



Idaho Public Television - FCC EEO Public File Audit Report

For the period May 22, 2023 to May 21, 2024

The report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
KAID	62442	TV	Boise, ID	Boise, ID
KCDT	62424	TV	Coeur d'Alene, ID	Spokane, WA
KIPT	62427	TV	Twin Falls, ID	Twin Falls, ID
KISU	62430	TV	Pocatello, ID	Idaho Falls, ID
KUID	62382	TV	Moscow, ID	Spokane, WA

The report below lists all full-time vacancies filled during the reporting period for all stations. All open full-time positions are listed on Idaho Public Television's website and intranet (SharePoint). Additionally, notices of all full-time openings are sent to the organizations and agencies listed below:

Job Title	Total Interviewed	Recruitment Source Numbers Used to Fill Vacancy (see page 3 for full details)
Idaho PTV Broadcast Field Engineer Supervisor Register #1098	#App: 1 #Referred: 1 #Interview: 1	1
Idaho PTV Director / Videographer Register #1736	#App: 1 #Referred: 1 #Interview: 1	1
PTV Program Specialist Register #3198	#App: 2 #Referred: 2 #Interview: 2	1

PTV Broadcast Maintenance Operations Engineer Register #3262	#App: 8 #Referred: 7 #Interview: 6	1-3, 10-11, 13, 18, 22-23
Community Engagement Manager Register #5555	#App: 87 #Referred: 87 #Interview: 24	1-3, 10-11, 22-24

Master Recruitment Source List

*Note: Idaho Public Television sends job announcements to a wide variety of recruiting sources, and actively adds new sources as they become known. However, all classified positions with the State of Idaho are required to be announced and hired through the State of Idaho Division of Human Resources (IDHR) recruiting portal per Idaho code, no matter where the applicant sees or receives the job announcement.

The State of Idaho utilizes a 3rd party Talent Acquisition Recruitment technology through the Enterprise Resource Planning (ERP) system called Luma across all State agencies including Idaho Public Television. This applicant tracking system (ATS) is dedicated to public sector employment for all levels of positions and provides an approved Job Class library, Job Postings, Requisition Files, and assigns a Register number for every job posting. Once the position is LIVE, it tracks the all-encompassing recruitment process for the position and applicants through the steps of the application, referral, interview, and hiring process.

In addition, through partnerships established by IDHR, Luma also facilitates automatic posting to the Idaho Department of Labor’s job posting portal, along with the job board Indeed which scrapes the Luma posting site daily and automatically posts any LIVE job postings. While these are required and additional job board posting sources, all candidates are referred to and sent to the State of Idaho come through Luma no matter where the applicant sees the announcement. All candidates are referred to and sent to the State of Idaho come through Luma no matter where the applicant sees the announcement, therefore we do not have individual totals for each separate site.

All positions are recruited following the State’s merit system rules and requirements. A more thorough explanation is reported in the narrative section of this report.

Recruit- ment Source #	Recruitment Source Information	Number of Interviewees Referred by Recruitment Source Over Reporting Period
1	State of Idaho Division of Human Resources 700 W State St Boise ID 83720 Taryn Ross taryn.ross@dhr.idaho.gov	98

2	Idaho Department of Labor 'Idaho Works' website 219 W Main St Boise ID 83735 Jani Revier Jani.revier@labor.idaho.gov	0
3	Idaho Public Television 1455 N Orchard St Boise ID 83706 Michelle Curry 208-373-7340 www.idahoptv.org/about/jobs/	0
4	Boise State University Career Center 1910 University Drive Boise ID 83725 208-426-1747 https://www.boisestate.edu/jobs/	0
5	The College of Idaho 2112 Cleveland Blvd Caldwell ID 83605 208-459-5011 Job Postings Sarah Crenshaw, HR screnshaw@collegeofidaho.edu	0
6	CPB Jobline (website) Corporate for Public Broadcasting 401 Ninth St NW Washington DC 20004 Amy Turman: 202-879-9600 www.cpb.org	0
7	Idaho State University Career Center Pocatello ID 83209 208-282-2380 careers@isu.edu	0
8	College of Western Idaho 5500 E Opportunity Drive Nampa ID 83687 208-562-3000 https://cwi.edu/careers	0

9	Current Magazine/MyPBS.ORG 1612 K Street NW, Suite 704 Washington DC 20006 877-745-8776 Emily Lowery 205-305-9988 clientserv@jobtarget.com	0
10	Idaho Nonprofit Center 5440 W Franklin, Suite 202 Boise ID 83705 https://idahononprofits.mcjobboard.net/jobs 208-424-2229	0
11	Idaho Public Television Facebook 1455 N Orchard St Boise ID 83706 www.facebook.com/idahoptv.org 208-373-7220	0
12	Public Media Business Association PMBA Sally Burroughs 703-506-2392 sburroughs@pmbaonline.org	0
13	Dept. of Labor-Veterans https://www.labor.idaho.gov/dnn/Job-Seekers (For engineering jobs)	0
14	Francisco Salinas, Director Student Diversity and Inclusion Boise State University MS 1335, Student Union 1910 University Drive Boise ID 83725-1335 franciscosalinas@boisestate.edu sdi.boisestate.edu 208-426-1411 (Francisco) 208-426-1057	0
15	ISBA Idaho State Broadcasters Association Connie Sorrell 208-345-3072 ISBA@Qwestoffice.net	0
16	National Association of Broadcasters www.nab.org 202-429-5300 Fax: 202-429-4199	0
17	NETA PO Box 50008 Columbia, SC 29250 Maryanne Schuessler	0

