content that meets our high standards
- Posting to our online and social media platforms using digital publishing tools, video editing software and other resources
- Creating innovative and user-friendly elements for consumption across our platforms, including photo galleries, interactive charts, and other embedded content
- Attention to detail and willingness to learn new are imperative
- Additional duties as assigned, including conducting interviews for stories to appear in a digital format or on air.
- Content creation for digital platforms (Web, OTT, APP, Social Media)
- Ability to field viewer calls, and cold call sources to confirm tips & scanner traffic
- Writing engaging digital headlines & compelling posts on social media
- Special Projects as assigned
- Clipping video for website/OTT

Qualifications/Requirements:

- An ability to effectively multi-task & prioritize tasks to meet several deadlines in the day
- Degree in Journalism/Communications/English is preferred
- A strong passion for innovative storytelling and news gathering
- Flexibility with respect to scheduling and/or assigned work shifts
- Excellent communication skills, both oral and written
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
- Write and post daily on all digital platforms including social media
- Write in an exciting, captivating, and authentic manner
- Ability to work under extreme deadline pressure and respond to late changes
- Ability to maintain a positive work atmosphere and behave in a manner that will work well with co-workers, supervisors, and viewers

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Administrative Assistant	Date Filled: 01/27/2020
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 5:57 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Administrative Assistant job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Wed, 26 Jun 2019 13:42:32 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
>[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,wpkCqCz7mINvrJLfhSPGu4V2TIT4FWnfbIhEUok0OKVrunV6lpG70yDY8R35P9x5PBAHB5JWI](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,wpkCqCz7mINvrJLfhSPGu4V2TIT4FWnfbIhEUok0OKVrunV6lpG70yDY8R35P9x5PBAHB5JWIQbpZGdkEM3n-GCJIRSQJfGto1dKs6NS0SjZcw,,&typo=1)
>QbpZGdkEM3n-GCJIRSQJfGto1dKs6NS0SjZcw,,&typo=1 - Administrative
>Assistant job posted by Admin (Non-Registered Employer)
>X-Loop: Wed Jun 26 13:42:33 2019

>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Administrative Assistant" position for KKCO ...

>
>Station : KKCO
>Position : Administrative Assistant
>Category : Administrative Assistant
>Database : Television
>Job ID : TVJ#34350835
>Posted : 6/26/2019
>Expires : 7/26/2019
>Status : Non-Registered Employer - New Job Listing
>Ad Text :

>
>Administrative Assistant

>
>JOB SUMMARY:

>
>The successful candidate must be able to learn and adapt quickly to all

- >work situations, have excellent organizational skills, be
- >professional, communicative, highly self-motivated, detail oriented,
- >have focused individual traits and be able to multi-task.

- >
- >Primary tasks will include general reception duties and assisting with
- >Accounting, Traffic, Programming and Sales Department tasks.

- >
- >GENERAL RESPONSIBILITIES:

- >
- >Tasks include but not limited to the following:
- >• Daily traffic log reconciliation
- >• Daily program and format review
- >• AP " invoice coding
- >• AR " deposits, aged review, payment posting, billing file
- >review • Contract order entry • Nielsen lineup reviews •
- >Issues and Program report (quarterly) • other duties as assigned

- >
- >
- >Requirements:

- >
- >
- >QUALIFICATIONS:
- >
- >Preferred Skills: Bachelors degree in a media or business related
- >field, prior professional experience in office administration, or in
- >the Sales and Traffic areas of a broadcast station.
- >
- >Computer literacy in office administrative software i.e., Microsoft
- >Windows, Word, Excel, Access and Outlook is essential. Familiarity
- >with WideOrbit, WideOrbit Media Sales and DocAgent software is a plus
- >but not required.

- >
- >Additional Info:

- >
- >
- >Please apply online at <A TARGET=_blank
- >HREF=https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.gray.tv%2fa
- >pplynow&c=E,1,YgbSVOiSaMF4Iyxyb3Y57GvrjHc_YxhQqWNZmSKZP-3wYB_tI8Fq59gPN
- >Cq0GTATo77YMMmhSWXE+EFA4KXTTVowFaapJa7QrHUAO3TZQOpe&typo=1 ><U>Apply
- >Here</U>

- >
- >Gray Television 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, Gray Television 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.

>
>Gray Television 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 Company NameâEUR(tm)s employees to perform their job duties may
>result in discipline up to and including discharge.

>

>

>INSTANT JOB NOTIFICATION INFO:

>

>This job was posted in a category that does not match an IJN group.
>If you believe this job category should belong in an IJN group, go to
>your admin area SQL Database Manager and modify the category.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: News Content Producer/Reporter	Date Filled: 12/19/2019
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	4

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 5:56 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - News Content Producer/Reporter (KKCO-TV) position posted (Registered Employer)

>X-Original-To: jobs@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Fri, 1 Feb 2019 11:22:19 -0800
>From: jobs@tvjobs.com
>To: jobs@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,Jo4hyrl87eMYs8kDlCOriBG2ijZ2xjf88cMHC21o2SL2g8S5sy493tg4eKm1ooDcunNC_6dQa kbJXBgpGQLD5Cl2XykZCBohAM22bi6zt5HW1W0,&typo=1 - News Content
>Producer/Reporter (KKCO-TV) position posted (Registered Employer)
>X-Loop: Fri Feb 1 11:22:20 2019
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>Gray Television just posted a "News Content Producer/Reporter
>(KKCO-TV)" position
>
>Station : Gray Television
>Position : News Content Producer/Reporter (KKCO-TV) (Y1N1KC) Category :
>Content Producer
>Job ID : TVJ#34342846
>Posted : 2/1/2019
>Expires : 3/1/2019
>Status : Registered Employer - New Job Listing
>Ad Text :
>
>News Content Producer/Reporter (KKCO-TV)
>
>About Gray:
>
>Gray Television supports local community interests by providing quality

>television broadcasting and exceptional service in each market we
>serve. We own and operate leading media outlets in over 50 markets
>throughout the country " all delivering the news, weather, sports
>and entertainment that millions of our neighbors count on every day. We
>are an unmatched broadcast pioneer that keeps getting bigger and
>better.

>
>We constantly strive for excellence. Through upgrading to the latest
>technology and seeking new ways to stay on top in our markets, we focus
>on training and development of the best and brightest employees in the
>business.

>
>About KKCO:

>
>KKCO 11 News is the news leader in the Grand Junction market. The
>largest city between Salt Lake and Denver, our outdoor recreation and
>mild climate draw people from across the country here. Home to the
>Grand Junction Rockies and a huge summer county music festival, Grand
>Junction is a perfect community where residents enjoy the best of the
>outdoors and all the area has to offer. Our station has a history in
>our communities as being not only the news leader, but a community
>partner. Our focus on digital allows us to reach far beyond our
>broadcast signal, to communities in southern Colorado and eastern Utah.

>
>Job Summary:

>
>The Content Producer/Reporter (Web & TV) has the general responsibility
>of writing, posting and reporting breaking news, daily news stories,
>and web extras to our station`s web channel, Facebook page and Twitter
>account.

>
>Responsibilities include, but are not limited to:

>
>Write, shoot, produce, report and edit news content for
>[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,
>1,i_WrDND_vQqMQ58D9dy1dpFuEuepoz1K9Hr_tYf8cE-m5YF-r_7t5kWveOhWs7aoLu8a8
>uqOGeB8M5CpLHEp7HbihhodSzCvqFePFmZQvhc,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,1,i_WrDND_vQqMQ58D9dy1dpFuEuepoz1K9Hr_tYf8cE-m5YF-r_7t5kWveOhWs7aoLu8a8uqOGeB8M5CpLHEp7HbihhodSzCvqFePFmZQvhc,&typo=1) recognizing the
>importance of promoting all platforms including Facebook, Instagram,
>Twitter and KKCO's television newscasts Working knowledge
>of HTML code, Java, Flash and graphic and video formats Possess
>general knowledge of all facets of news, including news ethics and laws
>relating to broadcast, publication, and news gathering The ability

>to effectively communicate in a fast-paced environment. This will
>involve representing KKCO 11 News with a positive, helpful demeanor,
>even during challenging requests âEUR¢Work closely with reporters,
>anchors and producers. This will demand a positive, helpful attitude
>âEUR¢Assist in maintaining the highest quality standards in accuracy of
>facts, spelling, and grammar âEUR¢May appear on-air to promote and
>report
>[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,
1,OYs-FR3m7xZJ5DgQ63lpbhbXIWiyTVO9nOfAxu-IusDVaErYX9UkZivk8JdhFAq3XRgms
IwEqN8DIKaYg9K0kNr0Db6hVc6uUNlrO33WH_g.&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,1,OYs-FR3m7xZJ5DgQ63lpbhbXIWiyTVO9nOfAxu-IusDVaErYX9UkZivk8JdhFAq3XRgmsIwEqN8DIKaYg9K0kNr0Db6hVc6uUNlrO33WH_g.&typo=1), and social media
>content

>
>

>Requirements:

>
>âEUR¢Great communication and people skills âEUR¢Strong organizational,
>written and presentation skills âEUR¢Competitive, energetic and
>self-starter with a willingness to learn âEUR¢Enjoy a fast paced
>environment with a desire to win âEUR¢Professional appearance a must
>âEUR¢Ability to meet deadlines, prioritize assignments and handle
>multiple tasks simultaneously âEUR¢Must possess a valid DriverâEUR(tm)s
>License with a good driving record

>
>

>Send Resume, writing samples and references to:

>
>

>Amanda Mayle
>News Director
>amanda.mayle@kkco11news.com

>
>

>Additional Info:

>

>Gray Television 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, Gray Television 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.

>
>Gray Television 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 Gray TelevisionâEUR(tm)s employees to perform their job duties may
>result in discipline up to and including discharge.

>
>
>Director of Talent Recruitment and Retention Gray Television
>4370 Peachtree Rd NE
>Suite 400
>Atlanta, GA 30319

>
>
>INSTANT JOB NOTIFICATION INFO:

>
>This job was posted in a category that does not match an IJN group.
>If you believe this job category should belong in an IJN group, go to
>your admin area SQL Database Manager and modify the category.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 12/09/2019
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 9

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	8

From: Krista Rhoades <krista.rhoades@nbc11news.com>

Sent: Wednesday, October 9, 2019 10:43 AM

To: GrayTV - Jobs <GrayTV-Jobs@gray.tv>; dbyrd@beonair.com <dbyrd@beonair.com>; bille@michaelsmedia.com <bille@michaelsmedia.com>; Admin (admin@tvjobs.com) <admin@tvjobs.com>; GrayTV - Jobs <GrayTV-Jobs@gray.tv>

Subject: KKCO Job posting

KKCO has a new job posting:

Account Executive (ABC)

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Account Executive

JOB SUMMARY:

KKCO-TV is accepting applications for a full-time Sales Account Executive for our NBC, ABC, CW+, Me-TV and Telemundo stations.

Our Number 1 TV station needs a strong individual to generate revenue through advertising sales by servicing existing clients and creating new advertisers. Previous experience in office administration or in the Sales/Production/Traffic areas on a broadcast station preferred but not required.

GENERAL RESPONSIBILITIES

Prospect new businesses, find decision makers and arrange meetings with them.

- Develop and present market research and advertising proposals to support a client's goals.
- Interact with various internal departments to carry out client requirements, including scheduling advertising, promotions, monitor account activities and collections.
- Maintain up-to-date customer and prospect records in a sales activity database.
- Weekly review and prepare forecast of expected sales.
- Complete required documentation and reporting for the proper processing of contracts, advertising schedules, expense reports, collections, and other company needs.
- Regular, consistent punctual attendance, work flexible hours as needed, including nights and weekends.
- Keep up to date on all products and services offered, learn new products and understand how clients can benefit from them.

