## VA POSTINGTOFCCONUNE PUBLICINSPECTIONFILE

Lewis C. Pulley

Assistant Chief, Policy Division
Media Bureau
Federal Communications Commission

## Re: Response to Broadcast EEO Audit Letter WDFN(AM), Detroit, MI, Fac. ID No. 59969

Dear Mr. Pulley:
On behalf of AMFM Radio Licenses LLC, as debtor in possession, licensee of WDFN(AM), Detroit, MI and the commonly owned stations in the Detroit, MI station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of June 19, 2018 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080. ${ }^{1}$ Per your request, this submission consists of a sworn statement by Paul Corvino, Region President, with copies of documentation responsive to your inquiry.

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


Counsel to AMFM Radio Licenses LLC, as debtor in possession

[^0]
## DECLARATION PAUL CORVINO, REGION PRESIDENT

I, Paul Corvino, hereby declare as follows:

1. I am a Region President for AMFM Radio Licenses LLC, as debtor in possession, the licensee of Station WDFN(AM), Detroit, MI, Fac ID \#59969, which is part of a station employment unit based in Detroit, MI and which includes WJLB(FM), Fac ID \#59592, WMXD(FM), Fac ID \#59596, WKQI(FM), Fac ID \#6592, WDTW-FM, Fac ID \#59952, all Detroit, MI as well as WNIC(FM), Dearborn, MI, Fac ID \#6594. The stations in this SEU are commonly owned through subsidiaries ultimately owned and controlled by iHeartMedia, Inc., as debtor in possession (collectively, "iHeartMedia"). This Statement and relevant attachments are being submitted in response to the June 19, 2018 letter of Lewis C. Pulley, Assistant Chief of the Policy Division of the Commission's Media Bureau, concerning a random audit of the SEU's 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. § $73.2080(\mathrm{e})(1)$.
3. In response to Question 3(a) of the EEO Audit Letter, copies of 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.

The web addresses of the stations in this SEU are as follows: https://wdfn.iheart.com/ (WDFN(AM)), https://wjlbdetroit.iheart.com/ (WJLB(FM)), https://mix923fm.iheart.com/ (WMXD(FM)), https://channel955.iheart.com/ (WKQI(FM)), https://alt1067.iheart.com/ (WDTW-FM), and https://wnic.iheart.com/ (WNIC(FM)). A copy of the current EEO Public File Report is included on or linked to each of these websites

The date of each full-time hire listed in the SEU's two most recent EEO Public File Reports, as required by 47 C.F.R. § $73.2080(\mathrm{c})(5)(\mathrm{vi})$, is included in the internal business records appended at Attachment B.
4. In response to Question 3(b) of the EEO Audit Letter, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its fulltime positions, including the recruitment reflected in the above EEO Public File Reports.
5. In response to Question 3(c) 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.
6. In response to Question 3(d) of the EEO Audit Letter, documentation concerning the Unit's performance of four points worth of recruitment initiative activity as described in $\S 73.2080$ (c)(2) during this time period is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 59 full-time employees and at least one of our stations is located in a market with a population of more than 250,000. Accordingly, the SEU is
required to perform at least four points worth of recruitment initiative activity during each twoyear period measured from the date the stations in the SEU are required to file license renewal applications.
7. In response to Question 3(e) of the EEO Audit Letter, the licensee is aware of one complaint alleging unlawful discrimination in the employment practices of the 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, as follows:

A complaint alleging race discrimination was filed by Charles Roberts, an On-Air Announcer, on April 16, 2014 at the Michigan Dept of Civil Rights (MDCR \# 452095) and EEOC R-23A-2014-00710C. The MDCR issued Notice of Disposition and Order of Dismissal on July 1, 2014. No suit was filed, and the applicable limitations period has expired.
8. In response to Question 3(f) of the EEO Audit Letter, the licensee affirms that iHeartMedia deployed an EEO compliance plan, with the assistance of outside communications counsel, known as the Broadcast Diversity Recruitment Plan (the "Recruitment Plan" or "Plan") in conjunction with the effective date of the current EEO regulations. The Plan contains directives as to how iHeartMedia SEUs are to engage in broad recruitment for job vacancies and undertake recruitment initiatives, details the required recordkeeping requirements and provides a quarterly self-assessment program.

At the corporate level, iHeartMedia assists SEUs in understanding and following the Recruitment Plan, employing a team of corporate HR specialists that respond to SEU requests for FCC EEO compliance assistance and/or that call upon outside counsel for additional guidance when warranted. Furthermore, iHeartMedia has a team of internal public inspection file auditors that surveys FCC EEO performance of iHeartMedia SEUs as part of their routine review of overall public file compliance. Finally, in connection with the deployment of HR software throughout the company, iHeartMedia HR's department has conducted training sessions for its SEUs on its hiring policies and procedures, including compliance with the FCC's EEO broad outreach rules, and continues to provide access to training on FCC EEO matters to SEUs via its online HR portal.

At the local level, my Executive Assistant executes daily recruitment and recordkeeping duties for the SEU under my supervision and, more recently, our Director of Marketing and Promotions has teamed with her, assisting with general outreach efforts and identifying new recruitment resources. My Executive Assistant also handles our SEU's attendance at career and job fairs. This SEU's compliance efforts include identifying iHeartMedia's efforts to afford equal employment opportunities to employees through statements disseminated in job applications and posted in conspicuous areas within the workplace.
9. In response to Question 3(g) of the EEO Audit Letter, the licensee affirms that 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. The company's Recruitment Plan, through the quarterly self-assessment mechanism, provides SEUs with a regular opportunity to consult the corporate headquarters about these
issues. To boost the effectiveness of outreach efforts on an ongoing basis, the SEU includes language on its station websites encouraging qualified community organizations to contact the SEU to request its job notices. Further, we have recently added new recruitment sources to our source list to help reach a diverse group of applicants. And we maintain and have cultivated relationships with local educational institutions, which we have found to be particularly helpful in filling part-time positions and building a pipeline of candidates for future vacancies. Our outreach efforts include hosting career days at and tours of our facilities, visiting with career counselors and attending job fairs at area schools such as Wayne State University, Specs Howard School of Media Arts, Adcraft Detroit and University of Michigan-Dearborn.
10. In response to Question 3(h) 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 the unit provides equal opportunity and does not discriminate against employees or applicants. This SEU's employment practices are my ultimate responsibility, working in conjunction with in-house counsel at iHeartMedia corporate headquarters and, when applicable, outside employment and labor counsel.

Dated: September 20, 2018
[SIGNATURE PAGE FOLLOWS]

## SIGNATURE PAGE TO

 DECLARATION OF PAUL CORVINO, REGION PRESIDENTAs of the date set forth above, I hereby declare under penalty of perjuy that the foregoing is true and correct to the best of my knowledge, information and belief.



# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT 

June 1, 2016 - May 31, $2017^{1}$

## I. VACANCY LIST

See Section 11, the "Master Recruitment Source List" ("MRSL") for recruitment source data

| Job Title | Recruitment Sources ("RS") <br> Used to Fill Vacancy | RS Referring <br> Hiree |
| :--- | :---: | :---: |
| On-Air Talent and Board-Op for FM 98 WJLB | $1,4,6-8,10$ | 6 |
| Account Executive | $4-5,7-8,11$ | 5 |
| Account Executive | $4-5,7-8,11$ | 11 |
| Sales Assistant | $4,7-8,11$ | 11 |
| Account Executive | $3-4,7-9$ | 3 |
| Promotions Coordinator | $2-5,7-9$ | 3 |
| Director of Marketing/Promotion, IHM-Detroit | $4-5,7-8$ | 5 |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2016 - May 31, 2017
II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

| RS <br> Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS Over Reporting Period |
| :---: | :---: | :---: | :---: |
| 1 | All Access 28955 Pacific Coast Hwy Suite 210-5 <br> Malibu, California 90265 <br> Url : http://www.allaccess.com <br> Career Services <br> Manual Posting | N | 0 |
| 2 | Current Employee | N | 6 |
| 3 | Current Employee - Transfer/Promotion | N | 2 |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) <br> Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 5 | Employee Referral | N | 4 |
| 6 | Former Employee Referral | N | 1 |
| 7 | iHeartMedia.jobs 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Indeed.com - Not Directly Contacted by SEU | N | 2 |
| 10 | Specs Howard School of Media Arts 19900 W. Nine Mile Rd <br> Southfield, Michigan 48075 <br> Phone : 248-358-9000 ext. 8959 <br> Url : www.specshoward.edu <br> Kristin Burns <br> Manual Posting | N | 0 |
| 11 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 2 |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2016 - May 31, 2017

## II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

| RS <br> Number | RS Information | Source Entitled <br> to Vacancy <br> Notification? <br> (Yes/No) | No. of Interviewees <br> Referred by RS <br> Over <br> Reporting Period |
| :---: | :---: | :---: | :---: |