	https://www.netaonline.org/careers-public-media	
18	SBE (Engineering jobs) https://sbe.org/resources/jobs/ Scott Jones kjones@sbe.org	0
19	College of Eastern Idaho 1600 25 th E Idaho Falls ID 83404 Human Resources 208-535-5422 Fax 208-525-7026	0
20	University of Idaho 875 Perimeter Drive Moscow ID 83844 208-885-6111 https://www.uidaho.edu/human-resources/careers	0
21	Boise State Non-Profit Certificate Program gundykaupins@boisestate.edu	0
22	Idaho Public Television Instagram Acct 1455 N Orchard St Boise ID 83706 @idahoptv 208-373-7220	0
23	Idaho Public Television LinkedIn Acct. 1455 N Orchard St Boise ID 83706 @idahoptv 208-373-7220	0
24	Idaho Hispanic Chamber of Commerce 5465 E Terra Linda Way Nampa, ID 83687 (208) 323-1337	0
TOTAL JOBS: 5		TOTAL APPLICATIONS: 99
TOTAL REFERRED: 98		TOTAL INTERVIEWED: 34

Idaho Public Television FCC/EEOC Narrative

The report covers the following employment units:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location</u>	<u>DMA City, State</u>
KAID	62442	TV	Boise, ID	Boise, ID
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KUID	62382	TV	Moscow, ID	Spokane, WA

The above-named stations fall under Idaho Public Television. There are only three stations that are staffed: KAID (Boise, Idaho, the headquarters office of Idaho Public Television with a staff of 64 full-time employees and 33 part-time employees with a State-wide population of 1,990,456; KISU (Pocatello, ID with a staff of one part-time and two full-time employees and a population of 59,027; and KUID (Moscow, Idaho, with a staff of three and a population of 26,985. The agency-wide human resource management department located in Boise, Idaho, is responsible for implementing EEO policies in the three manned stations that comprise the organization.

For the period of this report, May 22, 2023 – May 21, 2024 there were no filed, pending, or resolved discrimination complaints involving the station during the station’s current license term.

In addition, we have no union agreements, and Idaho Public Television is not a religious broadcaster.

Idaho Public Television Equal Opportunity Employment Statement

Idaho PTV is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

Idaho PTV employees are recruited, appointed, assigned, and promoted on the basis of individual merit and meeting the qualifications of the Job Class of which they are being hired in accordance with the principles of fair treatment and non-discrimination on the basis of Title VII laws including but not limited to race, color, sex, religion, national origin, age or disability. No question in any form on the application or in any examination shall be so framed as to elicit information concerning political or religious opinions or affiliations of any applicant, nor shall inquiry be made concerning such opinions or affiliation, and all disclosures thereof shall be disregarded.

State Board of Education Nondiscrimination Policy

Idaho Public Television is an agency under the Idaho State Board of Education and is compliant with this non-discrimination policy.

No one may be denied employment, denied renewal of a contract of employment, or dismissed from employment at any agency, institution, school or office under the governance of the Board because of race, color, national origin, religion, sex, age, disability, or veteran’s status except that an employee may be terminated for age pursuant to the retirement policy of the Board in Governing Policies and Procedures, Section II, subsection K.

Idaho Public Television Diversity and Inclusion Statement

It is the policy of Idaho Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

At Idaho Public Television we value the contributions of each unique individual regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, veteran status, religious or political beliefs or other ideologies. This policy not only applies to our employment practices but is manifested in our culture where we view diversity as a strength to be developed and encouraged.

We choose to take positive actions to promote and encourage diversity and the personal development of each full-time and part-time employee of our organization and include individuals representing diverse groups in internships to provide meaningful professional level experience to represent the diversity of the communities we serve, and to further public broadcasting's commitment to education.

Idaho Public Television is committed to providing equal employment opportunities for all persons by complying and adhering to the non-discrimination policies and practices of the State of Idaho, the State Board of Education to whom our agency reports, and the Corporation for Public Broadcasting EEO requirements for grantees. As an entity of the State of Idaho, our selection process falls under merit selection principles. State agencies follow policies that assure that all employment related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, age, disability or protected veterans' status. Executive positions are not required to go through this process, but there is an expectation that state agency hiring for executives will reflect a similar commitment and process.

In addition, Idaho PTV is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services that are available upon request. If any candidate requires accommodation at any step in our recruitment process, they are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Idaho Public Television supports the training of staff and managers in diversity awareness and non-discrimination. These trainings are offered in-house as well as through the Idaho Division of Human Resources and at educational conferences, seminars, and workshops our managers and staff attend.

Since lifting COVID-19 health regulations and safety concerns, Idaho PTV's internship program for college and university students was reinstated in 2022 with one paid intern and one volunteer intern, both participating in our Production department. Interns are participating in videography, program production, and writing. We had interns in early 2023 and will have one again in late 2024. Interns are trained in various areas of broadcasting as a way to enhance future careers in the industry and it is our pleasure to continue this program and with goals of future expansion.

Documentation of Recruitment Initiatives:

The narrative above describes the scale of outreach initiatives conducted covering this annual report. Since the combined population statistics for the three station locations of this state-wide broadcaster employment unit exceed 250,000, Idaho Public Television must provide four

initiatives in the two-year licensing period. The separate report for May 22, 2022 – May 21, 2023, listed multiple outreach activities in five different FCC Menu categories. The additional activities recorded in this year’s report add to those activities and exceed the requirement for four outreach initiatives.

Outreach Initiatives for the year May 22, 2023 - May 21, 2024 are recorded in this report.