QUALIFICATIONS:

High School or equivalent

- Marketing/Sales background
- Understand and operate on policies as outlined in the Gray Employee Handbook.
- Have a valid driver's license and a clean driving record.
- A pre-employment and random drug screening and motor vehicle record verification.
- Demonstrate prospecting and presentation skills, develop strong client relationships, and meet sales activity goals.
- Achieve budgeted revenue goals regularly.
- Demonstrate initiative, self-motivated and strong organization skills.
- Works as a team member within the sales department and throughout the organization.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Account Executive	Date Filled: 12/30/2019
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Executive position filled on 12/09/2019 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Account Executive	Date Filled: 01/06/2020
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Executive position filled on 12/09/2019 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Technical Media Producer	Date Filled: 03/26/2020
Recruitment Source ("RS") Referring Hiree: Gray Television Website	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 5:56 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Technical Media Producer job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Wed, 27 Mar 2019 13:23:12 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,8s3Yq-V8humVHPGELUCjFo9NH_FqIDtezzqXnl365Z-oUZmvxwm_evisQ_93Xu1HIOBgujzQ9_bGprCEXkhMaxGGCwVpCURtda9f3X_XPiD3tare4U9eYw,,&typo=1 - Technical
>Media Producer job posted by Admin (Non-Registered Employer)
>X-Loop: Wed Mar 27 13:23:13 2019
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Technical Media Producer" position for KKCO ...
>
>Station : KKCO
>Position : Technical Media Producer
>Category : Production - Technician
>Database : Television
>Job ID : TVJ#34346055
>Posted : 3/27/2019
>Expires : 4/27/2019
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Technical Media Producer
>
>The Technical Media Producer has the general responsibility for
>directing live or pre-recorded productions as assigned, monitoring
>KKCO's on-air signals, transmitter, and FCC logs, and ingesting

- >daily programming and commercials. Regular assignments will involve
- >directing specific newscasts, misc. station productions, and various
- >elements for the web channel.

>

- >Direct live and pre-recorded productions as assigned and monitor all
- >on-air streams for KKCO.

- >âEUR¢ Work with Ross Overdrive automation, production video switcher,
- >master control video switcher, Harris automation, VizRT graphics, Adobe
- >Photoshop and all supporting equipment in Production/Master Control
- >including the ability to effectively perform at the following: robotic
- >camera operation, prompter operation, audio operation, commercial/promo
- >ingesting, satellite operation, program ingesting/segmenting, and a
- >working knowledge of web production.

- >âEUR¢ Understanding of FCC program and transmitter logs, and all FCC
- >broadcast regulations.

- >âEUR¢ Work with ENPS, newsroom computer system.

- >âEUR¢ Understanding of all equipment in studios and production areas.

- >âEUR¢ Dedication to care of equipment.

- >âEUR¢ Work closely with all other departments to meet all daily demands.

- >âEUR¢ Training of new personnel as assigned.

- >âEUR¢ Assist Production Supervisor in maintaining clean studios and
- >production areas.

- >âEUR¢ Variable work schedule due to changing shifts, turnover, station
- >projects, etc.

- >âEUR¢ Other Duties as Assigned

>

- >Preferred Skills: Computer literacy in office administrative software

- >i.e. Windows, Word, Excel, Access, and Outlook. Knowledge of INews,

- >Omneon, Discreet Logic Edit 5, Sony Vegas 6, and Adobe Premiere Pro 1.5

- >software a plus.

>

- >Required Skills: Possess 2-3 years of

- >professional or broadcast experience. Strong leadership skills and

- >ability to operate in high pressure situations. Commanding knowledge of

- >professional video photography equipment and techniques. Must be able

- >to learn and adapt quickly to all work situations. Professional,

- >communicative, highly self-motivated, detail oriented, and focused

- >individual traits.

>

- >Please apply online at <A TARGET=_blank

- >HREF=https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.gray.tv%2fa

- >pplynow&c=E,1,c8uRTvQGv1dvIj1INppa5H_uJI2UIPNTUVyKc6518JVXdyOy1djOrpFJ8

>wktAc_VmfVCuAy-5LXmPNvugJ6MFaZqG0Ec0JX6ef1rID7IJ9U3kWhvSP7JTfBwZF4,&typ
>o=1><U>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2f%2f%2fwww.gr
>ay.tv%2fapplynow&c=E,1,H11w0STIJGR2-zAg99R54tEZO6thTub9pxVwKd7FKVa1HKLG
>9DVT04vfp-gQMfiDsxx5cWZJ6g9GZGIjR5iezSKw1-xoq-FHonhXqfkzVIkpkY,&typo=1
></U>

>
>
>INSTANT JOB NOTIFICATION INFO:
>
>This category (Production - Technician) is found in the following groups:
>
>1. Production
>
>A total of 0 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 04/03/2020
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 8

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	6

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 5:57 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - News - Multimedia Journalist/Reporter (KKCO-TV) position posted (Registered Employer)

>X-Original-To: jobs@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Mon, 29 Apr 2019 13:34:56 -0700
>From: jobs@tvjobs.com
>To: jobs@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,BRgRae6SLUcyVktUSGwwTgwdhbVJogTkIJsODYURgsIqwOCzZzBN_A3L3xvcRuNYMbTkWRM9WjnS6WFnC4FL6IHLMBUDe-qTV80kLsanYlt6g,.&typo=1 - News - Multimedia
>Journalist/Reporter (KKCO-TV) position posted (Registered Employer)
>X-Loop: Mon Apr 29 13:34:57 2019

>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>Gray Television just posted a "News - Multimedia Journalist/Reporter
>(KKCO-TV)" position
>
>Station : Gray Television
>Position : News - Multimedia Journalist/Reporter (KKCO-TV) (MEN1KC)
>Category : MMJ
>Job ID : TVJ#34347600
>Posted : 4/29/2019
>Expires : 5/29/2019
>Status : Registered Employer - New Job Listing
>Ad Text :
>
>News - Multimedia Journalist/Reporter (KKCO-TV)
>
>About Gray Television:
>
>Gray Television supports local community interests by providing quality

>television broadcasting and exceptional service in each market we
>serve. Gray owns and/or operates television stations and leading
>digital properties in 93 television markets including the first or
>second highest rated television station in 85 markets. We are an
>unmatched broadcast pioneer that keeps getting bigger and better.

>
>We constantly strive for excellence. Through upgrading to the latest
>technology and seeking new ways to stay on top in our markets, we focus
>on training and development of the best and brightest employees in the
>business.

>
>About KKCO:

>
>KKCO 11 News is the news leader in the Grand Junction market. The
>largest city between Salt Lake and Denver, our outdoor recreation and
>mild climate draw people from across the country here. Home to the
>Grand Junction Rockies and a huge summer county music festival, Grand
>Junction is a perfect community where residents enjoy the best of the
>outdoors and all the area has to offer. Our station has a history in
>our communities as being not only the news leader, but a community
>partner. Our focus on digital allows us to reach far beyond our
>broadcast signal, to communities in southern Colorado and eastern Utah.

>
>Job Summary:

>
>KKCO 11 News is looking for a journalist with a passion for
>storytelling to join our team. This position requires solid reporting
>on all types of daily news stories with emphasis on accuracy and
>quality. The position also requires the ability to cover breaking news.
>Responsible for daily news photography and video tape editing in
>addition to publishing to digital platforms.

>
>Responsibilities include, but are not limited to the following:

>
>•A proven track record of finding unique stories •Ability to
>deliver information live on television using a •one man
>band•(tm) set up of camera, and TVU backpack •Editing video for
>broadcast •Engaging with audience on social media platforms
>•Shooting video on professional cameras for broadcast •Posting
>content to digital platforms, to include the station•(tm)s site as
>well as social media •Appear at station sponsored events and
>promote station/brand •Willingness to work weekends/holidays and

>âEUR~non businessâEUR(tm) hour shifts âEUROther Duties as Assigned

>

>Requirements:

>

>âEURGreat communication and people skills âEURStrong organizational,

>written and presentation skills âEURCompetitive, energetic and

>self-starter with a willingness to learn âEUREnjoy a fast paced

>environment with a desire to win âEURProfessional appearance a must

>âEURAbility to meet deadlines, prioritize assignments and handle

>multiple tasks simultaneously âEURMust possess a valid DriverâEUR(tm)s

>License with a good driving record

>

>Please apply online at:

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fmy.peoplematter.com>

>%2fmja%2fgraytelevision%2fjobapp%2fGetStarted%3fjobOpenings%3d44346e5f-

>92fd-48b7-81a3-a78c00c6ec18%26referrerUrl%3dhttps%3a%2f%2fgray.tv%2fcare

>ers&c=E,1,hOSUUB8_vYAAUbkBgSfjVvAdPNfFhHJ_ajTrfr9e2SFzJON4CHoQGhU87zgU

>tGPGzten0qIIY7dE5D2T×83KGeUzheDILq_tSd_vLbmeu_&typo=1

>

>Additional Info:

>

>Gray Television 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, Gray Television 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.

>

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>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 Gray TelevisionâEUR(tm)s employees to perform their job duties may

>result in discipline up to and including discharge.

>

>GRAY TELEVISION, INC. PARTICIPATES IN E-VERIFY

>

>

>Director of Talent Recruitment and Retention Gray Television

>4370 Peachtree Rd NE

>Suite 400

>Atlanta, GA 30319

>

>

>INSTANT JOB NOTIFICATION INFO:

>

>This job was posted in a category that does not match an IJN group.

>If you believe this job category should belong in an IJN group, go to

>your admin area SQL Database Manager and modify the category.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 07/20/2020
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist/Reporter position filled on 04/03/2020 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 09/09/2020
Recruitment Source ("RS") Referring Hire: Gray Television Website	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist/Reporter position filled on 04/03/2020 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 11/09/2020
Recruitment Source ("RS") Referring Hire: Gray Television Website	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist/Reporter position filled on 04/03/2020 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Sports Director	Date Filled: 08/10/2020
Recruitment Source ("RS") Referring Hiree: Gray Television Website	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>

Sent: Tuesday, June 2, 2020 10:56 AM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>; dbyrd@beonair.com; bille@michaelsmedia.com; admin@tvjobs.com

Subject: KKCO job posting

KKCO has a new job posting:

Sports Director

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Sports Director

Job Summary:

The Sports Director oversees the sports content for KKCO/KJCT, coordinating and producing compelling stories on deadline for broadcasts and on all digital platforms. Responsible for shooting, reporting and editing local sports stories daily. Anchoring sportscasts is included in regular duties.

General Responsibilities:

- Developing and reporting local sports stories
- Shooting and editing sports video
- Live reports
- Staying current on sports topics, local teams and local sports developments through reading, research and contact with sports sources
- Writing and posting sports stories to our websites daily
- Posting sports stories, updates on all station social media platforms
- Learning and implementing all Newsroom technology
- Produce high-quality sports packages
- Other duties as assigned

Requirements:

Bachelor's degree in Journalism, Communication or related field preferred

- Prior experience as a sports reporter and/or director will be given strong consideration
- Experience as a television news or sports reporter preferred
- Strong sports knowledge is a requirement
- Good writing skills and ability to function under deadline pressure
- Shooting and video editing skills required
- Strong communication skills

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Weekend Meteorologist/Multimedia Journalist	Date Filled: 10/05/2020
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 9

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	4
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	4

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 2:06 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Weekend Meteorologist/Multimedia Journalist job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Thu, 13 Aug 2020 18:52:08 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,Is>
>IC6FkZL7Zn8cVCCpt_M6rxNx6P7wf9hN549h-1Y6nzuHldRSj7u8b0jVozKL-Ym_fCMfMVW
>ARaXKke6uZkyKm3dZxs6qJL1JfaIKy7qx8d32c8&typo=1 - Weekend
>Meteorologist/Multimedia Journalist job posted by Admin (Non-Registered
>Employer)
>X-Loop: Thu Aug 13 18:52:08 2020
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Weekend
>Meteorologist/Multimedia Journalist" position for KKCO ...
>
>Station : KKCO
>Position : Weekend Meteorologist/Multimedia Journalist Category : News
>/ Talent - Meteorologist Database : Television
>Job ID : TVJ#34366146
>Posted : 8/13/2020
>Expires : 9/13/2020
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Weekend Meteorologist/Multimedia Journalist
>
>Job Summary:
>

>We are looking for the right person to join our team as a Weekend
>Weather Anchor/ Multimedia Journalist. This candidate is
>self-motivated, committed to quality control and must have a passion
>for both weather and news reporting. We need someone who can produce
>and present accurate and reliable forecasts on the weekend and work as
>a one man band reporter three days a week.
>Reporting duties will consist of weather and non-weather related
>stories. The ideal candidate is highly motivated, versatile, able to
>handle pressure, meet deadlines and have a positive attitude.