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT 

June 1, 2016 - May 31, 2017

## III. RECRUITMENT INITIATIVES

|  | Date | Type of Recruitment Initiative (Menu Selection) | Brief Description Of Activity | $\left\|\begin{array}{c}\text { No. of } \\ \text { Stations } \\ \text { Participants }\end{array}\right\|$ | Participant Title |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 10/27/2016 | Participation in events or programs sponsored by educational institutions | Our SEU's Region President met with Wayne State University counselors to discuss career and internship opportunities in broadcasting. During the meeting, he also met with students and toured the Wayne State Career Cente | 1 | Region President |
| 2 | 11/17/2016 | Participation in events or programs sponsored by educational institutions | The SEU participated in the College of Business, Internship \& Career Management Center, U of M Dearborn for a Supply chain \& Sales/Marketing Networking Event. The SEU disseminated information on job opportunities \& internships, accepted resumes and spoke with attendees about a career in broadcasting. SEU participant was a General Sales Manager. | 1 | General Sales Manager |
| 3 | 1/20/2017 | Participation in events or programs sponsored by educational institutions | Our SEU hosted a Career Day for The University of Michigan-Dearborn College of Business students at our facility in Farmington Hills, MI. SEU staff planned the event which included a tour of our facility, interactive time spent with various departments discussing employment \& career opportunities and a Q \& A session, SEU participants included our Director of Marketing, General Sales Manager and Account Executive. | 3 | Marketing Director General Sales Manager Account Executive |
| 4 | 3/9/2017 | Participation in events or programs sponsored by educational institutions | Our SEU hosted a Career Day for Stoney Creek High School's Advanced Marketing Seniors at our facility in Farmington Hills, Ml. SEU staff planned the event which included interactive time spent with several departments discussing employment \& career opportunities, Q \& A session, and one on one time with managers, support staff and on air talents. SEU participants included our SVP of Programming, Production Assistant, Promotions Manager, Digital Team and On-Air Talents. | 5 | SVP of Programming Promotions Manager Director of Digital Production Assistant |

## WDFN, WDTW (FM), WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2016 - May 31, 2017

## III. RECRUITMENT INITIATIVES

|  | Date | Type of Recruitment Initiative (Menu Selection) | Brief Description Of Activity | No. of <br> Stations <br> Participants | Participant Title |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 5 | 3/30/2017 | Participation in events or programs sponsored by educational institutions | Our SEU participated in a career fair held at Wagar Middle School on March 30th, 2017. At the fair we discussed careers in broadcasting and the academic credentials required to work in the field. We also answered questions about our stations and broadcast careers. | 1 | Production Director |
| 6 | 5/24/2017 | Participation in events or programs sponsored by educational institutions | Our SEU hosted 20 college students who belong to Adcraft Detroit at our facility in Farmington Hills, MI SEU staff planned the event which included a tour of our facility, interactive time spent with sales and on air-talent discussing employment, career opportunities and accepting resumes. There was also a Q\&A session with the on air-talents. | 3 | General Sales Manager On Air-Talent On Air-Talent |
| 7 | 5/31/2017 | Participation in other activities designed by the station employment unit | Our SEU partnered with The University of Michigan Ross School of Business MAP program, the university's largest educational partnership program working with companies and organizations around the world. MAP focuses on actual business projects provided by sponsoring organizations, and educates teams of undergraduate and Master of Management students through real-time action-based learning. During the school year, our SVPS met with assigned students to coach the students via phone, in person at school and at iheart to advise on career pursuits/development/opportunities, etc. | 1 | SVP of Sales |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2017 - May 31, 2018 ${ }^{1}$

## I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

| Job Title | Recruitment Sources ("RS"') <br> Used to Fill Vacancy | RS Referring <br> Hiree |
| :--- | :---: | :---: |
| Director of Urban Programming - Detroit Region | $1-2,4-5,9$ | 9 |
| Account Executive | $2,4-5,7$ | 4 |
| Continuity Coordinator | $2,4-5,9$ | 9 |
| Account Manager | $2-5$ | 3 |
| Sales Assistant | $2,4-6,10$ | 6 |
| Account Manager | $2,4-5,9$ | 9 |
| Account Executive | $2,4-5,8,10$ | 8 |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC <br> EEO PUBLIC FILE REPORT

June 1, 2017 - May 31, 2018
II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

| RS <br> Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS Over Reporting Period |
| :---: | :---: | :---: | :---: |
| 1 | All Access 28955 Pacific Coast Hwy Suite 210-5 <br> Malibu, California 90265 <br> Url : http://www.allaccess.com <br> Career Services <br> Manual Posting | N | 0 |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) <br> Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 3 | Former Employee Referral | N | 1 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 1 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Unl : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 6 | Internal Transfer/Promotion | N | 1 |
| 7 | Radio On-Line 3500 Tripp Avenue <br> Amarillo, Texas 79121-1637 <br> Phone : 806 352-7503 <br> Url : http://www.radioonline.com <br> Email : ronchase@radioonline.com <br> Fax: 1-806-352-3677 <br> Ron Chase | N | 0 |
| 8 | Re-hire | N | 1 |
| 9 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 5 |

WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2017 - May 31, 2018
II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

| $\begin{array}{c}\text { RS } \\ \text { Number }\end{array}$ | RS Information | $\begin{array}{c}\text { Source Entitled } \\ \text { to Vacancy } \\ \text { Notification? } \\ \text { Yes/No) }\end{array}$ | $\begin{array}{c}\text { No. of Interviewees } \\ \text { Referred by RS } \\ \text { Over }\end{array}$ |
| :---: | :--- | :---: | :---: |
| Reporting Period |  |  |  |$\}$

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT 

June 1, 2017 - May 31, 2018

## III. RECRUITMENT INITIATIVES

|  | Date | Type of Recruitment Initiative (Menu Selection) | Brief Description Of Activity | No. of Stations Participants | Participant Title |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 6/23/2017 | Participation in Job Fairs | Our SEU participated in a Job Fair held at Specs Howard School of Media Arts on June 23rd, 2017. At the fair we discussed careers in broadcasting and the academic credentials required to work in the field. | 3 | Director Of Marketing <br> On-Air Talent <br> On Air-Talent |
| 2 | 3/7/2018 | Participation in Job Fairs | Our SEU participated in a career fair held at the Lansing Center on March 7th, 2018 sponsored by the Michigan Association of Broadcasters Foundation. At the fair we discussed careers in broadcasting and the academic credentials required to work in the field. | 3 | Promotions Promotions Promotions |
| 3 | 3/29/2018 | Participation in events or programs sponsored by educational institutions | Our SEU participated in a career fair held at Wager Middle School on March 29th, 2018. At the fair we discussed careers in broadcasting and the academic credentials required to work in the media broadcasting field. Audio equipment was provided so the students could get a hands on experience. | 1 | Production Director |
| 4 | 4/5/2018 | Establishment of training programs for station personnel | Our Senior Vice President of Sales attended a 3 week course entitled Building a Positive Team Culture sponsored by the Ross School of Business at the University of Michigan. The course focused on positive leadership principles, drawing on research in understanding what makes good leaders great. It taught our SVPS how to assess his current levels of positive practice, engagement and empowerment, and to use effective tools to boost productivity and positivity within an organization. The course consisted of online forums, breakout group meetings and a final live event where a faculty expert addressed what was learned. | 1 | SVP of Sales |
| 5 | 4/6/2018 | Participation in Job Fairs | Our SEU participated in a Job Fair held at Specs Howard School of Media Arts on April 6th, 2018. At the fair we discussed careers in broadcasting and the academic credentials required to work in the field. | 2 | Promotions Manager On Air-Talent |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC EEO PUBLIC FILE REPORT

June 1, 2017 - May 31, 2018
III. RECRUITMENT INITIATIVES

|  | Date | Type of Recruitment Initiative (Menu Selection) | Brief Description Of Activity | No. of <br> Stations <br> Participants | Participant Title |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 6 | 5/16/2018 | Participation in events or programs sponsored by educational institutions | Our SEU hosted 25 college students who belong to Adcraft Detroit at our facility in Farmington Hills, MI. SEU staff planned the event which included a tour of our facility, interactive time spent with various departments discussing employment \& career opportunities, accepted resumes and held an Q \& A session. | 2 | General Sales Manager Digital Sales |
| 7 | 5/24/2018 | Establishment of training programs for station personnel | A select 3 members of our marketing and promotions team attended a Core Strengths workshop. The workshop took place in the Sheraton Ann Arbor Hotel in Ann Arbor Michigan to acquire skills to advance in their careers. Core Strengths is about taking ownership of the strengths you deploy and the results you produce. The event included an online assessment, hands-on learning and provided tools to help our Emily, Cody and Ellen develop Core Strength Action Plans in the future. | 3 |  <br> Promotions <br> Manager Promotions <br> Staff <br> Promotions <br> Coordinator |
| 8 | 5/31/2018 | Participation in other activities designed by the station employment unit | Our SEU partnered with The University of Michigan Ross School of Business MAP program, the university's largest educational partnership program working with companies and organizations around the world. MAP focuses on actual business projects provided by sponsoring organizations, and educates teams of undergraduate and Master of Management students through real-time action-based learning. During the school year, our SVPS met with assigned students to coach the students via phone, in person at school and at iheart to advise on career pursuits/development/opportunities, etc. | 1 | SVP of Sales |

B

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC 

Vacancy Data Form

## On-Air Talent and Board-Op for FM 98 WJLB

## Recruitment source referring hiree: Former Employee Referral <br> Date of hire: $\mathbf{6 / 6 / 2 0 1 6}$

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 1 | All Access <br> 28955 Pacific Coast Hwy Suite 210-5 <br> Malibu, California 90265 <br> Url : http://www.allaccess.com <br> Career Services <br> Manual Posting | N | 0 |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 6 | Former Employee Referral | N | 1 |
| 7 | iHeartMedia.jobs 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting | N | 0 |
| 10 | Specs Howard School of Media Arts 19900 W. Nine Mile Rd <br> Southfield, Michigan 48075 <br> Phone : 248-358-9000 ext. 8959 <br> Url : www.specshoward.edu <br> Kristin Burns <br> Manual Posting | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |

## On-Air Talent 8 Board-Op for FM 98 wJLB

# Welcome to college centrall Network. Home of Americals emergina talentil <br> <br> Specs Howard School of Media Arts 

 <br> <br> Specs Howard School of Media Arts}

Career Services Office: (248) 358-9000| Email
College Central ${ }^{\circ} \mathrm{C}$ Network
Ask arouind The Network work?