RECRUITMENT INITIATIVES

FCC Menu Category	Brief Description of Activity, Including Date(s) and Station Staff Involved
<p>5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.</p>	<p>(1) Production Department Intern January 2023 – June 2023: One student from Boise State University (BSU) served an internship for three (3) college credit hours at BSU. This intern served under the tutelage of Melissa Davlin, an in-house Producer, Writer and Host of an on-air show called Idaho Reports. A similar partnership is expected to continue in the future and a new intern will start in August of 2024.</p> <p>(2) Developed an external apprenticeship due to recruiting challenges attracting a qualified PTV Broadcast Field Engineer for our Moscow, Idaho office, the IdahoPTV Director of Technology, the Chief Engineer Regional for Moscow, Idaho, and the Chief Engineer State worked with IdahoPTV Human Resources to create an apprenticeship for the Broadcast Field Engineer position. The development took several months, and we hired our first apprentice in this position in April, 2022. Upon successful completion of the training program, the apprentice will be promoted to PTV Broadcast Field Engineer.</p> <p>We are looking to develop another external apprenticeship to attract a qualified PTV Broadcast Field Engineer for our Pocatello, Idaho office for the next reporting period.</p>
<p>7 Participation in Scholarship Programs designed to assist students interested in pursuing a career in broadcasting.</p>	<p>Advertise J.A. Schlaefle Memorial Scholarship This is a yearly scholarship established in memory of Jack Schlaefle, the first general manager of Idaho Public Television, for post-secondary level students majoring in the broad area relating to broadcasting. Selection of the scholarship winner is conducted each year by Jack Schlaefle’s widow and the management of Idaho Public Television. One application was received and awarded this scholarship for this scholarship during the 2023-2024 reporting period.</p>
<p>8/9 Establishment of training programs designed to enable</p>	<p>Implemented new initiative to performance evaluation requirements. Implemented the Idaho Governor’s initiatives within the Luma Performance evaluation process utilized by all agencies within the state of Idaho. Luma Performance Evaluation is an online form that</p>

<p>station personnel to acquire skills that could qualify them for higher level positions.</p>	<p>supports a statewide performance management system for state agencies. In addition to the ability to document, create, review, finalize, and retrieve employee evaluation records, supervisors have the ability to quickly document day-to-day performance. For the first time employees were specifically rated for performance expectations in Professionalism, Promoting Responsible Government, Customer Focus, and Leadership qualities. Additionally, Developmental Objectives for achievement in the 2023-2024 evaluation period include such as:</p> <p>Be mentored by co-worker:</p> <p>Mentor a co-worker:</p> <p>Be trained in a specific software or editing program:</p> <p>Develop a training manual with process/procedures in all departments:</p> <p>Journalism classes:</p> <p>Produce content outline for new local program:</p> <p>Took college classes:</p> <p>Public speaking skills:</p> <p>Attend PBS meeting:</p> <p>State Class: Training on new recruiting/applicant tracking system:</p> <p>Community Outreach:</p> <p>Work with other state agencies:</p> <p>OJT training on studio engineering:</p> <p>Training to move up career ladder:</p> <p>Complete the PBS Standards and Practices Training Course:</p> <p>Cyber security training: (100% of employees)</p> <p>Respectful workplace training: (100% of employees)</p> <p>Performance management evaluations training: (100% of employees)</p>
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<p>14 Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination.</p>	<p>Ongoing each year</p> <p>(1) The merit system used by the State of Idaho ensures that all applicants for state positions are evaluated in a fair manner that embodies values as shared by the Governor of the State of Idaho, and all other state agencies. The Human Resources Specialist, Senior provides job-based fact finding questions, and behavioral questions tied to preferred position requirements in order to obtain highly talented and skilled candidates. In addition, the HR Specialist, Sr. contacts, trains, informs, and educates interview panel members in preparation for interviews to maintain adherence to the above state goal.</p> <p>(2) The HR Specialist, Sr., Michele Hinrichs, is a certified Professional in Human Resources since 2005 and has over 16 years' experience. She is also a certified trainer for several state-wide training programs, including Myer's Briggs Type Indicator (MBTI), Collaborate, What Motivates Me, Achieve Global's Principles, and Qualities of Genuine Leadership, along with other programs.</p> <p>Michele Hinrichs served in this role from May 2023 to October of 2023 and Michelle Curry, Human Resource Business Partner III, took over her role in November 2023. Michelle Curry brings over 10 years' experience in Human Resource and Business Operations, she has Conflict Management and Leadership Certificates from Boise State University.</p> <p>(3) All employees complete required annual Respectful Workplace/Sexual Harassment Prevention training sponsored by the State of Idaho (rather than via Navex), with permission from CPB to make this substitution.</p> <p>(4) The Human Resource Business Partner III attended the Boise Employment Law Seminar hosted by Parsons Behle and Latimer in October 2023. The recommendations and learnings from the sessions are integrated into policy and practices within Idaho Public Television.</p> <p>(5) The HR Business Partner III conducted training with managers, supervisors, and directors on the new Luma evaluation process to assist them in understanding the correlation between the performance standards as listed in the previous performance evaluation and the current performance expectations, and to achieve effective performance management established by a year-round partnership between the employee and the supervisor while creating a shared understanding about the work that is to be accomplished and how that work is to be done.</p>
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	<p>(6) Idaho Department of Human Resources Supervisor Academy. Taught by Idaho Department of Human Resource experts, the Academy teaches supervisors and potential supervisors to apply best practices for continual communication and setting of expectations with employees. The course provides tools, tips and techniques specific to letting team members know how they are doing in their best efforts to meet the expectations of their leadership. IdahoPTV had one participant in the course during the 2023-2024 reporting period.</p> <p>(7) The Digital Immersion Learning Center (DLC) is a self-paced virtual training program designed to provide PBS station personnel with digital-specific knowledge through virtual coursework, discussions, and collaborative activities. On the DLC users can develop the skills and knowledge needed to improve their personal understanding of “digitization” as well as their station. IdahoPTV’s Cassandra Groll is a participant for 2023 – 2024 reporting period.</p>
<p>16</p> <p>Participation in other activities designed by the station reasonably calculated to further the goal of disseminating as to employment opportunities in broadcasting to job candidates that might otherwise be unaware of such opportunities.</p>	<p>Ongoing each year</p> <p>(1) University of Idaho School of Journalism and Mass Media (JAMM) Activities include: JAMM enjoys a close professional association with University of Idaho graduates and supporters through their advisory board. Advisory board members contribute their knowledge, vision and experience to enable JAMM to meet and exceed their goals and to help chart a successful course for the future.</p> <p>Part-time employment and internship opportunities for college students at Idaho Public Television range from television and web production to education and outreach activities.</p> <p>JAMM utilizes Idaho Public Television’s facilities and staff throughout the year to teach their students and classes the principles of media production and technical aspects.</p> <p>(2) IPTV participated in the State of Idaho collective job fair to recruit prospective employees from across the state. Candidates represented anywhere from college students to advanced professionals in their field and included a very diverse population, such as demographics, age, ethnicities and education levels.</p> <p>Participation in the activities sponsored by the following community groups active in broadcast employment issues:</p>