>

>General Responsibilities -

>

>Weather duties include:

- >- Putting together clear and accurate forecasts for Saturday & Sunday evening newscasts
- >- Updating station`s social media accounts
- >- Assisting weekday weather staff as needed in times of severe and non-severe weather
- >- Filling in as necessary

>

>Reporting duties include:

- >- Writing compelling stories for on-air and online
- >- Shooting and editing video
- >- Live reports in studio and in the field
- >- Update station`s social media accounts

>

>

>Requirements

- >- We prefer a candidate with a four-year degree
- >- A degree in meteorology is preferred
- >- Experience with Weather Central 3D Live and ESP is a plus
- >- An excellent driving record is a must
- >- Recent college graduates are encouraged to apply

>

>Let us know you found this job at

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,m7>

>PdWsv5CgJjUcOZfynF-Qt8sazADXWmdhw--

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>Pe0i9QxD5H6zhrJoYfr9QtKDYNlquKM5hCmRMeLghw,&typo=1

>

>âEUR¢ <A TARGET=_blank

>HREF=<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fapi.peoplematt>

>er.com%2fgraytelevision%2fHire%2fRecruiting%2fApplication%2fIndex%3fjob
>OpeningId%3d64a5453b-dd5e-4b2d-92d2-aa44018b0998&c=E,1,VNjfE90FqDFR7wkX
>EiG5Nw1vfQbrz_QqMe-GwvBFs0dgu_ymR-gq0NRhUb6n-NcJwJvJ9kjtPRZf6qo26gbIxEn
>WHAgi1fuBT8myrHEK6RVB&typo=1 ><U>Apply
>Here</U>

>

>

>INSTANT JOB NOTIFICATION INFO:

>

>This category (News / Talent - Meteorologist) is found in the following
>groups:

>

>1. Weather

>

>A total of 2 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Agency Point Person	Date Filled: 04/15/2020
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

From: Krista Rhoades <krista.rhoades@nbc11news.com>

Sent: Wednesday, March 11, 2020 10:27 AM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>; dbyrd@beonair.com; bille@michaelsmedia.com; Admin (admin@tvjobs.com) <admin@tvjobs.com>

Subject: KKCO Job posting

KKCO has a new job posting:

Agency Point Person

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Job Summary:

Come work at Gray Television in Grand Junction, CO, as an AGENCY POINT PERSON at the powerhouse media group on the Western Slope! As the Agency Point Person your primary responsibility will be assisting the GSM with agency accounts. This includes but is not limited to, preparing avails, overseeing preempts and offering appropriate make-goods in a timely manner, booking approved make-goods, keeping ager balances clean, offering specials to agencies (Olympics, Golf, Academy Awards, etc). The right candidate will have experience OR demonstrate a history of learning and adapting to technology quickly. Ability to learn how to maximize research and ratings to ensure our share of buys. This is an hourly, full time position with an income range of \$33k-\$36k annually, depending on experience. If you exhibit a powerful and positive “can do” attitude, and demonstrate a stable work history, Gray Television of Grand Junction, CO is an ideal company for you. Apply today!

Responsibilities include but are not limited to:

- Administrative functions such as order entry, creating proposals in Power Point as needed, proficient in WOT, WOMS, CRM (Matrix) and Power Point.
- Prepare and submit (after GSM review) avails to agencies
- Knowledge and use of Comscore ratings and Station Essentials.
- Capable of and routinely offer and/or negotiate make-goods with minimal oversight by GSM.
- Provide exemplary customer service
- Keep a CRM updated daily
- Keep ager clean

Requirements:

- POSITIVE ATTITUDE IS A MUST. ANYTHING ELSE IS NOT ACCEPTABLE.
- Problem solving skills and ability to adapt to change and new technology/systems (if you know you don't like change, this isn't the job for you)
- Coachable and flexible
- Possess a sense of urgency and ability to thrive in fast paced environment
- Genuinely excited to learn new things and take on new challenges in our ever-evolving industry
- Proven track record of successfully managing customer relationships
- Excellent interpersonal skills
- Highly self-motivated
- Strong verbal and written communication skills
- Proficient in Microsoft Office and Power Point
- Working knowledge of CRM systems

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Technical Media Producer	Date Filled: 8/13/2020
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 5:56 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Technical Media Producer job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Wed, 27 Mar 2019 13:23:12 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,8s3Yq-V8humVHPGELUCjFo9NH_FqIDtezzqXnl365Z-oUZmvxwm_evisQ_93Xu1HI0BgujzQ9_bGprCEXkhMaxGGCwVpCURtda9f3X_XPiD3tare4U9eYw,,&typo=1 - Technical
>Media Producer job posted by Admin (Non-Registered Employer)
>X-Loop: Wed Mar 27 13:23:13 2019
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Technical Media Producer" position for KKCO ...
>
>Station : KKCO
>Position : Technical Media Producer
>Category : Production - Technician
>Database : Television
>Job ID : TVJ#34346055
>Posted : 3/27/2019
>Expires : 4/27/2019
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Technical Media Producer
>
>The Technical Media Producer has the general responsibility for
>directing live or pre-recorded productions as assigned, monitoring
>KKCO's on-air signals, transmitter, and FCC logs, and ingesting

- >daily programming and commercials. Regular assignments will involve
- >directing specific newscasts, misc. station productions, and various
- >elements for the web channel.

>

- >Direct live and pre-recorded productions as assigned and monitor all
- >on-air streams for KKCO.

- >âEUR¢ Work with Ross Overdrive automation, production video switcher,
- >master control video switcher, Harris automation, VizRT graphics, Adobe
- >Photoshop and all supporting equipment in Production/Master Control
- >including the ability to effectively perform at the following: robotic
- >camera operation, prompter operation, audio operation, commercial/promo
- >ingesting, satellite operation, program ingesting/segmenting, and a
- >working knowledge of web production.

- >âEUR¢ Understanding of FCC program and transmitter logs, and all FCC
- >broadcast regulations.

- >âEUR¢ Work with ENPS, newsroom computer system.

- >âEUR¢ Understanding of all equipment in studios and production areas.

- >âEUR¢ Dedication to care of equipment.

- >âEUR¢ Work closely with all other departments to meet all daily demands.

- >âEUR¢ Training of new personnel as assigned.

- >âEUR¢ Assist Production Supervisor in maintaining clean studios and
- >production areas.

- >âEUR¢ Variable work schedule due to changing shifts, turnover, station
- >projects, etc.

- >âEUR¢ Other Duties as Assigned

>

- >Preferred Skills: Computer literacy in office administrative software

- >i.e. Windows, Word, Excel, Access, and Outlook. Knowledge of INews,

- >Omneon, Discreet Logic Edit 5, Sony Vegas 6, and Adobe Premiere Pro 1.5

- >software a plus.

>

- >Required Skills: Possess 2-3 years of

- >professional or broadcast experience. Strong leadership skills and

- >ability to operate in high pressure situations. Commanding knowledge of

- >professional video photography equipment and techniques. Must be able

- >to learn and adapt quickly to all work situations. Professional,

- >communicative, highly self-motivated, detail oriented, and focused

- >individual traits.

>

- >Please apply online at <A TARGET=_blank

- >HREF=https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.gray.tv%2fa

- >pplynow&c=E,1,c8uRTvQGv1dvIj1INppa5H_uJI2UIPNTUVyKc6518JVXdyOy1djOrpFJ8

>wktAc_VmfVCuAy-5LXmPNvugJ6MFaZqG0Ec0JX6ef1rID7IJ9U3kWhvSP7JTfBwZF4,&typ
>o=1><U><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2f%2f%2fwww.gray.tv%2fapplynow&c=E,1,H11w0STIJGR2-zAg99R54tEZo6thTub9pxVwKd7FKVa1HKLG9DVT04vfp-gQMfiDsxx5cWZJ6g9GZGIjR5iezSKw1-xoq-FHonhXqfkzVIkpkY,&typo=1>
></U>

>
>
>INSTANT JOB NOTIFICATION INFO:
>
>This category (Production - Technician) is found in the following groups:
>
>1. Production
>
>A total of 0 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 09/10/2020
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	GrayTelevision website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	PeopleMatter (Snagajob) Recruitment website www.snagajob.com	N	
14	Indeed.com www.indeed.com	N	2

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>

Sent: Tuesday, June 23, 2020 2:18 PM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>; dbyrd@beonair.com; bille@michaelsmedia.com; admin@tvjobs.com

Subject: KKCO job posting

KKCO has a new job posting:

Sales Account Executive

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Account Executive

JOB SUMMARY:

KKCO-TV is accepting applications for a full-time Sales Account Executive for our NBC, ABC, CW+, Me-TV and Telemundo stations.

Our Number 1 TV station needs a strong individual to generate revenue through advertising sales by servicing existing clients and creating new advertisers. Previous experience in office administration or in the Sales/Production/Traffic areas on a broadcast station preferred but not required.

GENERAL RESPONSIBILITIES

Prospect new businesses, find decision makers and arrange meetings with them.

- Develop and present market research and advertising proposals to support a client's goals.
- Interact with various internal departments to carry out client requirements, including scheduling advertising, promotions, monitor account activities and collections.
- Maintain up-to-date customer and prospect records in a sales activity database.
- Weekly review and prepare forecast of expected sales.
- Complete required documentation and reporting for the proper processing of contracts, advertising schedules, expense reports, collections, and other company needs.
- Regular, consistent punctual attendance, work flexible hours as needed, including nights and weekends.
- Keep up to date on all products and services offered, learn new products and understand how clients can benefit from them.

QUALIFICATIONS:

High School or equivalent

- Marketing/Sales background
- Understand and operate on policies as outlined in the Gray Employee Handbook.
- Have a valid driver's license and a clean driving record.
- A pre-employment and random drug screening and motor vehicle record verification.
- Demonstrate prospecting and presentation skills, develop strong client relationships, and meet sales activity goals.
- Achieve budgeted revenue goals regularly.
- Demonstrate initiative, self-motivated and strong organization skills.
- Works as a team member within the sales department and throughout the organization.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Content Producer/Reporter	Date Filled: 01/04/2021
Recruitment Source ("RS") Referring Hiree: Gray Television Website	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 2:06 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Content Producer/Reporter job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Thu, 13 Aug 2020 18:51:00 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,am>
>EHHke99FatN5m4Fjmf2Q2fBv1XHoAb_WqZ45w3o5qxpNp4eJWpazUNULAM6LA_ndtEZAwd8
>PZw6LNplqdgur9XVZRe_iR9lwznNWGYGfCrPuvTeEY,&typo=1 - Content
>Producer/Reporter job posted by Admin (Non-Registered Employer)
>X-Loop: Thu Aug 13 18:51:01 2020
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Content Producer/Reporter" position for KKCO ...
>
>Station : KKCO
>Position : Content Producer/Reporter
>Category : News / Talent - Producer / Reporter Database : Television
>Job ID : TVJ#34366145
>Posted : 8/13/2020
>Expires : 9/13/2020
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Content Producer/Reporter
>
>Job Summary:
>
>The Content Producer/Reporter (Web & TV) has the general responsibility

>of writing, posting and reporting breaking news, daily news stories,
>and web extras to our station`s web channel, Facebook page and Twitter
>account.

>

>Responsibilities include, but are not limited to:

>

>âEUR¢ Write, shoot, produce, report and edit news content for

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,>

>1,uf-zrbp3SdE_l5J_oROPzEp3V41IWfj05MnfaEpHwNpiLRN1qrQf0Deb-PQhP-weQmQI3

>+BngpFm3LLHRuf45QAZTc4kyaqrBmTsZ5AkgMTRelnqGmJ1dpo,&typo=1 recognizing

>the importance of promoting all platforms including Facebook,

>Instagram, Twitter and KKCOâEUR(tm)s television newscasts âEUR¢ Working

>knowledge of HTML code, Java, Flash and graphic and video formats âEUR¢

>Possess general knowledge of all facets of news, including news ethics

>and laws relating to broadcast, publication, and news gathering âEUR¢

>The ability to effectively communicate in a fast-paced environment.

>This will involve representing KKCO 11 News with a positive, helpful

>demeanor, even during challenging requests âEUR¢ Work closely with

>reporters, anchors and producers. This will demand a positive, helpful

>attitude.