## Job Detail Information

This job has been viewed $\underline{5}$ times by job seekers.

## Job Information

Job ID 4496423

School ID Kristin, Exp
Job Title
On-Air Talent \& Board-Op for FM 98 WJLB
Job Summary:
Legendary FM98 WJLB have a rare opening. Are you an amazing on air talent? Can you run the city of Detroit on the air during Middays? Do you wake up every morning and you can't wait to get on the air? Do you have a healthy addiction to social media? We want to hear from you. We are looking for the next Urban star.

## Job Description

## Responsibilities

- Performs news, talk, music, comedic or other format shows or program for broadcast entertainment.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Interviews guests, moderates debates, converses with callers, and hosts live events.
- Adheres to all guidelines, policies and procedures of the station, iHeatMedia, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
- Maintains a website personality page.
- Participates in required station Programming, Promotions, and Sales staff meetings and events.
- Makes regular approved appearances at paid and non-paid station events; serves as ambassador for the radio station(s) when out in public.
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format.
- Assists with voice over and production of paid and non-paid spots required to run on the station.
- Serves as primary creative voice and directs support staff of show.
- Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary.
- Finalizes content using digital audio editing software.
- Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms.
- Checks studio equipment for proper functioning and notifies

Engineering of technical malfunctions affecting quality of the broadcast.

- Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert system tests, etc.) ; is on call for possible disasters, breaking news, or acts of nature.

Qualifications

- Proficient in Microsoft Office suite and social networking
- Proficient in media production and broadcast systems; familiar with NexGen, Vox Pro, and Pro Tools
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Exceilent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open

be heard on AM/FM, HD digital radio, satellite radio, on the Internet at iHeartRadio.com and on the company's radio station websites, on the iHeartRadio mobile app, in enhanced auto dashes, on iPads and smartphones and on gaming consoles.
iHeartRadio, iHeartMedia's free digital radio service, is the No. 1 all-inone digital audio service with over 345 million downloads; it reached its first 20 million registered users faster than any digital service in Internet history and reached 50 million users faster than any digital music service and even faster than Twitter, Facebook and Pinterest. The company's operations include radio broadcasting, online, mobile, digital and social media, live concerts and events, syndication, music research services and independent media representation.

Equal Opportunity Employer Yes

## Contact Information

## Contact

Name: Julie Morgan<br>Address: 27675 Halsted Rd.<br>Farmington Hills, MI 48331<br>Phone: NO calls please<br>Apply Online

# My Emplover Account Home Page 

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## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Account Executive

## Recruitment source referring hiree: Employee Referral

 Date of hire: 8/9/2016Recruitment source referring hiree: Station Website Posting (navigation link to corporate careers website on one or more SEU stations)

Date of hire: 9/7/2016

| RS <br> Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone: 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 5 | Employee Referral | N | 1 |
| 7 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 11 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 1 |
| TOTALINTERVIEWS OVER REPORTING PERIOD: |  |  | 2 |





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səınssəıd ןе! â€ $\not \subset$ Understanding of market dynamics including demographics à $€ \notin$ Strong probleml-solving and analytical skills $\hat{a} € \not \subset$ Independent; self-motivated; competitive; assertive $\hat{a} € \not \subset$ Persuasive communication skills: verbal, written and presentation $\hat{a} € \not \subset$ Negotiation and closing proficiency $\hat{a} € \phi$ Ability to plan and organize, set priorities and multi task in a fastl-paced environment à $€ \not \subset$ Strong client service relationshipl-building skills $\hat{a} € \notin$ Adept at prospecting and using effective consultative selling principles and practices à $€ \not \subset$ Proficient in Microsoft Office suite and social networking platforms *: Suolyev!!eno ** $\hat{a} € \notin$ Generates revenue and meets/exceeds established sales targetsl. $\hat{a} € \notin$ Creates effective marketing campaigns in cooperation with iHeartMedia resourcesl. à $\notin \not$ Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline
lists, forecasts and competitive analysis!. â€ $\notin$ Ensures prompt payments $\backslash$ $\hat{a} € \notin$ Works collaboratively with internal partners to drive revenuel

$\hat{a} € 屯$ Monitors competition to continually find new account leads\.
â $\not \not \subset$ Maintains client communication and ensures client satisfaction.
â€ $\phi$ Steers clients based on market, platform and station information
$\mathfrak{a} € \notin$ Delivers creative and effective sales presentations $\backslash$
$\hat{a} € \nmid$ Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities .
â€ $\not \subset$ Services and grows relationships in existing client basel. ispoadsoud səjes
$\hat{a} € \phi$ Identifies and solicits new business through networking, prospecting, and cold calling; builds and maintains a full pipeline of
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US National Labor Exchange - State Job Bank Reporting

 events, and onl-demand entertainment and information services across the nation and providing premier opportunities for
advertisersl.




 **Location:** Farmington Hills, MI: 27675 Halsted Road, 48331

 â€ $\not 4$ 41-year college degree, preferably in a related field **Education:**

$$
\hat{a} € \notin \text { Experience in Media/Advertising Sales with proven success is preferable }
$$

â€ $\not \subset$ Strong interpersonal skills
â€ $\not \subset$ Professional appearance
à $€ \not \subset$ Flexibility and creativity
**Work Experience:**

$$
\hat{a} € \notin 11-2 \text { yearsâ } €^{T M} \text { sales experience }
$$

WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC
ABBREVIATED VACANCY DATA FORM

| Full-Time Job Title: Account Executive | Date Filled: 9/7/2016 |
| :--- | :--- |
| Recruitment Source ("RS") Referring Hiree: <br> Station Website Posting | Total Number <br> of Interviewees: See Note Below |

Note: Please see the Vacancy Data Form for the Account Executive position filled on 8/9/2016 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.

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC 

Vacancy Data Form

Sales Assistant

## Recruitment source referring hiree: Station Website Posting (navigation link to corporate careers website on one or more SEU stations) <br> Date of hire: 8/23/2016

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 7 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 11 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 1 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD |  |  | 1 |

https://usnlx.com/destatereport.asp? 1 ID=77671334

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age,
Location: Farmington Hills, MI: 27675 Halsted Road, 48331
Position Type: Regular
â€ $¢$ None required
:suonyeว! !
â€ 4 -year college degree
Education:
â€ $\nmid-3$ yearsâ $\mathfrak{E}^{T M}$ experience in radio role
Work Experience:
$\hat{a} € \not \subset$ Demonstrates competitive spirit; shows desire to â€œmove upâ€ personalities
â $€ \not \subset$ Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and writing skills; shows excellent grasp of grammar $\hat{a} € \nmid$ Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business $\hat{a} € \not \subset$ Assumes responsibility \& accountability for assignments and tasks
$\hat{a} € \notin$ Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly $\hat{a} \in \not \subset$ Adapts to shifts in priorities and urgencies
â€ $\phi$ Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail;
meets deadlines Qualifications: correspondence, files and makes copies, relieves receptionist. $\hat{a} € \notin$ Records and forwards checks, handles contracts for Account Executives, prepares presentations, types \& proofreads

$\mathfrak{a} € \notin$ Generates contract confirmations, reports related to sales activities \& revenue data, pool reports, unapproved credits, etc.
communications, sponsorship proposals \& recaps.
$\hat{a} € \notin$ Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing
â€ф Provides administrative and/or process support for contract administration, customer service, and order history.

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

Vacancy Data Form

## Account Executive <br> Recruitment source referring hiree: Current Employee - Transfer/Promotion Date of hire: 3/14/2017

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 3 | Current Employee - Transfer/Promotion | N | 1 |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 7 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Indeed.com - Not Directly Contacted by SEU | N | 1 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 2 |



$\hat{a} € \notin$ Understanding of market dynamics including demographics à $\not \subset$ Independent; self-motivated; competitive; assertive
$\hat{a} € \notin$ Strong problem-solving and analytical skills $\hat{a} € \notin$ Persuasive communication skills: verbal, written and presentation
$\hat{a} € \notin$ Independent; self-motivated; competitive; assertive $\hat{a} € \notin$ Negotiation and closing proficiency
 â€ $\notin$ Strong client service relationship-building skills $\hat{a} € \notin$ Adept at prospecting and using effective consultative selling principles and practices
 :suone
$\hat{a} € \phi$ Generates revenue and meets/exceeds established sales targets.
$\hat{a} € \notin$ Creates effective marketing campaigns in cooperation with iHeartMedia resources.