(3)
Society of Broadcast Engineers (SBE)
Activities include involvement with SBE in which all interested parties are invited and encouraged to attend educational seminars.

(4)
Idaho Press Club
Idaho Public Television's production staff has been actively involved on the board of directors of the Idaho Press Club, including serving as regional and state chapter officers, hosting IPC meetings at the station, providing speakers for IPC "Headliner" luncheons, and leading teams that select IPC scholarship winners for college students and mid-career professionals. In early 2023, IPTV's Melissa Davlin was elected President of the Idaho Press Club via a voting of her peers. Press Club Meetings are held monthly and are once again open to the public. She continued to serve in this role for the 2023 – 2024 reporting period.

(5)
National Academy of Television Arts and Sciences Northwest Chapter. Idaho Public Television production staff are/have been actively involved on the Governor's board of the NATAS-NW chapter, including Joan Cartan-Hansen, Producer/Writer/ Host sits on the national governing board, presenting Northwest interests and is Chair of the Presidents' Council made up of all 19 chapter president. This board oversees the selection of the Emmy awards, distribution of college scholarships and mentoring efforts. Ms. Cartan-Hansen's appointment ends in late 2023.

(6)
Participation in Handshake program.
Handshake is a program designed to recruit college students, either as interns or following a program of study. Using Handshake, IdahoPTV publicizes employment opportunities to Idaho, Washington, Utah, and Oregon colleges and universities.

(7) Station Tours
Station tours, coordinated through the development department's volunteer coordinator, allow anyone interested to have a look behind the scenes and find out more about Idaho Public Television. Station employees, ranging from development department employees to the general manager, are proud to show off the station to anyone interested in a guided tour of the facility. Groups large and small, from pre-school age children to students grades K-12, and even individual donors, can schedule an individualized tour of Idaho Public Television to learn more about how a public television station operates. Tours typically include a welcome, a tour of master control, a behind-the-scenes look at the TV studios and high-definition digital television cameras, and more. The interactive tour allows them to share their love of public television and gives them a greater connection to Idaho Public Television. Over the years, many groups

from various schools, organizations and community groups have enjoyed learning more about the various functions of the station, the technology, and the people that bring Idaho Public Television into their homes. Group tours typically last an hour.

(8)

The IPTV Education Department held a total of 154 public events from May 2023 through May 2024, focused on children from ages zero through eight, however, nine events were held focusing on teens and tweens. Events took place in schools, libraries, parks, and various public settings, some of which were in conjunction with the Head Start program. Additionally, IPTV held 16 teacher and other adult trainings in an effort to apply public television's resources to early learning.

IPTV's education employees also attended the Idaho STEM conference and attended several STEM activities throughout the state during the reporting timeframe. This engagement in the community has proven successful in recruiting two education department personnel who are now employees of IPTV.

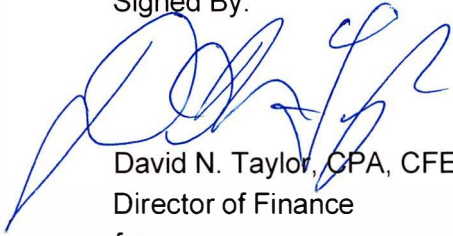
Idaho Public Television's Process to Analyze Its EEO Recruitment Program

Idaho Public Television's efforts to analyze its EEO recruitment program to ensure that it is effective in addressing any deficiencies include:

- Continually re-assessing our recruiting sources in an effort to provide the broadest outreach to possible candidate pools.
- Benchmarking our staff composition against statistics available on Idaho demographics.
- Building a diversified talent pipeline through our college internships and job fair opportunities. Job fair opportunities were limited for much of the pandemic and IdahoPTV has plans to participate in job fairs during the 2024-2025 reporting period.
- Working with local veteran's employment agencies, and Maximus, an agency that works to help long-term employment.
- Participated in the Mountain Home Air Force Base Career Fair for service members and military spouses who are exiting military service and entering the civilian job market during the 2023-2024 reporting period. We plan to participate in the 2024-2025 reporting period if positions are open.
- Hiring lists for each position are generated outside of the agency using the State's merit system process and review of all candidate submissions by using a template provided by the Division of Human Resources for each position. Our interview processes are based in using a set of job-related, behavioral interview questions that are posed to all qualified candidates. In addition, all interviews are group interviews consisting of a panel of managers and staff. A representative from Human Resources is present in each interview to ensure that a compliant interview is conducted.