>âEUR¢ Assist in maintaining the highest quality standards in accuracy

>of facts, spelling, and grammar âEUR¢ May appear on-air to promote and

>report

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fkkco11news.com&c=E,>

>1,qK7XmzYhoUeXBQIcwOhcg6WgFd9jcPi2P3JRADHTQvubJW9IP3_be400bqLz9nxfipTGT

>gFJVjxoktXS04a4chTUvoekd4KSoi_HaE2AHsOi&typo=1, and social media

>content

>

>

>Requirements

>âEUR¢ Great communication and people skills âEUR¢ Strong

>organizational, written and presentation skills âEUR¢ Competitive,

>energetic and self-starter with a willingness to learn âEUR¢ Enjoy a

>fast paced environment with a desire to win âEUR¢ Professional

>appearance a must âEUR¢ Ability to meet deadlines, prioritize

>assignments and handle multiple tasks simultaneously âEUR¢ Must possess

>a valid DriverâEUR(tm)s License with a good driving record

>

>

>Let us know you found this job at

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,BM>

>jaau-
>xZ7V30NTQcSVq3PfoF18f0cBkAN4Jb6b1AWqv1FIeVmgzQsHPYbGcY3_Yo7PCJhM27
>qM8eF86QDlgrrrpkzN8jCml1XbUEgNkP9yG63IRFPeja9Ye9KMU-&typo=1
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>âEUR€ <A TARGET=_blank
>HREF=https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fapi.peplematt
>er.com%2fgraytelevision%2fHire%2fRecruiting%2fApplication%2fIndex%3fjob
>OpeningId%3d9ca0790c-b761-4d94-970f-a7cc013e73c9&c=E,1,TMz9Ff_W_zto65Xp
>OMnzK-BPpveWDEanrgnwcHI7AZBTCXqoeoediSoBtUJ-
>AaNUMWvVYjNfKFNWX_iE2AOPAAe
>PIS2Pkbgmeoc8V4V_YqtwIASh2A,&typo=1><U>Apply
>Here</U>
>
>
>INSTANT JOB NOTIFICATION INFO:
>
>This category (News / Talent - Producer /
>Reporter) is found in the following groups:
>
>1. Producers
>2. Reporters
>
>A total of 7 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 02/01/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

From: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Sent: Tuesday, June 23, 2020 6:49 PM
To: Diane Douglas <Diane.Douglas@gray.tv>
Subject: FW: KKCO job posting

Hi Diane,

Can you please post the attached job?

Thank you,



Ms. Sherry Gaines, SHRM-CP
HR Manager
4370 Peachtree Road NE • Atlanta, GA 30319
470.225.5416 | C 770.851.3445 | 404.220.9218

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Tuesday, June 23, 2020 2:18 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>; dbyrd@beonair.com; bille@michaelsmedia.com; admin@tvjobs.com
Subject: KKCO job posting

KKCO has a new job posting:

Sales Account Executive



Account Executive

JOB SUMMARY:

KKCO-TV is accepting applications for a full-time Sales Account Executive for our NBC, ABC, CW+, Me-TV and Telemundo stations.

Our Number 1 TV station needs a strong individual to generate revenue through advertising sales by servicing existing clients and creating new advertisers. Previous experience in office administration or in the Sales/Production/Traffic areas on a broadcast station preferred but not required.

GENERAL RESPONSIBILITIES

Prospect new businesses, find decision makers and arrange meetings with them.

- Develop and present market research and advertising proposals to support a client's goals.
- Interact with various internal departments to carry out client requirements, including scheduling advertising, promotions, monitor account activities and collections.
- Maintain up-to-date customer and prospect records in a sales activity database.
- Weekly review and prepare forecast of expected sales.
- Complete required documentation and reporting for the proper processing of contracts, advertising schedules, expense reports, collections, and other company needs.
- Regular, consistent punctual attendance, work flexible hours as needed, including nights and weekends.
- Keep up to date on all products and services offered, learn new products and understand how clients can benefit from them.

QUALIFICATIONS:

High School or equivalent

- Marketing/Sales background
- Understand and operate on policies as outlined in the Gray Employee Handbook.
- Have a valid driver's license and a clean driving record.
- A pre-employment and random drug screening and motor vehicle record verification.
- Demonstrate prospecting and presentation skills, develop strong client relationships, and meet sales activity goals.
- Achieve budgeted revenue goals regularly.
- Demonstrate initiative, self-motivated and strong organization skills.
- Works as a team member within the sales department and throughout the organization.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Meteorologist/Multimedia Journalist	Date Filled: 03/01/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 5

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	GrayTelevision website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 2:06 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Weekend Meteorologist/Multimedia Journalist job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>Date: Thu, 13 Aug 2020 18:52:08 -0700
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,IsIC6FkZL7Zn8cVCCpt_M6rxNx6P7wf9hN549h-1Y6nzuHldRSj7u8b0jVozKL-Ym_fCMfMVW
>ARaXKke6uZkyKm3dZxs6qJL1JfaIKy7qx8d32c8&typo=1 - Weekend
>Meteorologist/Multimedia Journalist job posted by Admin (Non-Registered
>Employer)
>X-Loop: Thu Aug 13 18:52:08 2020
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Weekend
>Meteorologist/Multimedia Journalist" position for KKCO ...
>
>Station : KKCO
>Position : Weekend Meteorologist/Multimedia Journalist Category : News
>/ Talent - Meteorologist Database : Television
>Job ID : TVJ#34366146
>Posted : 8/13/2020
>Expires : 9/13/2020
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Weekend Meteorologist/Multimedia Journalist
>
>Job Summary:
>

>We are looking for the right person to join our team as a Weekend
>Weather Anchor/ Multimedia Journalist. This candidate is
>self-motivated, committed to quality control and must have a passion
>for both weather and news reporting. We need someone who can produce
>and present accurate and reliable forecasts on the weekend and work as
>a one man band reporter three days a week.
>Reporting duties will consist of weather and non-weather related
>stories. The ideal candidate is highly motivated, versatile, able to
>handle pressure, meet deadlines and have a positive attitude.

>

>General Responsibilities -

>

>Weather duties include:

>- Putting together clear and accurate forecasts for Saturday & Sunday
>evening newscasts

>- Updating station`s social media accounts

>- Assisting weekday weather staff as needed in times of severe and
>non-severe weather

>- Filling in as necessary

>

>Reporting duties include:

>- Writing compelling stories for on-air and online

>- Shooting and editing video

>- Live reports in studio and in the field

>- Update station`s social media accounts

>

>

>Requirements

>- We prefer a candidate with a four-year degree

>- A degree in meteorology is preferred

>- Experience with Weather Central 3D Live and ESP is a plus

>- An excellent driving record is a must

>- Recent college graduates are encouraged to apply

>

>Let us know you found this job at

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,m7>

>PdWsv5CgJjUcOZfynF-Qt8sazADXWmdhw--

0cx4wSKMmYvm9utsFeV2YDEvgemY4IgpXNMe

>Pe0i9QxD5H6zhrJoYfr9QtKDYNlquKM5hCmRMeLghw,&typo=1

>

>âEUR¢ <A TARGET=_blank

>HREF=<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fapi.peoplematt>

>er.com%2fgraytelevision%2fHire%2fRecruiting%2fApplication%2fIndex%3fjob
>OpeningId%3d64a5453b-dd5e-4b2d-92d2-aa44018b0998&c=E,1,VNjfe90FqDFR7wkX
>EiG5Nw1vfQbrz_QqMe-GwvBFs0dgu_ymR-gq0NRhUb6n-NcJwJvJ9kjtPRZf6qo26gbIxEn
>WHAgi1fuBT8myrHEK6RVB&typo=1 ><U>Apply
>Here</U>

>

>

>INSTANT JOB NOTIFICATION INFO:

>

>This category (News / Talent - Meteorologist) is found in the following
>groups:

>

>1. Weather

>

>A total of 2 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 03/01/2021
Recruitment Source ("RS") Referring Hiree: Gray Television Website	Total Number of Interviewees: 9

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road NE Atlanta, GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	6

Krista Rhoades

From: Jan Goldstein
Sent: Thursday, February 25, 2021 7:05 AM
To: General Managers; Office Managers
Subject: Open Jobs at Gray
Attachments: GrayOpenJobs2.24.21.csv

All,

Here at Gray, we would like our AWESOME employees to consider Gray their ultimate career destination. We encourage employee career growth and want employees to explore opportunities throughout the company. Attached is a listing of the current openings within the company. These can all be found on our website. Please share with your employees that they are our preferred candidates for positions throughout Gray!

Take care,
Jan



Jan Goldstein
Gray Television, Inc.
Senior Vice President, Human
Resources
4370 Peachtree Road, NE
Atlanta, GA 30319
Pronouns: she, her, hers

Phone: 470-225-5408
Cell: 404-558-3799
Email: jan.goldstein@gray.tv
Website: www.gray.tv

Sales - Marketing Consultant - KGNS	KGNS	120 W. Del Laredo	TX
CR Svcs. - Creative Services Director - KGWN	KGWN	2923 E. Lin Cheyenne	WY
News - Morning Meteorologist - KGWN	KGWN	2923 E. Lin Cheyenne	WY
News - State Reporter/MMJ - KGWN	KGWN	2923 E. Lin Cheyenne	WY
Sales - Account Executive - KGWN	KGWN	2923 E. Lin Cheyenne	WY
CR Svcs. - Photographer/Editor, Marketing, Sales & Local Prod. - K	KHNL/KFVE	420 Waiak	Honolulu HI
News - Digital Content Producer - KHNL	KHNL/KFVE	420 Waiak	Honolulu HI
News - Sunrise News Producer - KHNL	KHNL/KFVE	420 Waiak	Honolulu HI
Sales - Account Executive - KHNL/KFVE	KHNL/KFVE	420 Waiak	Honolulu HI
Sales - Digital Sales Assistant - KHNL/KFVE	KHNL/KFVE	420 Waiak	Honolulu HI
News - Content Producer/Reporter - KKCO	KKCO	2531 Blichr Grand Junc	CO
News - Multimedia Journalist/Reporter - KKCO	KKCO	2531 Blichr Grand Junc	CO
Sales - Account Executive - KKCO	KKCO	2531 Blichr Grand Junc	CO
Tech./Eng.- Technical Media Producer - KKCO	KKCO	2531 Blichr Grand Junc	CO
News - Meteorologist/Traffic Anchor (Morning) - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Morning News Anchor/Weekday - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Multimedia Journalist (Pueblo Bureau) - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Multimedia Journalist/Reporter - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Content Producer - KLTU	KLTU	105 W. Fer Tyler	TX
News - Digital News Producer - KLTU	KLTU	105 W. Fer Tyler	TX
News - Multimedia Journalist - KLTU	KLTU	105 W. Fer Tyler	TX
News - Multimedia Journalist - KMVT	KMVT	1100 Blue I Twin Falls	ID
News - Weekend Meteorologist/MMJ - KMVT	KMVT	1100 Blue I Twin Falls	ID
Ops. - Technical Media Producer (P/T) - KMVT	KMVT	1100 Blue I Twin Falls	ID
News - Executive Producer - KNOE	KNOE	1400 Olive I Monroe	LA
News - Meteorologist (Morning/Noon) - KNOE	KNOE	1400 Olive I Monroe	LA
News - Multimedia Journalist - KNOE	KNOE	1400 Olive I Monroe	LA
News - Morning/Midday Meteorologist (N. Platte) - KNOP	KNOP	402 South I North Platt	NE
Sales - Media Sales/Multimedia Marketing Specialist - KNOP	KNOP	402 South I North Platt	NE
News - Producer - KOLD	KOLD	7831 N. Bu Tucson	AZ
Ops - Technical Media Producer - KOLD	KOLD	7831 N. Bu Tucson	AZ
Sales - Media Sales Consultant - KOLD	KOLD	7831 N. Bu Tucson	AZ
Sales - Regional/National Sales Manager - KOLD	KOLD	7831 N. Bu Tucson	AZ
Eng. - Tech-Engineering/Broadcast Engineer - KOLN	KOLN	840 North I Lincoln	NE
News - Evening News Producer - KOLN	KOLN	840 North I Lincoln	NE
News - Morning News Reporter - KOLN	KOLN	840 North I Lincoln	NE
News - Producer - KOLN	KOLN	840 North I Lincoln	NE
News - Reporter/Multimedia Journalist (Hastings) - KSNB	KOLN	840 North I Lincoln	NE
News - Weekend Sports Anchor/Reporter - KSNB/KOLN	KOLN	840 North I Lincoln	NE
Ops. - Video Production/Technical Media Prod. - KOLN	KOLN	840 North I Lincoln	NE
Sales - Media Sales/Multimedia Marketing Executive - KOLN	KOLN	840 North I Lincoln	NE
News - Multi-Media Journalist/Reporter - KOLO	KOLO	4850 Ampe Reno	NV
News - Video Editor - KOLO	KOLO	4850 Ampe Reno	NV
Ops. - Technical Operator/Director - KOLO	KOLO	4850 Ampe Reno	NV
News - Anchor for Oeste De Texas Hoy! - KOSA	KOSA	Music City Odessa	TX
News - Evening Newscast Co-Author - KOSA	KOSA	Music City Odessa	TX
News - MMJ/Reporter - KOSA	KOSA	Music City Odessa	TX



MultiMedia Journalist

Job Summary/Description:

KKCO 11 News is looking for a journalist with a passion for storytelling to join our team. This position requires solid reporting on all types of daily news stories with emphasis on accuracy and quality. The position also requires the ability to cover breaking news. Responsible for daily news photography and video tape editing in addition to publishing to digital platforms.

