

EXHIBIT 4

Hubbard Radio's NextGen Leadership Program

Background:

Hubbard Radio and the Hubbard family have been committed to the broadcast business for over 90 years. That commitment to broadcasting extends to our communities, the broadcast industry and our people. Since Stanley E. Hubbard first launched WAMD-AM in 1923 the success of Hubbard Broadcasting and Hubbard Radio has been due to the strength of our leadership and the people that truly make up our company. The Hubbards are bullish on the broadcast industry and committed to further growth in our markets and for the broadcast business itself. As we look to the future we realize that identifying the next generation of leadership is a critical initiative for the future of Hubbard.

Opportunity:

To create a program that identifies and develops the future leaders of the company; inviting them to attend the NAB/RAB Radio Show.

Participation Procedure:

NextGen candidates will be identified through a three step process:

1. Market Managers and department heads will nominate potential NextGen leaders by filling out the following nomination form:
 - a. Name of Nominee:
 - b. Market:
 - c. Station:
 - d. Current Position:
 - e. Nominees Email Address:
 - f. Nominees Telephone Number:
 - g. Please submit a paragraph about why you think this nominee is a good candidate for the Hubbard Radio NextGen Leadership Program. Please consider the following criteria for nomination:
 - i. How has the nominee demonstrated a desire to grow?
 - ii. How has the nominee demonstrated ideas and initiatives that move the company forward?
 - iii. How has this nominee proven sustained performance?
 - iv. How does this employee reflect the Hubbard culture of Honesty, Fairness and Innovation?

(Nominees can come from any department at any level in the radio station. The market manager will nominate any potential department heads that they think is right for the program. Department heads will nominate employees from their department.)
2. Once nominations are received, the Market Managers will send out an application to each of the nominees. The nominees will answer the following questions:
 - a. Name of Nominee:
 - b. Market:
 - c. Station:

- d. Current Position:
 - e. Years in Position:
 - i. What are your professional goals within Hubbard Radio?
 - ii. What goals and action plans have you put into place to grow your career and to grow the organization?
 - iii. What professional accomplishments are you most proud of?
 - iv. What does the Hubbard culture mean to you and how will it help you meet your professional career goals?
3. When the Market Managers receive the completed applications, they will be responsible to select up to two participants based on the following criteria:
 - a. Employee has shown a desire to grow with Hubbard Radio.
 - b. Employee has ideas and solutions to improve the operation and move the company forward.
 - c. Employee has demonstrated sustained performance in their current position.
 - d. Employee embraces the Hubbard culture of Honesty, Fairness and Innovation.
 4. There will be an introduction conference call for NextGen participants prior to arriving in Nashville.

The Participants Receive:

- Trip to Radio Show (hotel, air, expenses)
- Full registration for Radio Show
- Opportunity to attend a portion of Hubbard Radio Management meetings
- Dinner with Ginny, Drew, Dave and Hubbard Radio market managers
- Lunch with all the managers during the management meetings
- Here's a potential itinerary for the 2016 Radio Show in Nashville:

Tuesday, September 20 th	-Arrive in Nashville -Introduction evening social hour with NextGen participants and management -Introduction dinner exclusive to NextGen participants
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Wednesday, September 21 st	-Breakfast -Morning Hubbard Radio Management meetings -Lunch at the Radio Show Seminars and attend Seminars -Dinner with Hubbard Management and NextGen participants
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Thursday, September 22 nd	-Attend Radio Show Seminars -Pre-Marconi social hour -Marconi awards and dinner
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Friday, September 23rd

- Attend Radio Show Seminars
- Depart Nashville

Expectations:

- The NextGen participants will be assigned seminars to attend. The NextGen committee will assign seminars based on the professional background and future goals of the NextGen participants.
- Five in Five
 - Within five days of returning to their markets, the NextGen participants will be asked to share five ideas, experiences, epiphanies, concepts, etc. that they took from the Radio Show with their market managers. The market managers will share the Five in Five ideas with appropriate department heads, staff and the other markets.

Proposed Timeline:

- May 30, 2016 Introduce NextGen Leadership Program to the markets
- June 13, 2016 Nominating process opens
- June 24, 2016 Nominating process closes
- July 5, 2016 Application process opens
- July 22, 2016 Application process closes
- July 30, 2016 Participants announced

Ott, Michelle

From: Sharon Ellis <SharonEllis@crstoreytc.org>
Sent: Monday, August 10, 2015 4:42 PM
To: Kampschroer, Cory; Ott, Michelle
Subject: Student Work Team Information
Attachments: Calendar CRJ 2015-2016 EnglishSpanish.pdf; Friday Work Schedule 2015-16.pdf

Dear Supervisors,

Welcome to the 2015-2016 school year!

At the end of this email you will find a chart with your student work team, their respective grades and their work days. We have done our very best to find the team that we think will be the best for your company. Attached you will find a School Calendar and a Friday Work schedule. The complete Supervisor Toolbox will be emailed on August 24. This Toolbox will include additional helpful items such as timesheet review and the CWSP handbook which covers rules and regulations you will need to know.