Name of Respondent: Michelle Curry, Human Resource Business Partner III.

Signed By:



David N. Taylor, CPA, CFE
Director of Finance
for

Jeff Tucker, General Manager
Idaho Public Television
jeff.tucker@idahoptv.org
Telephone: (208) 373-7220
Facsimile: (208) 373-7245

#1098 - PTV BROADCAST FLD ENG SU - Internal - Statewide Promotional Opportunities

[View Posting](#)

BROADCAST FIELD ENG SUPERVISOR(Job Id 1098)

Location: USA:ID:Boise

Category: Engineering

Employment Type: Employee

Post Date: 07/27/2023

Close Date: 08/02/2023

Salary: 30.50 - 36.75 USD per hour

Description



State of Idaho Opportunity

PTV Broadcast Field Engineering Supervisor

Idaho Public Television has an exciting and opportunity for an enthusiastic, dynamic, and talented team member to lead our Broadcast Engineering team. We are looking for an experienced leader who can take our Engineering group to the next level. The main duties include but are not limited to supervising and coordinating statewide field engineering activities including leading a team of talented and knowledgeable engineers. Install, troubleshoot and operate broadcast digital, relay and television translator system, fiber optic networks, digital equipment, related computer networks and systems, and grow our team to be prepared for the future of broadcasting.

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

Responsibilities:

1. Supervision/coordination.

- Lead a talented knowledgeable team of engineers to continue a high level of performance and service to our community
- Hire and train staff and evaluates performance, continue to grow our team for the future
- Set priorities, coordinate work assignments, and establish high contributing performance standards
- Coordinate all field construction projects and assign crews
- Maintain parts inventory of field equipment and evaluate and recommends purchase of new equipment in partnership with engineering team
- Provide technical assistance to field engineers regarding complex transmission problems
- Responsible for all calls from translator viewers regarding reception problems and partner with staff to correct the problem
- Monitor equipment by performance testing to ensure FCC rules and regulations are met

2. Field engineering.

- Maintains television intercity relay, television studio-to-transmitter link (STL)
- Installs and aligns television microwave electronics and hardware
- Performs preventive and emergency maintenance and testing of statewide microwave and fiber optic systems
- Installs, maintains, troubleshoots, diagnoses, and repairs: digital translators, transmitters, related broadcast equipment at remote sites, television studio gear, software digital, and microprocessor-controlled instrumentation, and systems
- Uses test equipment to identify problem areas and malfunctions
- Interprets diagrams, schematics, and service manuals
- Replaces components designs and fabricates parts
- Integrates components for specialized functions
- Calibrates test equipment
- Maintains liaison with network and commercial broadcast stations, U.S. Forest Service, Bureau of Land Management, Idaho Dept. of Lands and Idaho Public Safety Communication.

Minimum Qualifications

Considerable knowledge of:

- Electronic principles, practices, and theory as they apply to analog & digital RF transmission, microwave, fiber optics, telecommunications, PC network systems, broadcast television microwave theory at wave guide frequencies;
- Digital broadcast RF systems and studio equipment theory

These qualifications are typically met by successfully completing a two year/Associates' degree program or equivalent technical certificates in electronics technology

Experience:

- Supervising and training staff
- Installing, maintaining, troubleshooting, and repairing microwave systems
- Installing, maintaining, troubleshooting, and repairing a television translator system or high power television transmitters
- Operating power tools and electronic diagnostic equipment including oscilloscopes, service monitors, spectrum analyzers, multi-meters, power-meters, lap top PCs and digital and data test sets
- Applying FCC rules and regulations pertaining to television broadcast transmission systems

These qualifications are typically gained by successfully completing a two year/Associates' degree program or equivalent technical certificates in electronics technology and at least two years of

experience:

- Supervising and training staff
- Installing, troubleshooting, repairing, and maintaining television broadcast equipment and transmitters
- Operating power tools and electronic diagnostic equipment as mentioned
- Applying FCC rules and regulations pertaining to the broadcast field

Benefits:

The State of Idaho offers a robust total compensation package, including medical, vision, and dental insurance; PERSI retirement benefits; paid sick, vacation, and parental leave; and 11 paid holidays per year. For additional information related to benefits and/or State programs, please visit <https://dhr.idaho.gov/StateEmployees/Benefits.html>.*

EEO/ADA/Veteran:

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

The State of Idaho is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.

#1736 - PTV DIRECTOR/VIDEOGRAPHER - Internal - Statewide Promotional Opportunities

[View Posting](#)

PTV DIRECTOR/VIDEOGRAPHER - Idaho in Session(Job Id 1736)

Location: USA:ID:Boise

Category: Public Broadcasting

Employment Type:

Post Date: 08/17/2023

Close Date: 08/23/2023

Salary: 21.00 - 26.25 USD per hour

Description



State of Idaho Opportunity

Idaho Public Television has an exciting opportunity to join our Production team! We are looking for an experienced Director/Videographer to lead our Idaho In-Session Production team. This Director/Videographer will operate professional video and audio equipment and coordinate televised coverage of meetings in the Capitol to a statewide audience, directing a small Production team in service to our Idaho State Legislature, Idaho Supreme Court, and other Capitol meeting coverage facilitated by Idaho Public Television. See details on the schedule here: <https://www.idahoptv.org/shows/idahoinsession/>

Besides possessing the ability to operate in a live gavel-to-gavel streaming environment, well qualified candidates will coordinate video content for a statewide television audience, direct live multi-camera studio and remote television productions and produce in-house promotions and interstitials. This person also will have the ability to shoot, direct and edit original long- and short-form video content. Familiarity and experience shooting and editing for digital and social media platforms is a plus. Excellent communication skills, ability to express ideas, gather information, and ensure clear exchange of information with Legislature officials and within our Agency and the public are essential.