The primary job duties and responsibilities include, but are not limited to:

- A proven track record of finding unique stories
- Ability to deliver information live on television using a 'one man band' set up of camera, and TVU backpack
- Editing video for broadcast
- Engaging with audience on social media platforms
- Shooting video on professional cameras for broadcast
- Posting content to digital platforms, to include the station's site as well as social media
- Appear at station sponsored events and promote station/brand
- Willingness to work weekends/holidays and 'non business' hour shifts
- Other Duties as Assigned

This position pays: \$13.20 per hour

Required Skills & Qualifications:

- Great communication and people skills
- Strong organizational, written and presentation skills
- Competitive, energetic and self-starter with a willingness to learn
- Enjoy a fast paced environment with a desire to win
- Professional appearance a must
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
- Must possess a valid Driver's License with a good driving record

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Multimedia Journalist/Reporter	Date Filled: 03/25/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Multimedia Journalist/Reporter position filled on 03/01/2021 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Technical Media Producer	Date Filled: 04/19/2021
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road NE Atlanta, GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	4

Krista Rhoades

From: Jan Goldstein
Sent: Thursday, February 25, 2021 7:05 AM
To: General Managers; Office Managers
Subject: Open Jobs at Gray
Attachments: GrayOpenJobs2.24.21.csv

All,

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Take care,
Jan



Jan Goldstein
Gray Television, Inc.
Senior Vice President, Human
Resources
4370 Peachtree Road, NE
Atlanta, GA 30319
Pronouns: she, her, hers

Phone: 470-225-5408
Cell: 404-558-3799
Email: jan.goldstein@gray.tv
Website: www.gray.tv

Sales - Marketing Consultant - KGNS	KGNS	120 W. Del Laredo	TX
CR Svcs. - Creative Services Director - KGWN	KGWN	2923 E. Lin Cheyenne	WY
News - Morning Meteorologist - KGWN	KGWN	2923 E. Lin Cheyenne	WY
News - State Reporter/MMJ - KGWN	KGWN	2923 E. Lin Cheyenne	WY
Sales - Account Executive - KGWN	KGWN	2923 E. Lin Cheyenne	WY
CR Svcs. - Photographer/Editor, Marketing, Sales & Local Prod. - K	KHNL/KFVE	420 Waiak	Honolulu HI
News - Digital Content Producer - KHNL	KHNL/KFVE	420 Waiak	Honolulu HI
News - Sunrise News Producer - KHNL	KHNL/KFVE	420 Waiak	Honolulu HI
Sales - Account Executive - KHNL/KFVE	KHNL/KFVE	420 Waiak	Honolulu HI
Sales - Digital Sales Assistant - KHNL/KFVE	KHNL/KFVE	420 Waiak	Honolulu HI
News - Content Producer/Reporter - KKCO	KKCO	2531 Blichr Grand Junc	CO
News - Multimedia Journalist/Reporter - KKCO	KKCO	2531 Blichr Grand Junc	CO
Sales - Account Executive - KKCO	KKCO	2531 Blichr Grand Junc	CO
Tech./Eng.- Technical Media Producer - KKCO	KKCO	2531 Blichr Grand Junc	CO
News - Meteorologist/Traffic Anchor (Morning) - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Morning News Anchor/Weekday - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Multimedia Journalist (Pueblo Bureau) - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Multimedia Journalist/Reporter - KKTU	KKTU	520 E. Colo Colorado S	CO
News - Content Producer - KLTU	KLTU	105 W. Fer Tyler	TX
News - Digital News Producer - KLTU	KLTU	105 W. Fer Tyler	TX
News - Multimedia Journalist - KLTU	KLTU	105 W. Fer Tyler	TX
News - Multimedia Journalist - KMVT	KMVT	1100 Blue I Twin Falls	ID
News - Weekend Meteorologist/MMJ - KMVT	KMVT	1100 Blue I Twin Falls	ID
Ops. - Technical Media Producer (P/T) - KMVT	KMVT	1100 Blue I Twin Falls	ID
News - Executive Producer - KNOE	KNOE	1400 Olive I Monroe	LA
News - Meteorologist (Morning/Noon) - KNOE	KNOE	1400 Olive I Monroe	LA
News - Multimedia Journalist - KNOE	KNOE	1400 Olive I Monroe	LA
News - Morning/Midday Meteorologist (N. Platte) - KNOP	KNOP	402 South I North Platt	NE
Sales - Media Sales/Multimedia Marketing Specialist - KNOP	KNOP	402 South I North Platt	NE
News - Producer - KOLD	KOLD	7831 N. Bu Tucson	AZ
Ops - Technical Media Producer - KOLD	KOLD	7831 N. Bu Tucson	AZ
Sales - Media Sales Consultant - KOLD	KOLD	7831 N. Bu Tucson	AZ
Sales - Regional/National Sales Manager - KOLD	KOLD	7831 N. Bu Tucson	AZ
Eng. - Tech-Engineering/Broadcast Engineer - KOLN	KOLN	840 North I Lincoln	NE
News - Evening News Producer - KOLN	KOLN	840 North I Lincoln	NE
News - Morning News Reporter - KOLN	KOLN	840 North I Lincoln	NE
News - Producer - KOLN	KOLN	840 North I Lincoln	NE
News - Reporter/Multimedia Journalist (Hastings) - KSNB	KOLN	840 North I Lincoln	NE
News - Weekend Sports Anchor/Reporter - KSNB/KOLN	KOLN	840 North I Lincoln	NE
Ops. - Video Production/Technical Media Prod. - KOLN	KOLN	840 North I Lincoln	NE
Sales - Media Sales/Multimedia Marketing Executive - KOLN	KOLN	840 North I Lincoln	NE
News - Multi-Media Journalist/Reporter - KOLO	KOLO	4850 Ampe Reno	NV
News - Video Editor - KOLO	KOLO	4850 Ampe Reno	NV
Ops. - Technical Operator/Director - KOLO	KOLO	4850 Ampe Reno	NV
News - Anchor for Oeste De Texas Hoy! - KOSA	KOSA	Music City Odessa	TX
News - Evening Newscast Co-Author - KOSA	KOSA	Music City Odessa	TX
News - MMJ/Reporter - KOSA	KOSA	Music City Odessa	TX



Technical Media Producer

Job Description/Summary:

The Technical Media Producer has the general responsibility for directing live or pre-recorded productions as assigned, monitoring KKCO's on-air signals, transmitter, and FCC logs, and ingesting daily programming and commercials. Regular assignments will involve directing specific newscasts, misc. station productions, and various elements for the web channel.

The successful candidate will be responsible for (but not limited to) the following:

- Direct live and pre-recorded productions as assigned and monitor all on-air streams for KKCO.
- Work with Ross Overdrive automation, production video switcher, master control video switcher, Harris automation, VizRT graphics, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production.
- Understanding of FCC program and transmitter logs, and all FCC broadcast regulations.
- Work with ENPS, newsroom computer system.
- Understanding of all equipment in studios and production areas.
- Dedication to care of equipment.
- Work closely with all other departments to meet all daily demands.
- Training of new personnel as assigned.
- Assist Production Supervisor in maintaining clean studios and production areas.
- Variable work schedule due to changing shifts, turnover, station projects, etc.
- Other Duties as Assigned

Qualifications/Requirements:

Preferred Skills: Computer literacy in office administrative software; i.e. Windows, Word, Excel, Access, and Outlook. Knowledge of INews, Omneon, Discreet Logic Edit 5, Sony Vegas 6, and Adobe Premiere Pro 1.5 software a plus.

Required Skills: Possess 2-3 years of professional or broadcast experience. Strong leadership skills and ability to operate in high pressure situations. Commanding knowledge of professional video photography equipment and techniques. Must be able to learn and adapt quickly to all work situations. Professional, communicative, highly self-motivated, detail oriented, and focused individual traits.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 05/31/2021
Recruitment Source ("RS") Referring Hire: Word of Mouth	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com <i>On-Air jobs only</i>	N	
8	Word of Mouth	N	2
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	1

Jamie Satterfield

From: Admin <admin@tvjobs.com>
Sent: Thursday, April 7, 2022 2:07 PM
To: Jamie Satterfield
Subject: Fwd: TVJobs.com - Sales - Account Executive job posted by Admin (Non-Registered Employer)

>X-Original-To: admin@tvjobs.com
>Delivered-To: markch@tvjobs.com
>From: jobs@tvjobs.com
>To: admin@tvjobs.com
>Subject:
>https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,BA2avk4BOMsubjMQ-W8PZZEKrMwzOYF1v_nL27wET-mhs_X6nVWuVHZnUrrQdOsdRnMraOf0y
>kL3-6pU87keGOrEwGcUERhnd1rCm_ooWQ,,&typo=1 - Sales - Account Executive
>job posted by Admin (Non-Registered Employer)
>Date: Tue, 12 Jan 2021 18:52:29 -0800 (PST)
>X-Loop: Tue Jan 12 18:52:30 2021
>
>JOB POSTING NOTIFICATION FROM TVJOBS
>
>Administrator,
>
>You just posted a "Sales - Account Executive" position for KKCO ...
>
>Station : KKCO
>Position : Sales - Account Executive
>Category : Sales - Account Executive
>Database : Television
>Job ID : TVJ#34372116
>Posted : 1/12/2021
>Expires : 2/12/2021
>Status : Non-Registered Employer - New Job Listing
>Ad Text :
>
>Sales - Account Executive
>
>ABOUT STATION
>

>KKCO 11 News is the news leader in the Grand Junction market. The
>largest city between Salt Lake and Denver, our outdoor recreation and
>mild climate draw people from across the country here. Our area sees
>all four seasons and you can ski and golf on the same day during
>certain parts of the year. Home to the Grand Junction Rockies and a
>huge summer country music festival, Grand Junction is a perfect
>community where residents enjoy the best of the outdoors and all the
>area has to offer. Our station has a history in our communities as
>being not only the news leader, but a community partner. Our focus on
>digital allows us to reach far beyond our broadcast signal, to
>communities in southern Colorado and eastern Utah.

>

>JOB SUMMARY

>

>KKCO-TV is accepting applications for a full-time Sales Account
>Executive for our NBC, ABC, CW+, Me-TV and Telemundo stations.

>

>Our Number 1 TV station needs a strong
>individual to generate revenue through
>advertising sales by servicing existing clients and creating new
>advertisers. Previous experience in office administration or in the
>Sales/Production/Traffic areas on a broadcast station preferred but not
>required.

>

>GENERAL RESPONSIBILITIES

>

>âEUR¢ Prospect new businesses, find decision makers and arrange
>meetings with them.
>âEUR¢ Develop and present market research and advertising proposals to
>support a clientâEUR(tm)s goals.
>âEUR¢ Interact with various internal departments to carry out client
>requirements, including scheduling advertising, promotions, monitor
>account activities and collections.
>âEUR¢ Maintain up-to-date customer and prospect records in a sales
>activity database.
>âEUR¢ Weekly review and prepare forecast of expected sales.
>âEUR¢ Complete required documentation and reporting for the proper
>processing of contracts, advertising schedules, expense reports,
>collections, and other company needs.
>âEUR¢ Regular, consistent punctual attendance, work flexible hours as
>needed, including nights and weekends.
>âEUR¢ Keep up to date on all products and services offered, learn new

>products and understand how clients can benefit from

>

>QUALIFICATIONS

>

>High School or equivalent

>âEUR¢ Marketing/Sales background

>âEUR¢ Understand and operate on policies as outlined in the Gray

>Employee Handbook.