â€ $\notin$ Ensures prompt payments.
$\hat{a} € \notin$ Works collaboratively with internal partners to drive revenue
$\hat{a} € \not \subset$ Negotiates rates based on iHeartMediaâ $\epsilon^{\text {IM }}$ s budgets.
$\mathfrak{a} € \notin$ Monitors competition to continually find new account leads.
$\hat{a} € \notin$ Maintains client communication and ensures client satisfaction.
$\hat{a} € \phi$ Steers clients based on market, platform and station information
$a ̂ € \not \subset$ Delivers creative and effective sales presentations.
$\hat{a} € \notin$ Identifies clientagency needs and develops persuasive proposals to meet needs and opportunities
à $€\langle$ Services and grows relationships in existing client base.
spodsoid sepes
$\hat{a} € \neq$ Identifies and solicits new business through networking, prospecting, and cold calling; builds and maintains a full pipeline of
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US National Labor Exchange - State Job Bank Reporting

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

Vacancy Data Form
Promotions Coordinator

Recruitment source referring hiree: Current Employee - Transfer/Promotion
Date of hire: 11/28/2016

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Current Employee | N | 6 |
| 3 | Current Employee - Transfer/Promotion | N | 1 |
| 4 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone: 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 5 | Employee Referral | N | 1 |
| 7 | iHeartMedia.jobs 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting | N | 0 |
| 8 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Indeed.com - Not Directly Contacted by SEU | N | 1 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 9 |



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City: Farmington Hills
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Create and write copy for station promos Creates proposals for clients and promoteres
Works directly with the Promotions Directors in the office daily to assist with their needs
â€ $\notin$ Responsible for all winner prize; fulfillment and release forms
â€ф. Coordinate and oversee on-site appearances, remotes and events.
â€ $\not \subset$ Supervises prize inventory and in-stùdio prize sheets as well as awarding of prizes at events



$\hat{a} € \notin$ Sets up and runs audio and other types of equipment; hangs banners and other staging elements.

$\hat{a} € \notin$ Performs basic office administrative functions and updates station web site

## 

â€ $\not \subset$ Collaborates with multiple departments to create and execute promotions such as remotes, events, van hits and other street
team activities from start to finish.
$\hat{a} € \notin$ Coordinates and attends client meetings with sellers and. sales managers as needed to plan events and event logistics
Responsibilities:
rules comply with FCC regulations. promotions coordinator and event staff. Ensures the provision of prizes, promotional materials, and event collateral. Ensures contest from promotional events, prepares summaries of events, serves as primary coordinator for third party tie-ins and supervises promotions for targeted demographic. Maintains station event calendar, writes copy for promotional spots, schedules live remotes responsibilities may be a separate role in larger markets. In smaller markets, it is normally combined with marketing management
Executes remote station promotional events and materials. Participates with station management in determining appropriate products and services, working with advertising and promotion managers. Monetizing all activities and events. The following reporting results to management. Providing marketing advice to markets and stations. Formulating marketing policies to promote listening, audience and customers. Developing and evaluating marketing strategies, striving to achieve maximum profits or market
share and achieving and maintaining customer satisfaction. Researching program and campaign effectiveness. Tracking and determine the demand for company's services or products, and indicating the need for new products or services. Identifying potential
listening audience and customers. Developing and evaluating marketing strategies, striving to achieve maximum profits or market
 Directs the activities of employees engaged in the planning and execution of marketing, promotion, sales promotion and imaging 6u!noday yueg qor ateis - aburyox马 дoqe freuolyen sn sıəs!yəape iHeartMedia, Inc. is one of the leading global media and entertainment companies specializing in radio, digital, outdoor, mobile, live
events, and on-demand entertainment and information services across the nation and providing premier opportunities for





Location: Farmington Hills, MI: 27675 Halsted Road, 48331 $\hat{a} € \notin$ Proof of insurability
â€ $\notin$ Valid driverâ $€^{T M}$ s license
Certifications:
â€ $\notin$ High school diploma; 4-year college degree preferred (emphasis in Communications, Advertising or Marketing)
Education:
$\mathfrak{a} € \notin 1-3$ yearsấ $\epsilon^{T M}$ experience in outdoor promotions and/or marketing and/or customer service Work Experience:
Basic knowledge of all radio stations
â€ Physical ability to stand for multiple hours and lift or move 40-pound objects
á€ $\not \subset$ Excellent driving record

> personalities
$\hat{a} € \not \subset$ Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and лешиели 10 dse」 6
à $€ \notin$ Actively listens; clearly and effectively conveys information; demonstrates effective business writing skills; shows excellent
â $€ \notin$ Project management from start to finish; assumes responsibility \& accountability for assignments' and tasks
$\hat{a} € \notin$ Problem. solving and decision making
à $€ \nmid$ High work standards and degree of attention to detail
$\hat{a} € \notin$ Excellent organizational skills; ability to prioritize and effectively manage time US National Labor Exchange - State Job Bank Reporting

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

Vacancy Data Form

## Director of Marketing/Promotion, IHM-Detroit

## Recruitment source referring hiree: Employee Referral

 Date of hire: 4/12/2017| RS <br> Number | RS Information | Source Entitled <br> to Vacancy <br> Notification? <br> (Yes/No) | No. of Interviewees <br> Referred by RS |
| :---: | :--- | :---: | :---: |
| 4 | Direct Employers Association, Inc. (association distributing <br> 9002 N. Purdue Road Suite 100 job postings to state job banks) <br> Indianapol is, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax : 1-317-874-9100 <br> Job Board | N | 0 |
| 5 | Employee Referral | N |  |
| 7 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 2 |
| 8 | iHeartMediaCareers.com <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  |  |

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US National Labor Exchange - State Job Bank Reporting

## रбәредя <br> $\hat{a} € \notin$ Working closely with the station program director and the SVPP to execute events and promotions in line with the stations





â $\notin$ Conducts on-site promotions, and handles clients and listeners
â $€ \not \subset$ Performs basic office administrative functions and updates station website


$\hat{a} € \notin$ Assist in the planning and coordination of Major Promotions/Events from inception to completion
$\hat{a} € \notin$ Write and obtain legal approval on contest rules
$\hat{a} \in \phi$ Execute quarterly tactical plans for on-air contesting, station website and events, including originating or adapting ideas
identifying and negotiating resources, establish action plans and timelines objectives of the cluster. $\hat{a} € \notin$ Develop and execute strategic and tactical plans for all stations in support of the marketing, programming and revenue $\hat{a} € \not \subset$ Work directly with the other promotions directors to manage resources for the Detroit cluster promotional and marketing plans and create and fuffill sales opportunities. $\hat{a} € \not \subset$ Oversee promotions and marketing efforts for Detroit radio stations including allinternal/external executionof the station Duties include

You must be able to lead a team of Promotion Directors and street team employees, including hiring and training new street team
members. This position will work with station Program Directors to create a calendar of promotions. The ideal person has experience with Urban, Top 40, Country, Rock and spoken word formats
in Detroit market and will work with other markets in the region to create and execute promotions, both programming and revenue
related. 1HearMMedia Detroit seeks a Director of Marketing \& Promotion for the Detroit market and beyond. This position will oversee stations ;рәte|ә」 HeartMedia Detroit seeks a Director of Marketing \& Promotion for the Detroit market and beyond. This position will oversee stations

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â€ $1-3$ yearsâ€ ${ }^{T M}$ experience in outdoor promotions and/or marketing and/or customer service
 ấ $\not \subset$ Physical ability to stand for multiple hours and lift or move 40-pound objects â€申 Excellent driving record personalities . . . . . . ?
$\hat{a} € \notin$ Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and grasp of grammar
$\hat{a} € \notin$ Actively listens; clearly and effectively conveys information; demonstrates effective business writing skills; shows excellent


$$
\hat{a} € \notin \text { Problem soiving and decision making }
$$

à $€ \nmid$ High work standards and degree of attention to detail
$\hat{a} € \notin$ Excellent organizational skills; ability to prioritize and effectively manage time
â€ $\not \subset$ Advanced skills in Microsoft Office, Photoshop and social media platforms :suonpen! !eno
â $€ \not \subset$ May be responsible for ail winner prize fulfillment and release forms
$\hat{a} € \notin$ May drive promotional vehicles.
â€¢ May coordinate and oversee on-site appearances, remotes and events
$\hat{a} € \notin$ Supervises prize inventory and in-studio prize sheets as well as awarding of prizes at events
$\hat{a} € \not \subset$ This position requires flexible working hours; May include nights, holidays and weekends
â $€ \notin$ Ensure accurate recording and tracking of all contests, prizes and winners
$\hat{a} € \not \subset$ Manage database and promotion scheduling system for station
â€ $\not \subset$ Develop content, as needed, for weekly station newsletters.
â€ $\neq C$ Creation of all concert proposals and concert promotions
$\hat{a} € \phi$ Collaborate with Digital Team on creating scheduling and tracking social networking outlets and initiatives.
â€фManage on site promotions.
US National Labor Exchange - State Job Bank Reporting

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Director of Urban Programming - Detroit Region

Recruitment source referring hiree: Station Website Posting (navigation link to corporate careers website on one or more SEU stations)

Date of hire: 3/6/2018

| RS <br> Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 1 | All Access <br> 28955 Pacific Coast Hwy Suite 210-5 <br> Malibu, California 90265 <br> Url : http://www.allaccess.com <br> Career Services <br> Manual Posting | N | 0 |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Station Website Posting (navigation link to corporate careers website one or more SEU stations) | N | 3 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 3 |

Forums

## Search (10)

Forum Rules

## ※ Board index • Job Market • Job Openings

## PD- WJLB/WMXD, Director of Urban Programming - Detroit

Moderators: shawnski, jdenver, nicolederosa

## Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records, Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.
No voiceover, voicetracking, or other business plugs, please!
Post Reply. $\qquad$
Search this topic...