In addition, candidates may work in the Field on other projects such as our Idaho Experience history series, our Outdoor Idaho series, our CreateID arts program as well as other shows and projects. Familiarity and experience shooting and editing for digital and social media platforms is a plus.

#1736 - PTV DIRECTOR/VIDEOGRAPHER - Internal - Statewide Promotional Opportunities continued...

You'll have an exciting opportunity to operate in the world of single camera electronic field production (EFP), multi-camera studio and remote programs and productions, and file-based workflow and non-linear editing, and all the related work that goes with content for public television documentaries.

Join our award-winning team as part of the only statewide educational broadcast network. We are an independent, nonprofit broadcast organization producing award-winning journalism, podcasts and events. Paid Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We tell Idaho's stories!

EXAMPLE OF DUTIES

Director

- Directs live multi-camera studio and remote television productions.
- Responsible for confirming proper operational functioning of all equipment and systems before, during, and after all live and recorded meetings at the Idaho in Session control room at the Capitol Mall complex.
- Archiving, and uploading audio and video of all meetings during legislative, Supreme Court sessions, and other special events that are assigned throughout the year.
- Monitors all incoming and outgoing video signals and makes corrections when necessary to ensure proper quality is always achieved. Makes critical adjustments required to ensure continued content delivery via live streaming.
- Performs IT network services as needed. Ensures all computers and streams are functioning properly.
- Knowledge of legislative committee schedules and needs, to be able to anticipate changes to pre-published schedule.
- Has contacts with pertinent committee chairs and staff members to receive information that may affect set-ups and coverage assignments.
- Ability to follow a committee discussion and operate remote cameras to select individuals to be on screen.
- Must be able to focus on multiple tasks at the same time in a distracting environment.

Additional Director Duties

- Works with documentary producer/writer, executive producer, and production manager to direct the look and feel of long form broadcast programs. This includes editing and color correcting footage from numerous sources to meet PBS, FCC, and Idaho PTV standards.
- Directs and coordinates camera operators or self in positioning, movement, and sequence of shots.
- Directs and coordinates supporting video and photo materials for use in long form productions.
- Determines creative style or treatment of file-based material used in a production during post production.
- Has a strong understanding of video operations and non-linear editing.
- Understands file transcoding and encoding, still image manipulation software (such as Photoshop), audio board, studio and field cameras.
- Has good working knowledge of ENG field and studio lighting and production.
- Has some knowledge of current FCC and closed caption requirements.

Videographer

- Set up audio, video, camera movements to determine appropriate composition of shots.
- Determine sound, video, camera movements, and lighting set-ups.
- Operates professional broadcast-style and DSLR cameras.
- Familiar with formats such as XDCam and 4K and is very knowledgeable in file-based formats and workflows.
- Has a strong knowledge of current EFP field camera equipment.
- Anticipates and visualizes production into final long or short form segment.

#1736 - PTV DIRECTOR/VIDEOGRAPHER - Internal - Statewide Promotional Opportunities continued...

- Anticipates and visualizes production into final long or short form segment.
- Has a strong understanding of sequencing shots for use in final programs.
- Has a strong understanding of natural and interior lighting and how it relates to the final edit.

MINIMUM QUALIFICATIONS

- Good knowledge of: various video artistic styles, methodologies and effects.

Experience:

- Directing live multi-camera studio and remote television productions in a professional broadcast environment
- Operating EFP and professional video camera equipment
- Organizing and scheduling a TV production team in the studio and remote locations
- Operating sound and portable lighting equipment
- Directing and videography for single camera field-based productions
- Working with file-based video equipment such as HDCam, XDCam and 4K
- Operating non-linear video equipment

These experiences are typically gained by any of the following qualities: Related vocational education or related associate's degree AND a minimum of two years of experience in a professional video production/broadcast setting OR four years related experience in a professional video production/broadcast setting.

Specialties:

- Familiarity with legislative meetings and processes
- Experience with shooting and editing for digital and social media

The above Specialties are typically gained by 1 year or more personal or work-related experience with publicized meetings, and shooting/editing digital/social media content.

- Ability to lift and carry up to 50 pounds
- Valid Driver's License
- Willingness and ability to work outside a typical 9am to 5pm workday to film during optimal light time periods, including early mornings and evenings and weekends.

PREFERRED QUALIFICATIONS

- Experience with still-image manipulation software (such as Photoshop)
- Experience with operating television switchers

These preferred qualifications are typically gained by 6 months or more experience using these technologies to manipulate images for publication and operating television switchers.

Supplemental Information

Freelance work is allowed when it does not conflict with this full-time position. This is a hybrid position working onsite and from home as approved. To learn more about the Idaho Public Television, please visit our website at: idahoptv.org.

#1736 - PTV DIRECTOR/VIDEOGRAPHR - Internal - Statewide Promotional Opportunities continued...

NOTE: Experience in Public Media is preferred. This position is a full-time position with full benefits including health insurance, PERSI, paid time off and more!

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion. The State of Idaho is committed to providing equal employment opportunities and prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations

Benefits

<https://dhr.idaho.gov/StateEmployees/Benefits.html>

*Benefits may not be applicable for temporary or seasonal positions.