>

>Let us know you found this job at

><https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fTVJobs.com&c=E,1,7P>

>CErIQ0vykvIf4eRLHcqYVmxJWreuCkXVszEA2Ekpec_DW23mknoYP2ZybtWk7Nw2KpvlG-2

>uX72njxP8AgHQ6ovfEUczIHbIUeWCIQGpuVwY0MogVN&typo=1

>

>âEUR¢ <A TARGET=_blank

>HREF=<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.gray.tv%2f>

>applynow&c=E,1,XKitovR30aaOoV1RL4bnyH7BX_KZ7L9tabCMT3DgJeCLu-jOKiOalhje

>rGfoVXskQMC8ihFY7_8NUAC4AWJg0WxjjMA-QxJeIollvmb_3N_VkhfIfsThPGKiJ7sc&ty

>po=1><U>Apply Here</U>

>

>Gray Television 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, Gray Television 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.

>Gray Television 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 Company NameâEUR(tm)s employees to perform their job duties may

>result in discipline up to and including discharge.

>âEUR¢ Have a valid driverâEUR(tm)s license and a clean driving record.

>âEUR¢ A pre-employment and random drug screening and motor vehicle

>record verification.

>âEUR¢ Demonstrate prospecting and presentation skills, develop strong

>client relationships, and meet sales activity goals.

>âEUR¢ Achieve budgeted revenue goals regularly.

>âEUR¢ Demonstrate initiative, self-motivated and strong organization skills.

>âEUR¢ Works as a team member within the sales department and throughout
>the organization.

>

>

>INSTANT JOB NOTIFICATION INFO:

>

>This category (Sales - Account Executive) is found in the following groups:

>

>1. Sales

>

>A total of 0 IJN subscribers were notified of this job posting.

CAUTION - EXTERNAL EMAIL This message originated from outside Gray Television and may contain malicious content. Do not click links or open attachments unless you recognize the source of this email and know the content is safe.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Multimedia Journalist	Date Filled: 05/07/2021
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
8	Word of Mouth	N	1
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Diane Douglas
Sent: Friday, April 30, 2021 10:13 AM
To: Krista Rhoades
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist

Hello Krista, hoping all is well.

This email confirmation is for the position(s) of **KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist**, you may copy/paste link to your web address window to view:

Meteorologist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=9911c835-f2c8-49e5-afc9-176861c7bade>

Content Producer/Reporter;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=8da88803-4ff7-496a-8085-f510cb135785>

Multimedia Journalist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=dc65a5d8-d0a8-41b9-b301-6764d32a425b>

The position(s) above is now active on the following: Indeed.com; Gray-TV websites as of 4/30/21.

You may keep this confirmation email for your EEO reports and audits. Let me know if you have any questions!

Diane

Diane E. Douglas

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

☎ 470.225.5400 | ☎ 313.622.3323

Website: www.gray.tv | ☎ 866.344.0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Thursday, April 29, 2021 1:33 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KKCO job posting

KKCO has 3 continuing job postings from SNAG:

Meteorologist
Content Producer/Reporter
Multimedia Journalist

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



MultiMedia Journalist

Job Summary/Description:

KKCO 11 News is looking for a journalist with a passion for storytelling to join our team. This position requires solid reporting on all types of daily news stories with emphasis on accuracy and quality. The position also requires the ability to cover breaking news. Responsible for daily news photography and video tape editing in addition to publishing to digital platforms.

The primary job duties and responsibilities include, but are not limited to:

- A proven track record of finding unique stories
- Ability to deliver information live on television using a 'one man band' set up of camera, and TVU backpack
- Editing video for broadcast
- Engaging with audience on social media platforms
- Shooting video on professional cameras for broadcast
- Posting content to digital platforms, to include the station's site as well as social media
- Appear at station sponsored events and promote station/brand
- Willingness to work weekends/holidays and 'non business' hour shifts
- Other Duties as Assigned

This position pays: \$13.20 per hour

Required Skills & Qualifications:

- Great communication and people skills
- Strong organizational, written and presentation skills
- Competitive, energetic and self-starter with a willingness to learn
- Enjoy a fast paced environment with a desire to win
- Professional appearance a must
- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
- Must possess a valid Driver's License with a good driving record

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Meteorologist	Date Filled: 06/21/2021
Recruitment Source ("RS") Referring Hiree: Internal Postings/Candidates	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
5	Internal Postings/Candidates	N	1
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Diane Douglas
Sent: Friday, April 30, 2021 10:13 AM
To: Krista Rhoades
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist

Hello Krista, hoping all is well.

This email confirmation is for the position(s) of **KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist**, you may copy/paste link to your web address window to view:

Meteorologist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=9911c835-f2c8-49e5-afc9-176861c7bade>

Content Producer/Reporter;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=8da88803-4ff7-496a-8085-f510cb135785>

Multimedia Journalist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=dc65a5d8-d0a8-41b9-b301-6764d32a425b>

The position(s) above is now active on the following: Indeed.com; Gray-TV websites as of 4/30/21.

You may keep this confirmation email for your EEO reports and audits. Let me know if you have any questions!

Diane

Diane E. Douglas

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

☎ 470.225.5400 | ☎ 313.622.3323

Website: www.gray.tv | ☎ 866.344-0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Thursday, April 29, 2021 1:33 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KKCO job posting

KKCO has 3 continuing job postings from SNAG:

Meteorologist
Content Producer/Reporter
Multimedia Journalist

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Meteorologist

The most ideal candidate is a dependable, eager-to-learn team player with strong weather forecasting, speaking, writing, and computer skills. The ideal candidate must be able to produce and deliver engaging, compelling, and understandable forecasts.

Your responsibilities will include (but not be limited to) the following:

- Analyze weather data and prepare detailed forecasts
- Prepare graphics to support weather presentation
- Conversational on-air presentation
- Post content to website
- Post content to station social media platforms
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree in meteorology is preferred
- Prior experience as a broadcast meteorologist
- Strong on-air communication skills
- Ability to work as part of the weather team
- Experience with The Weather Company Max Studio and Max Storm is a plus
- Proficient in social media platforms

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Sports Anchor/Reporter	Date Filled: 06/14/2021
Recruitment Source ("RS") Referring Hiree: Internal Postings/Candidates	Total Number of Interviewees: 2

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
5	Internal Postings/Candidates	N	1
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	

SPORTS ANCHOR/REPORTER - KKCO Published

11 Applicants

KKCO Grand Junction CO News 520 No Sub Editor

Details Postings

Company Job Boards ^

Job Board



Internal

External

Actions

Gray Television



Display as Featured

Third Party Job Sites

Post opportunities to third party job sites

Auto Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site

Status

Indeed

Posted Today

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| 313.622.3323

www.gray.tv |

(866)344-0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>

Sent: Wednesday, June 2, 2021 5:52 PM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Cc: Sarah Schwabe <sarah.schwabe@kkco11news.com>

Subject: KKCO job posting

KKCO has a new job posting:

Sports Anchor/Reporter

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737

About KKCO:

KKCO 11 News is the news leader in the Grand Junction market. The largest city between Salt Lake and Denver, our outdoor recreation and mild climate draw people from across the country here. Our area sees all four seasons and you can ski and golf on the same day during certain parts of the year. Home to the Grand Junction Rockies and a huge summer country music festival, Grand Junction is a perfect community where residents enjoy the best of the outdoors and all the area has to offer. Our station has a history in our communities as being not only the news leader, but a community partner. Our focus on digital allows us to reach far beyond our broadcast signal, to communities in southern Colorado and eastern Utah.

Job Summary/Description:

KKCO/KJCT, the strong #1 station in the Grand Junction/Montrose market, is looking for a dynamic sports reporter and anchor to join our team. The ideal candidate is the consummate team player and knows how to tell good sports stories that non-sports fans will love. From the Colorado Mesa University Mavericks to our many local high schools, we strive to provide the area's best coverage of the impact sports have on our local community.

Your responsibilities will include (but not be limited to) the following:

- Produce and anchor sports content on weekends, or on weekdays as needed
- Enterprise, shoot, edit, and report compelling stories with a sports emphasis
- Execute all aspects of storytelling, scheduling shoots and interviews, shooting video, writing scripts, editing, and going live as needed
- Be a multi-platform storyteller, with regular posts to social media and the station's website and news apps
- Meet tight daily deadlines
- Respond urgently and appropriately to breaking and developing news

Qualifications/Requirements:

- College degree preferred
- Passion for covering local sports
- Effective storyteller
- Ability to shoot and edit video
- Eager to report live in the field
- Thrives in competitive, but fun environment
- Ability to carry and utilize camera equipment in the field
- Valid driver's license with a good driving record

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Multimedia Journalist/Content Producer	Date Filled: 07/12/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
8	Word of Mouth	N	2
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Diane Douglas
Sent: Friday, April 30, 2021 10:13 AM
To: Krista Rhoades
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist

Hello Krista, hoping all is well.

This email confirmation is for the position(s) of **KKCO - Meteorologist; Content Producer/Reporter; Multimedia Journalist**, you may copy/paste link to your web address window to view:

Meteorologist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=9911c835-f2c8-49e5-afc9-176861c7bade>

Content Producer/Reporter;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=8da88803-4ff7-496a-8085-f510cb135785>

Multimedia Journalist;

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=dc65a5d8-d0a8-41b9-b301-6764d32a425b>

The position(s) above is now active on the following: Indeed.com; Gray-TV websites as of 4/30/21.

You may keep this confirmation email for your EEO reports and audits. Let me know if you have any questions!

Diane

Diane E. Douglas

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

☎ 470.225.5400 | ☎ 313.622.3323

Website: www.gray.tv | ☎ (866)344-0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Thursday, April 29, 2021 1:33 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KKCO job posting

KKCO has 3 continuing job postings from SNAG:

Meteorologist
Content Producer/Reporter
Multimedia Journalist

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Content Producer/MMJ

Job Summary/Description:

The Content Producer/MMJ writes, reports, edits and presents news stories for all broadcast and digital platforms with a compelling, easy to understand delivery; generates story ideas; provides creative and unique coverage; posts news and feature stories and additional multi-media content to all digital platforms, including social media extensions and podcasts. MMJ's may also be called upon to shoot and live stream press conferences or breaking news events as warranted. communicating with anchors and producers.

Your responsibilities will include (but not be limited to) the following:

- A proven track record of finding unique stories
- Ability to deliver information live on television using a 'one man band' set up of camera, and TVU backpack
- Editing video for broadcast
- Engaging with audience on social media platforms
- Shooting video on professional cameras for broadcast
- Posting content to digital platforms, to include the station's site as well as social media
- Appear at station sponsored events and promote station/brand
- Willingness to work weekends/holidays and 'non business' hour shifts
- Develops and maintains sources for online and broadcast reporting
- Participates in story selection process through meetings; attendance at editorial meetings
- Produces newscasts including: stacking, writing scripts, editing copy, ordering graphics to fit stories, making maps, coordinating live shots with directors, production staff, reporters & photographers
- Other Duties as Assigned

Qualifications/Requirements:

- Required Skills & Experience:
- Great communication and people skills
- Strong organizational, written and presentation skills
- Competitive, energetic and self-starter with a willingness to learn
- Enjoy a fast paced environment with a desire to win
- Professional appearance a must

- Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
- Newsroom computer experience is beneficial and keyboard skills are essential.
- We prefer a candidate with a four-year journalism degree.
- Must possess a valid Driver's License with a good driving record

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Digital Content News Director	Date Filled: 07/16/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 2

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	1

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Thursday, June 10, 2021 1:45 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KKCO job posting

KKCO has a new job posting:

Digital Content Director

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737

About KKCO:

KKCO 11 News is the news leader in the Grand Junction market. The largest city between Salt Lake and Denver, our outdoor recreation and mild climate draw people from across the country here. Our area sees all four seasons and you can ski and golf on the same day during certain parts of the year. Home to the Grand Junction Rockies and a huge summer country music festival, Grand Junction is a perfect community where residents enjoy the best of the outdoors and all the area has to offer. Our station has a history in our communities as being not only the news leader, but a community partner. Our focus on digital allows us to reach far beyond our broadcast signal, to communities in southern Colorado and eastern Utah.