1 post . Page 1 of 1

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## 45

## PD- WJLB/WMXD, Director of Urban Programming - Detroit

* Tue Aug 01, 2017 3:49 pm
iHeartMedia is looking for a Director of Urban Programming for the Detroit Region, with day-to-day oversight of WJLB and WMXD.


## Job Summary:

Leads all aspects of radio station's on-air experience in a leadership and operations role, responsible for talent, content, programming, promotions and online presence. The right person will have incredible vision to lead both winning Detroit Urban brands and continue our dominant position in the market.

Responsibilities

- Reviews and determines all commercial and paid programming content; decides music play lists; schedules programming in conformance with FCC rules and regulations, company policy and applicable federal, state, and local laws; protects station ticense.
- Plans and oversees tone, programming, production, sound $\&$ theme, website, online presence, and social media.
- Collaborates with Production to enlist musical direction and seeks options that meet editorial scope.


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Caiaxy Modla Is Contral Now York's largost locally ewned, indapondent mode proup and wo are bwkind on axporiwnced modie aolon protonionol to foln our Syracueo ofiles.
Candldates will have:
-A positive outlook with aperior organizational shils.
"Minimum two years" expertence in media sales.
$\cdots$..Experionee working directly with local ond market shafe.
Please omall your resume and cover lotter to caroors. galoxymodia company.com
 - Partners witn market resiaent, rrogramming ana sates in support or tocal ano corporate business goals to increase market share, listeners, ratings, advertiser satisfaction, and revenue while aligning programming fit with client, station, and audience; creates talent and station marketing, promotion, and image campaigns.

- Determines and maintains creative vision for station(s) to enhance station image and visibility within the community.
- Evaluates programming available from distributors, syndicators, and independent producers to recommend acquisitions for broadcast.
- Schedules staff for on-air shifts, remotes, and appearances.
- Ensures staff has taken/passed/maintained all company programs, plans, and training (e.g., RBI, Payola/Plugola).
- Prepares and manages Programming Department budget on a yearly, quarterly, and monthly basis.
- Establishes and maintains professional relationships with producers, artists' managers, composers and other industry contacts.

Qualifications

- Extensive knowledge of FCC broadcast rules and regulations; knowledge of federal, state and local contesting rules and regulations
- Demonstrated ability to use tools to gather and analyze ratings data, make business decisions based on analysis; sound judgment and quality decision-making skills
- Extensive knowledge of Diary data analysis; working knowledge of RCS products including GSelector and NexGen
- Knowledge and appreciation of diverse music genres, excellent on-air performance, familiarity with radio programming
- Excellent team leadership and delegation skills, including motivation of staff; can set goals $\&$ expectations, provide honest feedback and manage performance
- Strong interpersonal skills
- High degree of planning and organizing skills; can multi-task and meet specific deadlines
- Flexible, creative, and innovative in using technology to deepen listener relationships
- Ability to think both tactically and strategically
- Ability tó work independently and collaboratively with others
- Superior oral and written communication skills; excellent grammar; can adjust communications style based on audience needs
- Entrepreneurial and assertive in meeting goals
- Ability to influence others, inspire innovation and ensure a client focus

Work Experience

- Prior experience directing and managing a team
- Experience with local formats preferred
- Prior experience as a broadcaster, either in news, sports, or as a DJ preferred
- Prior experience as a Program Director or Assistant Program Director preferred

Apply at inttps://iheartmedia.wd5.myworkdayjobs.c ... _Req6967-1

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Account Executive

## Recruitment source referring hiree: iHeartMedia.jobs

Date of hire: 10/2/2017

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? ( $\mathrm{Yes} / \mathrm{No}$ ) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator Manual Posting | N | 1 |
| 5 | iHeartMediaCareers.com <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 7 | Radio On-Line <br> 3500 Tripp Avenue <br> Amarillo, Texas 79121-1637 <br> Phone : 806 352-7503 <br> Url : http://www.radioonline.com <br> Email : ronchase@radioonline.com <br> Fax: 1-806-352-3677 <br> Ron Chase | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC <br> Fax and E-mail verification summary report for Account Executive 

Position: Account Executive

Hire Date: October 2, 2017

This report, generated by BroadcastI Source, verifies that WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC used Broadcastl Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To
All recruiting agencies listed in the report below
Subject: Job Notification from Broadcast 1 Source
From: contact@broadcast l source.com
Details:

Current employees and contingent workers click here to apply and search by the Job Posting Title.
iHeartMedia Stations

## Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.


## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship -building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills


# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC <br> Fax and E-mail verification summary report for Account Executive 

Work Experience

- $2+$ years in media/advertising sales is preferred, but not required
- SalesForce experience is a plus

Education

- High school diploma, college degree preferred


## Certifications

- None required


## Location

Farmington Hills, MI: 27675 Halsted Road, 48331

Position Type
Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click here to learn about E-Verify.

Current employees and contingent workers click here_to apply and search by the Job Posting Title.

## Requirements:

## Experience:

Additional Information:

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive

## Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Farmington-Hills-MI/Account-Executive_Req8191
Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
***IMPORTANT***
This fax or email has been sent using the services provided by Broadcast I Source. If you want to change your contact details, please email Laurie Reid at lauriereid@iheartmedia.com

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC 

Fax and E-mail verification summary report for Account Executive

| RS Number | Recruiting Source | Date and Time |
| :---: | :--- | :--- |
| $\mathbf{2}$ | Direct Employers Association, Inc. <br> Fax: 1-317-874-9100 | Sent: Manual Posting On 9/15/2017 |
| $\mathbf{7}$ | E-mail: info@usnlx.com | Sent: Manual Posting On 9/15/2017 |
| E-mail: ronchase@radioonline.com |  |  |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Continuity Coordinator

Recruitment source referring hiree: Station Website Posting (navigation link to corporate careers website on one or more SEU stations)

Date of hire: 12/11/2017

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 1 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD |  |  | 1 |

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$\hat{a} € \notin$ Strong organizational, analytical and problem solving skills
 â€ $\not$ Detail Oriented; ability to multi.task.

â€ф High School diploma and one yearbroadcast related experience and/or training Experience/Skills/Qualifications: $\hat{a} € \notin$ Assist sales coordinator in solving billing discrepancies

 â€ф May require flexibility in work schedules.
 â $\not \subset$ Maintain file of all commercial copy and instructions. $\hat{a} € \notin$ Make changes in copy or rotation that might occur with schedule. â€ $\not \subset$ Work closely with Sales Department as weil as local and national agencies to ensure schedule runs correctly. splits; blackouts, and copy revisions $\hat{a} € \notin$ Accurately inputting agency traffic instructions for our advertisers into our database; instructions may include complex copy
$\hat{a} € \notin$ Manage incoming commercial copy and schedule accordingly
:suonelozdxa Kile口
Must be detail oriented with exceptional organizational, interpersonal and communication skills. Radio or TV traffic experience
required; Viero and vCreative PPO experience a plus. environment. Excellent problem solving skills and the ability to work in an open environment with ongoing distractions is required. Candidates must have the ability to prioritize workload and accurately perform multiple tasks in a high volume and deadline driven agencies, and commercial providers. to ensure all instructions and spots are received, inputted; and aired for each advertiser. Secures commercial copy and related instructional material. Coordinates directly with Account Executives, production departments,

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Account Manager

## Recruitment source referring hiree: Former Employee Referral

Date of hire: 12/13/2017

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 3 | Former Employee Referral | N | 1 |
| 4 | iHeartMedia.jobs 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |

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and search by the Job Posting Title


Company Job ID: Req9170

Date Acquired: 11/15/2017
Gu!nodəy yueg qor әұеłs

 events, and on-demand entertainment and information services across the nation and providing premier opportunities for
advertisers. iHeartMedia, Inc. is one of the leading global media and entertainment companies specializing in radio, digital, outdoor, mobile, live and search by the Job Posting. Itite Current employees and contingent workers click here at https://wd5.myworkday.com/iheartmedia/d/task/3005\$1999.htmld to apply

 The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, Regular Position Type
Farmington Hills, MI: 27675 Halsted Road, 48331 Location âed None required Certifications
â€ $\not \subset 4$-year coliege degree, preferably in a rèlated field
Education â€ $\not \subset$ SalesForce experience is a plus
à $€ \phi$ Experience in Media/Advertising Sales with proven success is preferable
$\hat{a} € \notin 1-2$ yearsâ $\epsilon^{T M}$ sales experience Work Experience
 â€ $\not \subset$ Professional appearance $3 \in \notin$ Flexibility and creativity $\hat{a} \in \not \subset$ Stress tolerance especially with tight deadlines and financial pressures
à $€ \notin$ Understanding of market dynamics including demographics
US National Labor Excinange - State Job Bank Reporting

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

Sales Assistant

## Recruitment source referring hiree: Internal Transfer/Promotion <br> Date of hire: $\mathbf{2 / 2 1 / 2 0 1 8}$

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc (association distributing. 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting | N | 0 |
| 6 | Internal Transfer/Promotion | N | 1 |
| 10 | www.mediagignow.com <br> 717 Green Valley Road Suite 200 <br> Greensboro, North Carolina 27408 <br> Phone: 336-553-0620 <br> Url : http://www.mediagignow.com <br> Email : customerservice@mediagignow.com <br> MediaGigNow.com | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |


 Certifications â€ 4 -year college degree Education $\hat{a} € \notin 1-3$ yearsa $\epsilon^{T M}$ experience in radio role Work Experience $\hat{a} € \notin$ Demonstrates competitive spirit; shows desire to à $€ œ m$ me upa $€$ writing skills; shows excellent grasp of grammar
$\hat{a} € \not \subset$ Exhibits good interpersonal skills; collaborat
personalities â€ $\nmid$ Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business $\hat{a} \notin \notin$ Assumes responsibility \& accountability for assignments and tasks $\mathfrak{a} € \notin$ Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly $\mathrm{a} € \not \subset$ Adapts to shifts in priorities and urgencies səu!!peəp şəәur $\hat{a} € \notin$ Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail Qualifications: correspondence, files and makes copies, relieves receptionist. $\hat{a} € \phi$ Records and forwards checks, handies contracts for Account Executives, prepares presentations, types \& proofreads

$\hat{a} € \not \subset$ Generates contract confirmations, reports related to sales activities \& revenue data, pool reports, unapproved credits, etc

â $\not \subset \bar{\psi}$ Provides administrative and/or process support for contract administration, customer service, and order history Responsibilitiés
Provides support in sales administration, generates sales-related reports, and acts as an extension: of the sales team
:Asemuns qor
US National Labor Exchange - State Job Bank Reporting
https://usnlx.com/destatereport.asp? $\mathrm{HID}=102943420$

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

Account Manager

Recruitment source referring hiree: Station Website Posting (navigation link to corporate careers website on one or more SEU stations)

Date of hire: 12/19/2017

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone: 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com <br> Talent Acquisition Coordinator <br> Manual Posting | N | 0 |
| 9 | Station Website Posting (navigation link to corporate careers website on one or more SEU stations) | N | 1 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |


 HeartMedia, Inc. is one of the leading giobal media and entertainment companies speciatizing in radio, digital, outdoor, mobile, live and search by the Job Posting Title. Current employees and contingent workers click here at https.//wd5.myworkday com/iheartmediald/task/3005\$1999.htmld to apply

Our organization participates in E-Verify, Click here at http:/fiheartmediacareers.com/Pages/EEO aspx to learn about E-Verify.
 The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, Regular Position Type

Farmington Hills, Ml: 27675 Halsted Road, 48331 Location ấ $\not \subset$ None required Certifications â $€ 4$-year college degree, preferably in a related field

â€ $\notin$ Experience in Media/Advertising Sales with proven success is preferable $\hat{a} € \not \subset \hat{1}-2$ yearsâ $\epsilon^{T M}$ sales experience Work Experience â€ $\not \subset$ Strong interpersonal skills â€¢ Professional appearance $\mathrm{a} € \not \subset \not$ Flexibility and creativity.
â€屯̣ Stress tolerance especially with tight deadlines and financial pressures â€ $\not \subset$ Understanding of market dynamics including demographics

US National Labor Exchange - State Job Bank Reporting

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC

## Vacancy Data Form

## Account Executive

## Recruitment source referring hiree: Re-hire <br> Date of hire: 3/1/2018

| $\begin{gathered} \text { RS } \\ \text { Number } \end{gathered}$ | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS |
| :---: | :---: | :---: | :---: |
| 2 | Direct Employers Association, Inc. (association distributing 9002 N. Purdue Road Suite 100 job postings to state job banks) Indianapolis, Indiana 46268 <br> Phone : 866-268-6206 <br> Email : info@usnlx.com <br> Fax: 1-317-874-9100 <br> Job Board | N | 0 |
| 4 | iHeartMedia.jobs <br> 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmedia.jobs <br> Talent Acquisition Coordinator Manual Posting | N | 0 |
| 5 | iHeartMediaCareers.com 20880 Stone Oak Pkwy <br> San Antonio, Texas 78258 <br> Phone : 210-253-5126 <br> Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting | N | 0 |
| 8 | Re-hire | N | 1 |
| 10 | www.mediagignow.com <br> 717 Green Valley Road Suite 200 <br> Greensboro, North Carolina 27408 <br> Phone : 336-553-0620 <br> Url : http://www.mediagignow.com <br> Email : customerservice@mediagignow.com <br> MediaGigNow.com | N | 0 |
| TOTAL INTERVIEWS OVER REPORTING PERIOD: |  |  | 1 |

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive 

Position: Account Executive

Hire Date: March 1, 2018

This report, generated by Broadcast1 Source, verifies that WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC used Broadcastl Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To
All recruiting agencies listed in the report below
Subject: Job Notification from Broadcast1Source
From: contact@broadcast l source.com
Details:

Current employees and contingent workers click here to apply and search by the Job Posting Title.
iHeartMedia Stations

## Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales targets.

Responsibilities

- Identifies and solicits new business through prospecting and cold calling; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing client base.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers creative and effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.


## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.


## Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship -building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

Work Experience

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive 

-1-2 years' sales experience

- Experience in Media/Advertising Sales with proven success is preferable
- SalesForce experience is a plus

Education
-4-year college degree, preferably in a related field

## Certifications

- None required


## Location

Farmington Hills, MI: 27675 Halsted Road, 48331

Position Type
Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click here to learn about E-Verify.

Current employees and contingent workers click here to apply and search by the Job Posting Title.

## Requirements:

## Experience:

Additional Information:

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC Fax and E-mail verification summary report for Account Executive 

## Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Farmington-Hills-MI/Account-Executive_Req10171
Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
***IMPORTANT***
This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Julie Morgan at juliemorgan@iheartmedia.com

# WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC <br> Fax and E-mail verification summary report for Account Executive 

| RS Number | Recruiting Source | Date and Time |
| :---: | :--- | :--- |
| $\mathbf{2}$ | Direct Employers Association, Inc. <br> Fax: 1-317-874-9100 | Sent: Manual Posting On 2/2/2018 |
| $\mathbf{1 0}$ | www.mediagignow.com <br> E-mail: customerservice@mediagignow.com | Sent: 2/7/2018 10:46:44 AM |

## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC RECRUITMENT INITIATIVE FORM <br> June 1, 2016 - May 31, 2017

|  | TYPE OF RECRUITMENT <br> INITIATIVE <br> (MENU SELECTION) | DATE | BRIEF DESCRIPTION OF ACTIVITY |
| :---: | :---: | :---: | :---: |
| 1 | Participation in events or programs sponsored by educational institutions | 10/27/2016 | Our SEU's Region President met with Wayne State University counselors to discuss career and internship opportunities in broadcasting. During the meeting, he also met with students and toured the Wayne State Career Center. |
| 2 | Participation in events or programs sponsored by educational institutions | 11/17/2016 | The SEU participated in the College of Business, Internship \& Career Management Center, The University of Michigan-Dearborn for a Supply Chain \& Sales/Marketing Networking Event. The SEU disseminated information on job opportunities \& internships, accepted resumes and spoke with attendees about a career in broadcasting. SEU participant was a General Sales Manager. |
| 3 | Participation in events or programs sponsored by educational institutions | 1/20/2017 | Our SEU hosted a Career Day for The University of Michigan-Dearborn College of Business students at our facility in Farmington Hills, MI. SEU staff planned the event which included a tour of our facility, interactive time spent with various departments discussing employment \& career opportunities and a Q \& A session. SEU participants included our Director of Marketing, General Sales Manager and Account Executive. |
| 4 | Participation in events or programs sponsored by educational institutions | 3/9/2017 | Our SEU hosted a Career Day for Stoney Creek High School's Advanced Marketing Seniors at our facility in Farmington Hills, MI. SEU staff planned the event which included interactive time spent with several departments discussing employment \& career opportunities, Q \& A session, and one-onone time with managers, support staff and on air talents. SEU participants included our SVP of Programming, Production Assistant, Promotions Manager, Digital Team and On-Air Talents. |


|  | TYPE OF RECRUITMENT <br> INITIATIVE <br> (MENU SELECTION) | DATE | BRIEF DESCRIPTION OF ACTIVITY |
| :--- | :--- | :--- | :--- |
| $\mathbf{5}$ | Participation in events or <br> programs sponsored by <br> educational institutions | $3 / 30 / 2017$ | Our SEU participated in a career fair held at Wagar <br> Middle School on March 30, 2017. At the fair we <br> discussed careers in broadcasting and the <br> academic credentials required to work in the field. <br> We also answered questions about our stations <br> and broadcast careers. SEU participants included <br> our Production Director. |
| $\mathbf{6}$ | Participation in events or <br> programs sponsored by <br> educational institutions | $5 / 24 / 2017$ | Our SEU hosted 20 college students who belong to <br> Adcraft Detroit at our facility in Farmington Hills, MI. <br> SEU staff planned the event which included a tour <br> of our facility, interactive time spent with sales and <br> on-air talent discussing employment, career <br> opportunities and accepting resumes. There was <br> also a Q\&A session with the on-air talents. SEU <br> participants included our General Sales Manager <br> and On-Air Talents. |
| 7 | Participation in other activities <br> designed by the station <br> employment unit | $5 / 31 / 2017$ | Our SEU partnered with The University of Michigan <br> Ross School of Business MAP program, the <br> university's largest educational partnership <br> program working with companies and organizations <br> around the world. MAP focuses on actual business <br> projects provided by sponsoring organizations, and <br> educates teams of undergraduate and Master of <br> Management students through real-time action- <br> based learning. During the school year, our SVP of <br> Sales met with assigned students to coach the <br> students via phone, in person at school and at <br> iHeartMedia to advise on career pursuits, <br> development, opportunities, etc. |

From: Arlinda Pringle [mailto:ac2000@wayne.edu]
Sent: Friday, October 28, 2016 5:21 PM
To: Gnau, Nick
Cc: Maureen Johnson; Morgan, Julie
Subject: Re: Meeting with Nick Gnau @ iHeartMedia Detroit 10/19@1:30pm
Good Evening Nick,

On behalf of Maureen and I, we thank you for visiting Career Services yesterday and look forward to sharing your opportunities with our students, as well as other collaborations.