EEO/ADA/Veteran's Preference

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#3262 - PTV BROADCAST M/O ENG - External - State of Idaho Opportunities

View Posting

PTV BROADCAST MAINTENANCE OPERATIONS ENGINEER(Job Id 3262)

Location: USA:ID:Boise

Category: Engineering

Employment Type: Employee

Post Date: 10/18/2023

Close Date: 11/05/2023

Salary: 25.00 - 29.00 USD per hour

Description

Idaho Public Television - State of Idaho

Idaho Public Television has an exciting and very rare opportunity for an enthusiastic, dynamic, and talented team member to join our Broadcast Engineering team. We are looking for an If you have a high interest in broadcasting and television, technology, enthusiasm, love working within a team, and enjoy troubleshooting difficult problems, this is the job for you!

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories.

EXAMPLE OF DUTIES

Broadcast studio and transmitter equipment

- Installs, diagnoses, troubleshoots, repairs, and services professional state-of-the-art TV studio and transmitter equipment, satellite receivers and microwave transmitters and receivers
- Installs and maintains hardware and software products related to automation, switching, encoding, and transmission;
- Configures PCs and network equipment across multiple VLANS's according to IT department standards;
- Uses various professional broadcast test equipment to monitor and evaluate equipment performance quality, compliance with FCC rules and regulations and PBS standards;
- Documents all maintenance and testing performed.
- Occasionally this position involves traveling to remote transmitter sites to assist in repairs and inspect transmitter and related high voltage equipment.

Equipment Operations

- Operates broadcast transmission equipment;
- Operates and monitors transmission system automation, performs on-air control operations for live and pre-recorded studio events;
- Monitors video/audio levels and digital transport streams to ensure compliance with station technical standards and FCC regulations;
- Maintains program and operations logs to FCC requirements.

Remotes and productions

- Installs equipment and sets up microwave link from studio to remote sites;
- Sets up and makes equipment adjustments to ensure quality remote productions.

MINIMUM QUALIFICATIONS

- Good knowledge of: electronic theory - Typically gained by: At least forty-five (45) semester units of college level courses in electronics; OR, At least 700 hours of formal training in electronics AND at least two years full time paid technical engineering work experience in television studio,

transmitter, post production and master control operation.

- Federal Communications Commission (FCC) rules and practices in a Broadcast facility - Typically gained by at least two years' experience working in a broadcast facility applying rules towards operations and logging.
- Experience in engineering and maintaining studio, transmitter, post-production and master control operation equipment; configuring network equipment - Typically gained by at least two years' experience working in a broadcast facility maintaining and repairing broadcast equipment.
- Ability to lift and carry up to 50 lbs and be trained to climb up to 100 ft in height.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- A Bachelor's of Science degree in electronics or related field.
- Comprehensive knowledge of integrated IT systems and IP networking principles - Typically gained by at least 2 years' experience and/or formal training with IT certification (such as Society of Broadcast Engineers, CBNT, CBNE, OR CCNA).
- Experience identifying, troubleshooting and resolving software, hardware and network issues. - Typically gained by at least 2 years of experience identifying, troubleshooting and resolving software, hardware and network issues.
- Knowledge of multiple operating systems including Windows 7 and 10, Windows 2012 and 2016 Server.
- RF experience.
- SBE Broadcast TV Engineer Certification or an FCC General Class License.
- IT Certifications.

SUPPLEMENTAL INFORMATION

This work involves lifting and carrying items weighting approximately 50 pounds and traveling alone to remote transmitter sites to repair and inspect transmitter and related high voltage equipment. Winter work is often under adverse weather conditions requiring operation of four-wheel drive vehicles and snowmobiles.

Please include a copy of your resume with your application.

Working for the state offers the ability to easily balance work and life commitments, including benefits such as telecommuting, flexible work schedule, [PERSI](#) retirement, [medical/dental](#) insurance, a [wellness program](#) and [state-facilitated training](#).

Tuition Reduction and College Credit Benefits available as we are an agency operating under the State Board of Education.

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Preference may be given to veterans who qualify under state and federal laws and regulations

#5555 - 520.3605 Community Engagement Manager - External - State of Idaho Opportunities

[View Posting](#)

Community Engagement Manager - Idaho Public Television (Job Id 5555)

Location: USA:ID:Boise

Category: Community Develop **Employment Type:** Employee

Post Date: 02/23/2024

Close Date: 03/31/2024

Salary: 28.49 - 32.00 USD per hour

Description



State of Idaho

Idaho Public Television

Applications will be accepted through 4:59 PM MST on the posting end date.

About us:

Idaho Public Television is a PBS member station and Idaho's only statewide educational broadcast network. We are a state agency under the Idaho State Board of Education. Our nonprofit arm, The Friends of Idaho Public Television, Inc., provides private support for our content and educational content efforts and allows us to produce award-winning long form documentaries, quality public affairs journalism, podcasts, and educational events. We harness the power of public media to encourage lifelong learning, connect our communities, and enrich the lives of all Idahoans. We Tell Idaho's Stories. Please include contact information for the applicant for your agency, this could be an email and/or phone number.

Summary:

The Community Engagement Manager for Idaho Public Television plays a crucial role in building and strengthening our organization's connections and charitable giving relationships with the people, organizations, and businesses in the communities we serve. This role will help increase IdahoPTV's visibility in the community, creating points of connection around PBS programming, IdahoPTV local productions and educational services, and building relationships that result in positive charitable support for IdahoPTV's mission. The Community Engagement Manager reports to the Director of Charitable Giving and is a key team player with the Business Development Director, Major Giving Director, the Annual Giving Director, executive leadership team and will assist other departments as it pertains to community engagement needs.

Responsibilities:

- The Community Engagement Manager will perform as a project manager for Idaho Public Television and will play a crucial role in creating,

convening, and tracking deep levels of engagement with current as well as new viewers and donors.