Job Summary/Description:

KKCO/KJCT, the strong #1 station in the Grand Junction/Montrose market, is looking for a Digital Content Director to join our team. We need a strong writer who can get content out quickly on digital platforms. You should also be a social media superstar. You will also need to focus on breaking news in a fast-paced environment as well as enterprise digital reporting.

The successful candidate will be responsible for (but not limited to) the following:

- Working quickly to send out breaking news and weather alerts, including push notifications, social media updates and web stories that are updated as news develops
- Collaborating with members of the digital team and the newsroom to produce and distribute news content that meets our high standards
- Posting to our online and social media platforms using digital publishing tools, video editing software and other resources
- Creating innovative and user-friendly elements for consumption across our platforms, including photo galleries, interactive charts, and other embedded content
- Attention to detail and willingness to learn new are imperative
- Additional duties as assigned, including conducting interviews for stories to appear in a digital format or on air.
- Content creation for digital platforms (Web, OTT, APP, Social Media)
- Ability to field viewer calls, and cold call sources to confirm tips & scanner traffic
- Writing engaging digital headlines & compelling posts on social media
- Special Projects as assigned
- Clipping video for website/OTT

Qualifications/Requirements:

- An ability to effectively multitask & prioritize tasks to meet several deadlines in the day
- Degree in Journalism/Communications/English is preferred
- A strong passion for innovative storytelling and news gathering
- Flexibility with respect to scheduling and/or assigned work shifts
- Excellent communication skills, both oral and written
- Ability to meet deadlines, prioritize assignments, and handle multiple tasks simultaneously
- Write and post daily on all digital platforms including social media
- Write in an exciting, captivating, and authentic manner
- Ability to work under extreme deadline pressure and respond to late changes

- Ability to maintain a positive work atmosphere and behave in a manner that will work well with co-workers, supervisors, and viewers

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Technical Media Producer Supervisor	Date Filled: 08/01/2021
Recruitment Source ("RS") Referring Hiree: Internal Postings/Candidates	Total Number of Interviewees: 3

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras (<i>updated November 2020</i>) 970-244-1800 Connectingcolorado.org <i>Goes into statewide database</i>	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 dottie@gray.tv	N	
5	Internal Postings/Candidates	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkconews11.com	N	
14	Indeed.com www.indeed.com	N	2

Jamie Satterfield

From: GrayTV - Jobs
Sent: Wednesday, July 7, 2021 8:37 AM
To: Krista Rhoades
Subject: Re: KKCO job posting

Good morning Krista,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records.

[TECHNICAL MEDIA PRODUCER SUPERVISOR - KKCO | Gray Television \(ultipro.com\)](#)


TECHNICAL MEDIA PRODUCER SUPERVISOR - KKCO

 [View Profile](#)

 [KKCO - Broadcast Center 382 - News 500 - No Sub-Division](#)

[Opportunity Details](#) [Job Board Postings](#)


Company Job Boards

Job Board	Internal	External
Job Board 	<input type="checkbox"/>	<input type="checkbox"/>
Gray Television  View Details View Postings  View Details View Postings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[View All Job Boards](#)

Third Party Job Sites

Post opportunities to third party job sites

[Auto-Feed](#) 

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Subject: KKCO job posting

KKCO has a new job posting:

Technical Media Producer Supervisor

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Technical Media Producer Supervisor

Job Summary/Description:

The primary job duties and responsibilities include, but are not limited to:

- Supervise the TMP staff
 - o Recruit and hire Technical Media Producers as needed
 - o Manage TMP staff to ensure performance expectations.
 - o Maintain consistent and effective staff training for all TMP duties.
 - o Create and manage the TMP shift schedule to ensure efficient and effective 24/7/365 operation.
- Operate as a scheduled TMP fulfilling the following duties:
 - o Monitor all air streams ensuring proper list automation operation and quality control to the viewer.
 - o Ingest program and commercial content into station video playout system. Ensure quality control of all content.
 - o Direct live and pre-recorded productions as assigned and monitor all on-air streams for KKCO.
 - o Work with Ross Overdrive automation, production video switcher, master control video servers, Nverzion automation, VizRT graphics, Sony Vegas, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production.
 - o Work with ENPS newsroom computer system. Appropriately coding the newscasts ensuring attention to detail and mistake free on-air presentations.
 - o Assist Production staff in maintaining clean studios and production areas.
- Work closely with all other departments to meet all daily demands.
- Assist with all station and broadcast related technical installations and upgrades, as scheduled by the Chief Engineer.
- Other Duties as Assigned.

This position pays \$14.47 - \$15.32 per hour

Qualifications/Requirements:

Education, Skills, Technical Ability, and Experience necessary

- Computer literacy in office administrative software; i.e. Windows, Word, Excel, Access, and Outlook.
- Experience with broadcast automation and editing software such as Nverzion, Ross Overdrive, Sony Vegas, and/or Adobe Creative Suite.
- Bachelor's degree or equivalent professional experience in media production or mass media, or other related field.
- Experience as a technical director, master control operator, broadcast IT engineer, or broadcast maintenance engineer in a professional broadcast facility, ideally a local network affiliate with a live local news outlet.
- Strong leadership skills and ability to operate in high pressure situations.
- Commanding knowledge of professional video production equipment and operating techniques.
- Must be able to learn and adapt quickly to all work situations.
- Professional, communicative, highly self-motivated, detail oriented, and focused individual traits.
- IT and broadcast hardware support aptitude to maintain computer workstations, servers, and other broadcast equipment.
- Have a clean driving record.
- Ability to successfully pass a pre-employment and random periodic drug screens.

Physical Requirements:

Ability to lift and move heavy objects up to 100 lbs. Good or corrected vision and hearing. Work in extreme weather conditions. Capable and willing to work outdoors as well as odd hours, nights, weekends etc.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Creative Services Producer	Date Filled: 08/10/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras (<i>updated November 2020</i>) 970-244-1800 Connectingcolorado.org <i>Goes into statewide database</i>	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

Jamie Satterfield



From: GrayTV - Jobs
Sent: Tuesday, June 29, 2021 2:40 PM
To: Krista Rhoades
Subject: Re: KKCO job posting

Good afternoon Krista,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records.

[CREATIVE SERVICES PRODUCER -KKCO | Gray Television \(ultipro.com\)](#)

CREATIVE SERVICES PRODUCER -KKCO

 [Log out](#)
 1100 Grand Junction 382 - Creative Services 560 - No Sub - Division

[Opportunity Details](#) [Job Board Postings](#)

Company Job Boards

Job Board

[Post a Job](#) 

Gray Television



[View Details](#) 

[View Details](#) 

Internal


External



[View All Job Boards](#) 

Third Party Job Sites

Post opportunities to third party job sites

[Auto-Feed](#) 

From: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Sent: Tuesday, June 29, 2021 4:19 PM
To: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Subject: Re: KKCO job posting

Good afternoon Krista,

The job posting has been submitted to the GM for approval.

Thank you,
GrayTV

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Tuesday, June 29, 2021 3:40 PM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: KKCO job posting

KKCO has a new job posting.

Creative Services Producer

Please include the info below on the description. There isn't enough characters allotted on the form for me to add.

This position pays \$12.50 per hour.

At Gray Television, Inc., we offer employees the opportunity to connect with something larger than ourselves. Each day, our employees work alongside great people on fast-paced exciting and innovative projects that inspire change in the world around us. At GrayTV, our employees know that growth opportunities are endless and possibilities are all around us.

We understand that life needs balance. That is why we offer our employees and eligible family members a comprehensive benefits package, including:

- Safe harbor 401(k) Plan with matching and profit sharing contributions
- Major Medical, dental, and vision plan options
- Employer contributions towards HSA plans
- Flex benefits, including healthcare and dependent care FSA plans
- Employer Paid Life
- Short and Long-term disability
- Voluntary plans, including hospital indemnity, critical illness, whole life and accident insurance
- 10 paid company holidays, plus PTO
- Wellness initiatives and other exciting work-life programs

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Sales & Administrative Specialist	Date Filled: 08/02/2021
Recruitment Source ("RS") Referring Hiree: Indeed.com	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras (<i>updated November 2020</i>) 970-244-1800 Connectingcolorado.org <i>Goes into statewide database</i>	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	4

SALES & ADMINISTRATIVE SPECIALIST - KKCO



Krista Rhoades



1100 State Junction DR | Sales 550 | No Bus. Division

[Opportunity Details](#) [Job Board Postings](#)

Company Job Boards

Job Board

[View Job Board](#)

Internal

Extern

Gray Television



1100 State Junction Dr
Denver, CO 80202



[View Job Postings](#)

Third Party Job Sites

Post opportunities to third party job sites

Auto-Feed

[View Auto-Feed](#)

From: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Sent: Tuesday, June 29, 2021 2:07 PM
To: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Subject: Re: KKCO job posting

Good afternoon Krista,

The job posting has been submitted to the GM for approval.

Thank you,
GrayTV

From: Krista Rhoades <Krista.Rhoades@kkco11news.com>
Sent: Tuesday, June 29, 2021 10:54 AM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Subject: RE: KKCO job posting

KKCO has a revised job posting. This updates/replaces the Traffic & Sales Operations Specialist:

Sales & Administrative Specialist

Please include the info below on the description. There isn't enough characters allotted on the form for me to add.

This position pays \$17.00 per hour.

At Gray Television, Inc., we offer employees the opportunity to connect with something larger than ourselves. Each day, our employees work alongside great people on fast-paced exciting and innovative projects that inspire change in the world around us. At GrayTV, our employees know that growth opportunities are endless and possibilities are all around us.

We understand that life needs balance. That is why we offer our employees and eligible family members a comprehensive benefits package, including:

- Safe harbor 401(k) Plan with matching and profit sharing contributions
- Major Medical, dental, and vision plan options
- Employer contributions towards HSA plans
- Flex benefits, including healthcare and dependent care FSA plans
- Employer Paid Life
- Short and Long-term disability
- Voluntary plans, including hospital indemnity, critical illness, whole life and accident insurance
- 10 paid company holidays, plus PTO
- Wellness initiatives and other exciting work-life programs

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737

From: Krista Rhoades
Sent: Wednesday, April 28, 2021 9:10 AM
To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>
Cc: Stacey Stewart <Stacey.Stewart@kkco11news.com>
Subject: KKCO job posting

KKCO has a new job posting:

Traffic & Sales Operations Specialist

If you have any questions please let me know.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Account Executive	Date Filled: 08/16/2021
Recruitment Source (“RS”) Referring Hiree: Indeed.com	Total Number of Interviewees: 6

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	2
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	4

Jamie Satterfield

From: Diane Douglas
Sent: Wednesday, June 9, 2021 5:43 PM
To: Krista Rhoades
Cc: GrayTV - Jobs
Subject: Job Posting Conf.: KKCO - Account Executive (6/9/21)

Hi there Krista,

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records.

Account Executive - KKCO

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=9c3fd4bd-0d8e-4508-9194-9d5016f7b0c8>

ACCOUNT EXECUTIVE - KKCO Published

Apply to
KKCO Grand Junction (92) - Sales (6) - News (1) - Other

Details Postings

Company Job Boards

Job Board	Internal	External	Actions
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Gray Television	0	0	---
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Display as Featured

Third Party Job Sites

Post opportunities to third party job sites.

Auto Feed

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site	Status
Indeed	Posted Today

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| 313.622.3323

| www.gray.tv | (866)344-0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>

Sent: Wednesday, June 9, 2021 2:09 PM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Subject: KKCO job posting

KKCO has a new job posting:

Account Executive

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Account Executive

JOB SUMMARY:

KKCO-TV is accepting applications for a full-time Sales Account Executive for our NBC, ABC, CW+, Me-TV and Telemundo stations.

Our Number 1 TV station needs a strong individual to generate revenue through advertising sales by servicing existing clients and creating new advertisers. Previous experience in office administration or in the Sales/Production/Traffic areas on a broadcast station preferred but not required.

GENERAL RESPONSIBILITIES

Prospect new businesses, find decision makers and arrange meetings with them.