After you create an employer account with our Career Services Online (CSO) database, please email me so that I can approve the account. You may visit the following link, http://careerservices.wayne.edu/csoforemployers.php, to register as an employer.

## CSO for Employers - Career Services - Wayne State University

careerservices.wayne.edu

CSO for Employers Career Services Online (CSO) is the Office of Career Services' official online recruiting tool for employers. CSO allows employers to promote Full ...

Thanks again!

Arlinda J. Pringle
Wayne State University
Career Services
1001 Faculty Administration Bldg.
313-577-3390 Office
313-577-4995 Fax
careerservices.wayne.edu
From: Gnau, Nick [NickGnau@iheartmedia.com](mailto:NickGnau@iheartmedia.com)
Sent: Thursday, October 27, 2016 4:09 PM
To: Arlinda Pringle; Morgan, Julie
Cc: Maureen Johnson
Subject: RE: Meeting with Nick Gnau @ iHeartMedia Detroit 10/19 @ 1:30pm
Really great meeting with you today! I look forward to working with you and your students.
Thanks!

## Nick Gnau

Region President
iHeartMedia Michigan
nickgnau@iheartmedia.com
o 248.324.7099 I c 937.266.3231
Reaching a quarter billion consumers every month
Radio 1 Digital I Outdoor I Mobile I Social I Events

## The College of Business

 Supply Chain \& Sales/Marketing Networking EventDate: Thursday, November 17; 2016
Time: 12 p.m. to 2 p.m.
Location: Internship \& Career Management Center Fairlane Center North (FCN) Suite 285
Noon-12: 15 p.m. Registration and Welcome
12:20 p.m. - 1: 45 p.m. Networking Roundtables
1:50 p.m. - 2 p.m. Closing Remarks
*Refreshments will be served and available during this event, please specify any diet restrictions.
Participating Employers:
Matile
Denso
ZF TRW
Henry Ford Health Systems
Syncreon
BrassCraft
iHeartMedia


## The ICMC will host its

 "Back to Back" networking series.Please join the COB's Internship \&\& Career Management Center for an afternoon of gaining the inside scoop on emerging companies, practicing your elevator pitch, networking, and landing the gig.

Students will have an opportunity to connect with industry professionals and learn about internship and career opportunities during this two day event.

Students are highly encouraged to bring business cards and dress professionally.

# NETWORKING PREP SESSION <br> NETWORKING EVENT 

Date: Tuesday, November 15
Date: Thursday, November 17
Time: 12:00 PM - 2:00 PM
Location: Fairlane Center North (FCN) Suite 285, Conference Room H

## Time: 12:00 PM-2:00 PM

Location: Fairlane Center North (FCN) Suite 285


If you have any questions, please contact Arlynn Dailey at ajhi@umich.edu or 313-583-6458. Sponsored by the Internship \& Career Management Center and the College of Business.



Hello Aaron,
Subject: Thank you Sent: Thursday, January 26; 2017 1:08 PM
To: Klauber, Aaron From: Arlynn Dailey fmaito:ajhi@umich.edu:
킼ㄱㄹㅏ! (0)


# AIRPORT COMMUNITY SCHOOLS <br> Wagar Middle School - 11200 Grafton Road, Carleton, MI 48117 <br> Daniel Bondy, $7 / 8$ Principal Ryan Duvall $7 / 8$ Assistant Principal <br> Phone: 734-654-6205 734-654-0057-FAX 

April 6, 2017

Dear Lou,
I wanted to thank-you again for presenting at the Wagar Middle School Career Day last month. The feedback from the day was overwhelmingly positive from both students and staff. I have enclosed some thank-you notes and cards from the students that attended your presentations. Once again thank-you for taking time away from your own career to present to our students. I hope the experience was a positive one for you as well. I hope you would consider presenting again next year.

Sincerely,


Kevin Hileman, MA, LLPC
Wagar School Counselor


## WDFN, WDTW-FM, WJLB, WKQI, WMXD, WNIC RECRUITMENT INITIATIVE FORM June 1, 2017 - May 31, 2018

|  | TYPE OF RECRUITMENT <br> INITIATIVE <br> (MENU SELECTION) | DATE | BRIEF DESCRIPTION OF ACTIVITY |
| :--- | :--- | :--- | :--- |
| $\mathbf{1}$ | Participation in Job Fairs | $6 / 23 / 2017$ | Our SEU participated in a Job Fair held at Specs <br> Howard School of Media Arts on June 23, 2017. At <br> the fair we discussed careers in broadcasting and <br> the academic credentials required to work in the <br> field. SEU participants included the Director of <br> Marketing and On-Air Talents. |
| $\mathbf{2}$ | Participation in Job Fairs | $3 / 7 / 2018$ | Our SEU participated in a career fair held at the <br> Lansing Center on March 7, 2018 sponsored by the <br> Michigan Association of Broadcasters Foundation. <br> At the fair we discussed careers in broadcasting <br> and the academic credentials required to work in <br> the field. SEU participants included employees <br> from Promotions. |
| 3 | Participation in events or <br> programs sponsored by <br> educational institutions | $3 / 29 / 2018$ | Our SEU participated in a career fair held at Wager <br> Middle School on March 29, 2018. At the fair we |
| discussed careers in broadcasting and the |  |  |  |
| academic credentials required to work in the media |  |  |  |
| broadcasting field. Audio equipment was provided |  |  |  |
| so the students could get a hands on experience. |  |  |  |
| SEU participants included the Production Director. |  |  |  |$|$


|  | $\begin{array}{c}\text { TYPE OF RECRUITMENT } \\ \text { INITIATIVE } \\ \text { (MENU SELECTION) }\end{array}$ | DATE | BRIEF DESCRIPTION OF ACTIVITY |
| :--- | :--- | :--- | :--- |
| $\mathbf{5}$ | Participation in Job Fairs | $4 / 6 / 2018$ | $\begin{array}{l}\text { Our SEU participated in a Job Fair held at Specs } \\ \text { Howard School of Media Arts on April 6, 2018. At } \\ \text { the fair we discussed careers in broadcasting and } \\ \text { the academic credentials required to work in the } \\ \text { field. SEU participants included the Promotions } \\ \text { Manager and On-Air Talent. }\end{array}$ |
| $\mathbf{6}$ | $\begin{array}{l}\text { Participation in events or } \\ \text { programs sponsored by } \\ \text { educational institutions }\end{array}$ | $5 / 16 / 2018$ | $\begin{array}{l}\text { Our SEU hosted 25 college students who belong to } \\ \text { Adcraft Detroit at our facility in Farmington Hills, MI. } \\ \text { SEU staff planned the event which included a tour } \\ \text { of our facility, interactive time spent with various } \\ \text { departments discussing employment \& career }\end{array}$ |
|  |  |  |  |
| A session. SEU participants included the General |  |  |  |
| Sales Manager and Digital Sales employees. |  |  |  |$\}$

## Pearce, Emily

| From: | Kristin Burns [kburns@specshoward.edu](mailto:kburns@specshoward.edu) |
| :--- | :--- |
| Sent: | Monday, June 26, 2017 11:25 AM |
| To: | Pearce, Emily |
| Subject: | Thank You from Specs |

## Hi Emily.

I hope you had a fun weekend.
Thank you very much for coming to the Specs Career Fair \& having so much fun with your mic auditions for the grads! That was really a great idea.

Have an incredible week \& hope to see you again soon!

## Kristin

Kristin Burns
Career Services Radio Advisor/Internships
Specs Howard School of Media Arts
19900 W. Nine Mile Rd., Southfield MI 48075
248-358-9000 ext. 8959
Kburns@specshoward.edu
specshoward
Achool of medio oris

## Morgan, Julie

From: Pearce, Emily
Sent:

Friday, June 23, 2017 15:18
To:
Morgan, Julie
Cc:
Subject:
Travatto, Tony
EOE File
Specs Howard Career Fair
Friday, June 23rd, 12:30-3:30
23 resumes collected
Attended by me, Theresa Lucas, \& Slim
:)
Emily
Sent from my iPhone

## Chair

Paul Jacobs
Jacobs Media/jacAPPS
Vice Chair
Pam Manor
WNEM-TV
Secrelaryltreasurer
Steve Schram
Michigan Public Media
immediate Past Chair
Jennifer Williams
Beasley Media Group Inc
President
Karole L While MAB
Foundation Manage
vacquelen Timm
Dena Blail
Washtenaw Community Colege
Kistin Bums
Specs Howard Sohool ol Media Ars
Mana Diutz
WDIVTV, Graham Media
Rebeccafălk
WDZH:FM
Eric Hammerstrom
Marquette Senior High School
Wendy Hant
Spartan:Sports Network
Joe Jason
Joe Jason Media LLe

Michael Klein
Midwest Communications lic
Mark Libke
Jackson Radio Works
Jim Lulion
WWMTEV
Jam Sardar
WLNSTV

Annie-Scaramuzzino
Wayne Slale Universily
Randy Scolt
Davison High School OTV

## Michael Walenta

WGVU Public Me dia

## Jon Whiting

Michigan State Universily

```
MAB LIaison
    Gary Baxter
    WSYMTTV E:W: Scripps Co
```

March 12, 2018

Nick Gnau<br>iHeart Media<br>27675 Halsted Rd.<br>Farmington Hills, MI 48331

RE: MABF Broadcast Media Career \& Networking Fairs

Dear Nick,

Thank you again for your participation in the 2018 MABF Broadcast Medla Career \& Networking Fair on Wednesday, March 7 at the Great Lakes Media Show in Lansing! More than 400 students and business-minded professionals attended this year's career fair. We hope that you were able to meet and collect information on potential employees and interns.