- The person in this role builds partnerships around the state that align with IdahoPTV's mission, convening meaningful conversations and helping expand as well as deepen relationships with audiences and supporters.
- This person plays a vital role in building donor (charitable) support for the mission and fostering a sense of belonging and ownership within diverse the communities served by Idaho Public Television.
- This person also acts as a liaison for departments needing assistance with engagement opportunities while at the same time adhering to goals for the position.
- The Community Engagement Managers' responsibilities require a person with the desire and ability to establish a strong network of diverse community partners collectively engaged in positive community impact.
- A creative and collaborative individual with strong project management skills, a keen eye for detail, excellent written and verbal communication skills, fundraising and event planning experience, and the ability to track and analyze metrics to measure success and identify areas for improvement will be successful in this role.

- The ideal candidate for Community Engagement Manager for Idaho Public Television should be a passionate advocate for public media, be comfortable requesting charitable support, and have a deep desire to not only better understand the local community's needs and interests, but also seek solutions for increased participation, communication, and collaboration.

Example of duties:

Community Connection: (25%)

Develop and implement strategies to connect with current as well as new viewers and donors, fostering a sense of community and engagement. Build relationships with key community stakeholders, corporate partners, donors, and viewers to enhance partnerships, collaboration, and support. Act as a convener, bringing together diverse community members, donors, and stakeholders to discuss relevant topics and foster community dialogue. Identify opportunities for roundtable discussions, forums, and other engagement initiatives related to the station's programming and fundraising strategic objectives. Assist other departments that are in need of community engagement support.

Creative Collaboration: (25%)

Collaborate with internal teams including content producers, marketing, business development, donor relations, philanthropy, and Education outreach to ensure alignment with organizational goals and staff capacity. Bring creative and innovative ideas to enhance community engagement, strategic priorities, support fundraising efforts and project needs of other departments.

Project management: (25%)

Utilize project management skills to ensure the successful planning and execution of community engagement events and initiatives that align with IdahoPTV's mission, values, and strategic priorities. Collaborate with internal teams and external partners to ensure successful event coordination that fosters community dialogue, engagement, and support. Demonstrate an understanding of Idaho's diverse communities and tailor engagement strategies accordingly.

Fundraising and Metric Tracking: (20%)

Meet individual fundraising goals and support the goals of other team members by leveraging community engagement strategies and initiatives. Design and implement metrics to track the success of community engagement efforts, fundraising initiatives, and overall impact. Track and analyze data to assess the impact of community engagement efforts and make data-driven recommendations for improvement.

Other duties as assigned: (5%)

Minimum Qualifications:

- Bachelor's degree in a relevant field (communications, public relations, marketing, or a related discipline).
- Demonstrated success in progressively responsible roles within community engagement, public media, or nonprofit sectors.
- Proven ability to design, plan, and execute successful events that align with the organization's mission, engage the community, and contribute to fundraising goals.
- A successful track record in developing and implementing fundraising strategies, meeting or exceeding financial targets, and effectively leveraging community engagement for fundraising initiatives.

#5555 - 520 3605 Community Engagement Manager - External - State of Idaho Opportunities continued...

- Demonstrated ability to lead and inspire a team, work collaboratively with internal departments, external partners, and community stakeholders to achieve common goals.
- Excellent interpersonal and communication skills.
- Proven track record of developing and implementing successful, forward-thinking strategies that align with organizational goals and mission.
- Strong analytical skills with the ability to track, measure, and analyze key performance indicators (KPIs) to assess the success of engagement initiatives and make data-driven decisions for improvement.
- Knowledge of the diverse communities served, with an ability to navigate and respect cultural nuances, ensuring that engagement efforts are inclusive and culturally competent.
- Open-minded, adaptable, and able to work in a dynamic, creative environment.
- Excellent written and verbal communication skills, with the ability to represent the organization effectively in public forums. Ability to travel and work remotely as needed.

Additional Qualifications (Preferred):

- Experience working with public media or nonprofit boards.
- Familiarity with media production processes and understanding of the evolving public media landscape.
- Familiarity with digital marketing strategies, platforms, and performance metrics.
- Bilingual in Spanish both verbal and written.
- A candidate for this position must have knowledge of the diverse communities served, with an ability to navigate and respect cultural nuances, ensuring that engagement efforts are inclusive and culturally competent.
- Demonstrated success in progressively responsible roles within community engagement, public media, or nonprofit sectors including the demonstrated ability to lead and inspire a team, work collaboratively with internal departments, external partners, and community stakeholders to achieve common goals.
- A proven track record of developing and implementing successful, forward-thinking strategies that align with organizational goals and mission.
- Strong analytical skills with the ability to track, measure, and analyze key performance indicators (KPIs) to assess the success of engagement initiatives and make data-driven decisions for improvement.
- Proven ability to design, plan, and execute successful events that align with the organization's mission, engage the community, and contribute to fundraising goals.
- A successful track record in developing and implementing fundraising strategies, meeting or exceeding financial targets, and effectively leveraging community engagement for fundraising initiatives.

Benefits:

The State of Idaho offers a robust total compensation package, including medical, vision, and dental insurance; PERSI retirement benefits; paid sick, vacation, and parental leave; and 11 paid holidays per year. For additional information, please visit <https://dhr.idaho.gov/information-for-state-employees/>.

EEO/ADA/Veteran:

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Preference may be given to veterans who qualify under state and federal laws and regulations.

Agency Contact:

Thank you for your interest in employment with Idaho Public Television! If you have questions about this position, please contact us at michelle.curry@idahoptv.org