- Develop and present market research and advertising proposals to support a client's goals.
- Interact with various internal departments to carry out client requirements, including scheduling advertising, promotions, monitor account activities and collections.
- Maintain up-to-date customer and prospect records in a sales activity database.
- Weekly review and prepare forecast of expected sales.
- Complete required documentation and reporting for the proper processing of contracts, advertising schedules, expense reports, collections, and other company needs.
- Regular, consistent punctual attendance, work flexible hours as needed, including nights and weekends.
- Keep up to date on all products and services offered, learn new products and understand how clients can benefit from them.

QUALIFICATIONS:

High School or equivalent

- Marketing/Sales background
- Understand and operate on policies as outlined in the Gray Employee Handbook.
- Have a valid driver's license and a clean driving record.
- A pre-employment and random drug screening and motor vehicle record verification.
- Demonstrate prospecting and presentation skills, develop strong client relationships, and meet sales activity goals.
- Achieve budgeted revenue goals regularly.
- Demonstrate initiative, self-motivated and strong organization skills.
- Works as a team member within the sales department and throughout the organization.

KKCO-TV, KJCT-LP

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: Account Executive	Date Filled: 08/16/2021
Recruitment Source (“RS”) Referring Hiree: Word of Mouth	Total Number of Interviewees: <i>See Note Below</i>

Note: Please see the Vacancy Data Form for the Account Executive position filled on 08/16/2021 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Technical Media Producer	Date Filled: 09/14/2021
Recruitment Source ("RS") Referring Hiree: Word of Mouth	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	
2	TV Jobs.com P.O. Box 4116 Oceanside, CA 92025 Mark Holloway admin@tvjobs.com On-Air jobs only	N	
3	Mesa County Workforce Center 544 Rood Avenue Grand Junction, CO 81501 Victor Carreras (<i>updated November 2020</i>) 970-244-1800 Connectingcolorado.org <i>Goes into statewide database</i>	N	
4	Gray Television Group, Inc. (Weekly postings to other Gray stations) 4370 Peachtree Road, NE Atlanta. GA 30319 404-266-8333 jan.goldstein@gray.tv	N	
8	Word of Mouth	N	1
11	Collective Talent 1721 Richardson Place Tampa, FL 33606 Michael Bille 813-254-9695 bille@michaelsmedia.com	N	
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	3

Jamie Satterfield

From: Diane Douglas
Sent: Tuesday, July 27, 2021 11:10 AM
To: Krista Rhoades
Cc: GrayTV - Jobs; Casey Wren
Subject: Job Posting Conf.: KKCO - TMP (7/27/21)

This email serves as confirmation for your job posting. Your job has now been published. Please keep the screenshot below for your EEO records.

Please note: Do not close out position this position if you need additional hires, let us know, and we will add additional FTE's.

TMP - KKCO

<https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=7b70b61d-070f-488d-ada2-09ab99b989f0>

TECHNICAL MEDIA PRODUCER - KKCO Published

👤 0 Applicants

KKCO Grand Junction 3821 News 520 No Sub Division

Details Postings

Company Job Boards ^

Job Board



Gray Television



Internal

External

Actions



Display as featured

View all job boards

Third Party Job Sites

Post opportunities to third party job sites

Auto-Feed ^

If posted to an external company job board, this opportunity will also be posted automatically to the following job sites. It may take up to 24 hours for the posting to become available.

Job Site ↕

Status ^

Indeed

Posted Today

View all job sites

Human Resources/Recruitment

4370 Peachtree Road NE • Atlanta, GA 30319

| 313.622.3323

www.gray.tv |

(866)344-0890



From: Krista Rhoades <Krista.Rhoades@kkco11news.com>

Sent: Monday, July 26, 2021 4:14 PM

To: GrayTV - Jobs <GrayTV.Jobs@gray.tv>

Subject: KKCO job posting

KKCO has a new job posting:

Technical Media Producer

If you have any questions please let me know.

Thank you,
Krista Rhoades
KKCO/KJCT
970-424-5737



Technical Media Producer

Job Description/Summary:

The Technical Media Producer has the general responsibility for directing live or pre-recorded productions as assigned, monitoring KKCO's on-air signals, transmitter, and FCC logs, and ingesting daily programming and commercials. Regular assignments will involve directing specific newscasts, misc. station productions, and various elements for the web channel.

The successful candidate will be responsible for (but not limited to) the following:

- Direct live and pre-recorded productions as assigned and monitor all on-air streams for KKCO.
- Work with Ross Overdrive automation, production video switcher, master control video switcher, Harris automation, VizRT graphics, Adobe Photoshop and all supporting equipment in Production/Master Control; including the ability to effectively perform at the following: robotic camera operation, prompter operation, audio operation, commercial/promo ingesting, satellite operation, program ingesting/segmenting, and a working knowledge of web production.
- Understanding of FCC program and transmitter logs, and all FCC broadcast regulations.
- Work with ENPS, newsroom computer system.
- Understanding of all equipment in studios and production areas.
- Dedication to care of equipment.
- Work closely with all other departments to meet all daily demands.
- Training of new personnel as assigned.
- Assist Production Supervisor in maintaining clean studios and production areas.
- Variable work schedule due to changing shifts, turnover, station projects, etc.
- Other Duties as Assigned

Qualifications/Requirements:

Preferred Skills: Computer literacy in office administrative software; i.e. Windows, Word, Excel, Access, and Outlook. Knowledge of INews, Omneon, Discreet Logic Edit 5, Sony Vegas 6, and Adobe Premiere Pro 1.5 software a plus.

Required Skills: Possess 2-3 years of professional or broadcast experience. Strong leadership skills and ability to operate in high pressure situations. Commanding knowledge of professional video photography equipment and techniques. Must be able to learn and adapt quickly to all work situations. Professional, communicative, highly self-motivated, detail oriented, and focused individual traits.

**KKCO-TV, KJCT-LP
VACANCY DATA FORM**

Full-Time Job Title: Multimedia Journalist	Date Filled: 09/17/2021
Recruitment Source ("RS") Referring Hiree: Gray Television Website	Total Number of Interviewees: 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1	Gray Television website – www.gray.tv/careers Automatically posted to Indeed.com	N	1
8	Word of Mouth	N	1
12	Ohio Center of Broadcasting 404 S. Upham Street Denver, CO 80226 Debbie Byrd 303-937-7070 dbyrd@beonair.com	N	
13	www.kkco11news.com	N	
14	Indeed.com www.indeed.com	N	2

Accessibility Note:

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page:

[Accessibility Accommodation for Applicants](#)

[Dismiss Note](#)

MULTIMEDIA JOURNALIST - KKCO

Job Category: News

Requisition Number: MULTI01609

Posted: April 29, 2021

Closed: August 23, 2021

Full-Time

Grand Junction, CO 81505, USA

Job Details

Description

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

At Gray Television, Inc., we offer employees the opportunity to connect with something larger than ourselves. Each day, our employees work alongside great people on fast-paced exciting and innovative projects that inspire change in the world around us. At GrayTV, our employees know that growth opportunities are endless and possibilities are all around us.

We understand that life needs balance. That is why we offer our employees and eligible family members a comprehensive benefits package, including:

- Safe harbor 401(k) Plan with matching and profit sharing contributions
- Major Medical, dental, and vision plan options
- Employer contributions towards HSA plans

- Flex benefits, including healthcare and dependent care FSA plans
- Employer Paid Life
- Short and Long-term disability
- Voluntary plans, including hospital indemnity, critical illness, whole life and accident insurance
- 10 paid company holidays, plus PTO
- Wellness initiatives and other exciting work-life programs

About KKCO:

KKCO 11 News is the news leader in the Grand Junction market. The largest city between Salt Lake and Denver, our outdoor recreation and mild climate draw people from across the country here. Our area sees all four seasons and you can ski and golf on the same day during certain parts of the year. Home to the Grand Junction Rockies and a huge summer country music festival, Grand Junction is a perfect community where residents enjoy the best of the outdoors and all the area has to offer. Our station has a history in our communities as being not only the news leader, but a community partner. Our focus on digital allows us to reach far beyond our broadcast signal, to communities in southern Colorado and eastern Utah.

Job Summary/Description:

KKCO 11 News is looking for a journalist with a passion for storytelling to join our team. This position requires solid reporting on all types of daily news stories with emphasis on accuracy and quality. The position also requires the ability to cover breaking news. Responsible for daily news photography and video tape editing in addition to publishing to digital platforms.

The primary job duties and responsibilities include, but are not limited to:

- A proven track record of finding unique stories
- Ability to deliver information live on television using a 'one man band' set up of camera, and TVU backpack
- Editing video for broadcast
- Engaging with audience on social media platforms
- Shooting video on professional cameras for broadcast
- Posting content to digital platforms, to include the station's site as well as social media
- Appear at station sponsored events and promote station/brand
- Willingness to work weekends/holidays and 'non business' hour shifts
- Other Duties as Assigned

This position pays: \$13.20 per hour

Required Skills & Qualifications:

- Great communication and people skills
 - Strong organizational, written and presentation skills
 - Competitive, energetic and self-starter with a willingness to learn
 - Enjoy a fast paced environment with a desire to win
 - Professional appearance a must
 - Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously
 - Must possess a valid Driver's License with a good driving record
- Come join our dynamic news team, apply online at <https://gray.tv/careers#currentopenings> search for station call letters and attach your resume

Additional Info:

Gray Television 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, Gray Television 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.

Gray Television 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 Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

Qualifications

Education

Preferred

Bachelors or better.

Licenses & Certifications

Required

Drivers License

Powered by UKG

ATTACHMENT C

KKCO-TV, KJCT-LP

RECRUITMENT INITIATIVES FORM

December 1, 2019-November 30, 2020

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	EEO Management Training	11/19/2020	On November 19, 2020, the HR Manager participated in a webinar: The FCC's EEO Rules and Regulations, hosted by Joan Stewart of Wiley Rein, LLP.
2.	Participate in Job Fair	2/16/2020-2/21/2020	KKCO participated in the Colorado Broadcasters Association virtual job fair. The General Manager, News Director, HR Manager were all available for questions and comments.
3.	Participate in Job Fair	10/14/2020	KKCO participated in the JobFest job fair at the Mesa County Workforce Center. The News Director and Promotions Manager were available for questions and comments.
4.	Participate in Job Fair	11/16/2020-11/21/2020	KKCO participated in the Colorado Broadcasters Association Virtual job fair. The General Manager, News Director, HR Manager were all available for questions and comments.
5.	Host Job Fair	11/19/2020	The HR Manager hosted a virtual hiring event at the Mesa County Workforce Center to discuss open positions and interview interested applicants.

wiley

The FCC's Equal Employment Opportunity Rules: A Webinar for Gray Television Stations

**Presented by
Joan Stewart**

November 19, 2020



KKCO-TV, KJCT-LP

RECRUITMENT INITIATIVES FORM

December 1, 2020 – November 30, 2021

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	EEO Management Training	11/12/2021	On November 12, 2021, the HR Manager successfully completed the certificate course, <u>Equal Employment Opportunity</u> , from <u>Mindedge Learning</u> .
2.	Participate in a Local Job Fair	4/8/2021	On April 8, 2021, KKCO participated in the Career fair at Colorado Mesa University. The News Director, Promotions Manager, Local Sales Manager and Operation Manager were all available for questions and comments.
3.	Participate in a Local Job Fair	5/3/2021 – 5/7/2021	On May 3-7, 2021, KKCO participated in the Colorado Broadcasters Association virtual job fair. The General Manager, News Director, HR Manager. were all available for questions and comments.
4.	Participate in a Local Job Fair	6/22/2021	On June 22, 2021, KKCO participated in the Summer job fair at the Mesa County Workforce Center. The HR Manager was available for questions and comments.
5.	Participate in a Local Job Fair	7/29/2021	On July 29, 2021, KKCO participated in the Midsummer job fair at the Mesa County Workforce Center. The HR Manager was available for questions and comments.



CERTIFICATE OF ACHIEVEMENT

THIS AWARD CERTIFIES THAT

Krista Rhoades

HAS SUCCESSFULLY COMPLETED ALL REQUIREMENTS OF THE
FOLLOWING COURSE OR CERTIFICATE PROGRAM:

Equal Employment Opportunity

COMPLETION DATE: November 12, 2021

ORG-PROGRAM-532875

3 General

This program, ORG-PROGRAM-532875, has been approved for 3 (General) recertification credit hours toward PHR, SPHR, and GPHR recertification through the HR Certification Institute. Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

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