The first day of school and work is Monday, August 24.

We are at a record high for enrollment again this year which is very exciting for all of us. There is a slim possibility that your work team could change before school starts. With the student population we serve, transfers sometimes don't happen until late in August or early September. If there is a change in your student work team, we will notify you immediately and make the correction swiftly.

Please let us know if you need anything else as you are preparing for your student work team. We will send each student to work on the first day with their transportation plan to get to work in the morning, and to get home after work.

I will be your main contact and will work directly with you and your student(s) providing worksite support.

Client Relations Coordinator:
Sharon Ellis
sharonellis@crstoreytc.org
612-545-9728





Molly Donovan will be actively involved at school to support the continued learning of your student(s) as their Student Development Coordinator.

The CWSP team will work closely together to support both you and our students throughout the year.

If you have scheduled a Work Site Orientation Day, we will see you next week. We look forward to a great year!

Thank you for your patience as we start our new school year.

Your work team is:

Wednesday	12		
Thursday	11		



CRISTO REY
JESUIT HIGH SCHOOL

Sharon Ellis | CWSP Coordinator
Cristo Rey Jesuit High School
2924 4th Avenue S, Minneapolis, MN 55408
Desk 612.545.9728
www.cristoreytc.org
A School That Works

Ott, Michelle

From: Meltvedt, Chris
Sent: Friday, December 11, 2015 10:50 AM
To: Ott, Michelle
Subject: HS mentor in the newsroom

Bill Lunn and I will be hosting a student from Eagan HS starting next week through February. If there anything you need from us?

Chris Meltvedt
News Operations Manager
5 Eyewitness News
KSTP-TV
651-642-4446 office 651-238-7711 cell
651-523-7459 fax
cmeltvedt@kstp.com



Job Shadow Contact Information

DATE: 12/15/2015

NAME: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY [REDACTED]

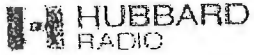
EMERGENCY CONTACT: [REDACTED]

TELEPHONE [REDACTED]

SUMMARY OF OBJECTIVE To increase my knowledge and skills
in the field of broadcast journalism through District 196's
Mentor Program.

SIGNATURE: [Signature]

Job Shadow Contact Information



DATE OF JOB SHADOW: Monday December, 28th 2015

NAME: [REDACTED]

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY Lakeville

EMERGENCY CONTACT: [REDACTED]

TELEPHONE [REDACTED]

SUMMARY OF JOB SHADOW OBJECTIVE ___ To learn more about radio broadcasting because it is what I would love to study in college.

SIGNATURE: [REDACTED]

Job Shadow Contact Information



SIGNATURE: _____



Ott, Michelle

From: Calder, Abbey
Sent: Friday, December 18, 2015 9:17 AM
To: Ott, Michelle
Subject: FW: KS95

Hello Michelle! We have a student that would like to come in and job shadow Dez on the 28th for 2 hours. What all do I need to get to you? or what is the procedure for this? Leighton told me to reach out to you!

Thank you!

Abbey

From: [REDACTED]
Sent: Thursday, December 17, 2015 9:38 PM
To: Calder, Abbey
Subject: Re: KS95

Good Morning Abbey,
I apologize for replying so late, here is what I need to fulfill for the job shadow. http://isd194.org/lakeville-north/download/communications_master/Career%20Center/Career%20Center%20Forms/JS%20Packet%2016.pdf
I hope am this help, and I hope I can still come in on December 28th. Thank you for your time, have a great day.
Respectfully,
Rachel Humensky

Sent from my iPhone

On Dec 7, 2015, at 5:39 PM, [REDACTED]

Good Evening,
Thank you, for letting me have is opportunity. I have a packet that needs to be completed for the Job Shadow, some by me and some the mentor. And I will get you that information as soon as I can. Please pencil me for the week of the 28th. Again thank you for this opportunity.
Respectfully,
Rachel Humensky

Sent from my iPhone

On Dec 7, 2015, at 4:15 PM, Calder, Abbey <acalder@ks95.com> wrote:

Hello Rachel!

So we have time the week of December 28th (Monday through Thursday) for a 2 hour slot. We can't do the full 6 hours, unfortunately. Do you have a written request or anything that outlines but you need to accomplish and or do for your job shadow requirement? Maybe a letter from your teacher? We just need a

little bit more information before we can get something set in stone!

I will talk to you soon!

Abbey

From: [REDACTED] [mailto:[REDACTED]]
Sent: Monday, December 07, 2015 3:20 PM
To: Calder, Abbey
Subject: Re: KS95

Good Afternoon,

Thank you for responding to my email. Since December 9th is not available, how about during my winter break? My winter break days are December 24 to January 4th. I am available all though days. Please let know what day works for you. Thank your for your time, and I look forward to hearing from you.