Our records show that the following people attended the career fair on behalf of your station(s):

Alyson Bennett
Ellen McNally
Latisha Wright

The informatlon about the MABF Broadcast Media Career Fair at the Great Lakes Media Show was widely disseminated and marketed, including distribution to resources with a high volume of diverse candidates. In addition, the information was specifically sent to the State of Michigan career sites, veteran affairs organizations, Michigan Works locatlons throughout Michigan, all educational institutions in the state of Michigan as well as displayed on the official Career Fair website www.michiganbroadcastcareers.com.

As you know, participation in the career fair may count as one of the Outreach Prong 3-Menu Option Initiatives with regards to obtaining EEO credits. As mentioned in previous mailings, your efforts in promoting and planning this event are very important to the FCC in considering possible EEO credit. For MAB members, any questions should be directed to the MAB's Legal Counsel, David Oxenford.

The MABF asks that you place this letter, photos, as well as any other fliers, registration materials, and affidavits of PSAs aired, with your EEO records.

Thank you for your participation, we hope the event proved useful in your recruiting efforts.

Sincerely,

## Rachel Rrause

Rachel Krause
Events \& Programs Assistant
MAB/MAB Foundation

Enclosures


# SRING 2018 MEDIA CAREER FAIR 

MichiganBroadcastCareers.com

# 国 GREAT LAKES - MEDIA SHOW 

## Wednesday, March 7, 2018

$$
\begin{array}{r}
2: 00-3: 30 \text { p.m. } \\
\text { Lansing Center } \\
333 \text { E. Michigan Ave, } \\
\text { Lansing, MI } 48933
\end{array}
$$

Media and broadcast companies from throughout Michigan will be in attendence to meet YOU! Dress to impress and bring several copies of your resume. On-site registration is FREE.

Companies are looking to hire for jobs and internships in:

Sales
Marketing Broadcast Engineering Traffic
Journalism Graphic Design

Production On-Air Tálent and much more!
NETWORK WITH POTENTIAL EMPLOYERS. FREE TO ATTEND!

Presented by
 MichiganBroadcastCareers.com

From: Luckoff, Jeff
Sent: Thursday, September 06, 2018 2:41 PM
To: Morgan, Julie
Subject: Michigan Course

| Initiative Name | Course |
| :--- | :--- |
| Ross Alumni | Building a Positive Team Culture |

## Objectives

This course will introduce you to the concept of positive leadership. You will learn about the ways in which leaders enable positively deviant performance, foster an affirmative orientation in organizations, and engender a focus on virtuousness and the best of the human condition. This course draws on over thirty years of research that has been done to understand how good leaders can become great. We'll focus on exploring how positive leadership principles can help you, your team, and your organization produce what we'll call positively deviant, or extraordinary, results.

In this course, you will have the opportunity to:

- assess your current levels of positive practice, engagement, and empowerment
- use your personal data and the techniques you learn in this course to build a personal leadership plan
- learn effective, easy-to-implement tools that will boost productivity and positivity within your team
- act as a consultant for your organization as you collaborate with your peers to craft culture and leadership ideas for implementation within your organization

We'll draw from three sources of knowledge on the topic of positive leadership and how it can help you create a stronger, more capable, and more profitable organization.

- First, we'll draw on much of what has been studied and written about in the field.
- Second, we'll learn from Dr. Cameron's experience with over three decades of research and application in hundreds of organizations that have made positive leadership a core element of their human capital strategies.
- Third, and finally, we'll draw from our own and each others' experiences in our personal and professional lives.

This combination of expertise, our collective experiences, and the science behind an evidence-based approach to positive leadership will provide both theoretically and practically important insights into this incredible opportunity to fundamentally change the way we work.

## Expectations

This course consists of three week-long modules. Each module will follow the same structure and involve the same time commitment:

- Days 1-3: About 30 minutes a day of short, focused activities to be completed at your own pace throughout each day. During these asynchronous daily lessons you will have regular opportunities to discuss what you are learning through online forums.
- Day 4: A 30-minute meeting with your Breakout Group. These smaller groups within your larger cohort allow you to work directly with your colleagues, jdentifying best practices and discussing the leadership issues you face each day. You will learn more about the purpose, structure, and expectations for Breakout Groups later in this weicome module and on the upcoming Kick-Off Live Event.
- Day 5: A one-hour Live Event that will provide you with an opportunity to join a faculty expert in discussion of what you have been learning. You will also learn more about opportunities for application within your teams and your organization as a whole.

To get the most from this course, we encourage you to actively participate in the online discussions, live web events, and Breakout Group meetings. You'll learn more about all of these shortly. For now, know that the old adage of you get out what you put in applies here. Immerse yourself in this material-you'll find it well worth the investment.

With this as our charter, let's begin.


## Jeff Luckoff

Senior Vice President, Detroit Region
iHeartMedia Markets Group
27675 Halsted
Farmington Hills, MI 48331
o 248.324.5813/m 313.580.2920

Reaching a quarter billion consumers every month Radio / Digital / Outdoor / Mobile / Social / Events


Sent: Thursday, May 17, 2018 2:20 PM
To: Kempany, Julie [JulieKempany@iheartmedia.com](mailto:JulieKempany@iheartmedia.com); Jórdan, Armand [ArmandJordan@iheartmedia.com](mailto:ArmandJordan@iheartmedia.com)
Cc: Blotkamp, Kimberly [kimblotkamp@iheartmedia.com](mailto:kimblotkamp@iheartmedia.com); Ron Frederick [ron@focusmm.net](mailto:ron@focusmm.net); Sara Mahmood [smahmood246@gmail.com](mailto:smahmood246@gmail.com)
Subject: Thank You!

Julie \& Armand -
Thanks so much for hosting a TERRIFIC ADvance session last night and educating our Adcrafters on everything sound. It's always a treat for our members to visit an actual studio to see how things really work. One of our members told me during the tour that she and her husband debated how Jay Towers could do both TV and radio in the AM. Mystery solved -3

## Michelle

## adcraft

Michelle Rossow | Executive Director
2000 Brush Street | Suite 601 | Detroit MI 48226
O 313.872.7850 x2\# | M 248.514.0138
mrossow@adcraft.org

Cody, Ellen, and Emily attended

From: Lisa Sanchez [lisa@corestrengths.com](mailto:lisa@corestrengths.com)
Sent: Wednesday, May 16, 2018 12:42 PM
Cc: Melody Oertle [melody@corestrengths.com](mailto:melody@corestrengths.com)
Subject: Core Strengths Detroit_5.24.18 - Event Details

Hello,

We are excited to have you join us for the Core Strengths workshop next week. Core Strengths is about taking ownership of the strengths you deploy and the results you produce. To help you get the most from this program, we will show you how to apply the CS tools and training to a real-world situation that currently impacts your work. In order to best prepare, please think about a high stakes situation at work that you might use to create a Core Strengths Action Plan. A highstakes situation is something in which you are currently engaged at work that is deemed important to you and your organization. It should have measurable outcomes and involve working closely with others.

You have also been invited to complete an online assessment that will be used as a tool for more hands-on learning during the training. If you have not yet completed your pre-work assessment, it is due by end of day May 21, but the sooner the better as this allows us time to prepare the reports. Please log into your LearnerSource account to access your pending pre-work or find the previous email sent from facilitator@corestrengths.com with a link to your assessment. If you have not received the email with the invitation to complete pre-work, please reach out to me and I will be sure to send this to you directly.

## Event Details:

Date: May 24, 2018

Time: 8:30am-4:30pm

Please arrive a few minutes early for check-in. The workshop will begin promptly at 8:30am.
Location:

Sheraton Ann Arbor Hotel
3200 Boardwalk St.
Ann Arbor, MI 48108

Meeting Room: Michigan II//IVN

Meals: Coffee/Tea and fresh fruit available starting at $8: 15 \mathrm{am}$ and a catered lunch will be provided at 12 pm .
Phone \#+17349960600

Parking: Complimentary Self-Parking, no voucher needed
Dress Code: Business Casual

If you have any questions, please contact me directly.

Thank you,

## Lisa Sanchez

Accounts Receivable Specialist

## psp

HUB | Performance Process People
MVS: 38-32-30| CS: 46-36-18
2701 Loker Avenue West, Suite 250
Carlsbad, CA 92010
P: (760) 602-0086 $\times 416$


[^0]:    ${ }^{1}$ The SEU was granted extensions of time to file its response through September 20, 2018.