Respectfully,
Rachel Humensky

On Dec 7, 2015, at 1:28 PM, Calder, Abbey <acalder@ks95.com> wrote:

Hello Rachel! Unfortunately we won't be able to do the job shadow this week, they would of needed a couple weeks' notice to get everything into place.

Thank you for reaching out to us! Have a great day!

Abbey Calder

Marketing and Promotions 94.5/KS95
3415 University Ave SE.
Minneapolis, MN 55414
Phone: 651-647-2983

<image001.jpg>

OUTREACH INITIATIVE SUMMARY

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Type of Outreach     Meeting                       Scholarship  
                                  Job Fair                         Event  
                                  Visit                               Other  
                                  Internship

Name of Outreach Initiative Minnetonka Middle School East

Name and Title of Contact Person for Initiative

Student's name -

Station

Participants/Titles

KSG5 - Dez

Date(s) or Timeframe

9-NOON 4-28-16

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

It was career day & [redacted] is  
interested in Radio/broadcasting  
so she sat in for a few  
hours. 😊

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

She said she learned alot.

**POSTING DATE:** October 22, 2015  
**JOB#:** 91-15  
**JOB TITLE:** PT High School Sports Web Intern- Spring 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college or university which will recognize the internship for class credit
- Ability to understand, interpret and communicate information about news events to staff
- Good interpersonal skills a must; excellent command of the English language
- Judge appropriateness of on-air material according to FCC, community and station standards
- Ability to read and interpret documents such as wire copy, articles and professional journals
- Working knowledge of the Internet is essential
- Ability to work in a fast-paced, high stress, loud, busy and high performance environment
- Must have excellent communications skills, oral and written
- Must have experience or knowledge of writing, editing and publishing to the web

**DUTIES:**

- Learn the daily operation of the News Department
- Develop and initiate search for stories on a daily basis, emphasizing high school sports
- Contact and gather information on various events for assigned department
- Maintain a friendly attitude; work closely with assigned news staff
- Oversee hand-off of information to other staff daily; establish and maintain positive lines of communication with all KSTP team members
- Perform other tasks as assigned

\*This is a six month internship\*

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>  
Job# 91-15  
St Paul, MN  
No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** October 26, 2015  
**JOB#:** 94-15  
**JOB TITLE:** News Intern PT - Spring 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Understand, interpret, and communicate information about news events to staff
- Good interpersonal skills a must; Excellent command of the English language
- Work in fast-paced, high stress, loud, busy and high performance environment
- Write and communicate well

**DUTIES:**

- Learn the daily operation of the news department
- Develop and initiate search for stories on a daily basis
- Contact and gather information on various stories to set up for reporters, photographers and producers
- Maintain a friendly attitude; work closely with assigned news staff
- Oversee hand-off of information to other staff daily; Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of department and station goals
- Will be expected to shadow and assist reporters, producers and assignment editors

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 94-15

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER



**POSTING DATE:** October 26, 2015  
**JOB#:** 96-15  
**JOB TITLE:** Sports Intern PT - Spring 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Previous experience working with television cameras and web publishing preferred
- Understand, interpret and communicate information about sports events to staff
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time-sensitive material; Highly organized and detail orientated
- Proficient with computers; Understands or can learn basic web search skills as well as sophisticated newsroom software
- Must possess a valid driver's license and clean driving record as determined by the company (driving record will be checked)
- Flexible schedule to cover various sports schedules and events

**DUTIES:**

- Keep up to date on all Minnesota sports and teams including professional collegiate and high school teams
- Assists in researching sports and feature stories by using the internet, email and telephone calls
- Assist in setting up and scheduling interviews and story assignments
- Ability to conduct interviews in a competitive locker room situation
- Produces, writes and adds content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 96-15

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** October 22, 2015  
**JOB#:** 92-15  
**JOB TITLE:** PT Web Intern - Spring 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit; junior or senior preferred
- Previous experience with web publishing preferred
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time sensitive material; Highly organized and detail oriented
- Proficient with computer; understands or can learn basic web research skills as well as sophisticated newsroom software
- Ability to work 24 hours per week

**DUTIES:**

- Research information on what is happening and stories that impact assigned community areas using the internet, email, newspapers, magazines, press releases and telephone calls
- Produce, write and post content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Maintain a friendly attitude; work closely with assigned web staff
- Perform other tasks as perceived or assigned that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 92-15

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** February 25, 2016  
**JOB#:** 13-16  
**JOB TITLE:** News Intern PT - Summer 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Understand, interpret, and communicate information about news events to staff
- Good interpersonal skills a must; Excellent command of the English language
- Work in fast-paced, high stress, loud, busy and high performance environment
- Write and communicate well

**DUTIES:**

- Learn the daily operation of the news department
- Develop and initiate search for stories on a daily basis
- Contact & gather information on various stories to set up for reporters, photographers, & producers
- Maintain a friendly attitude; work closely with assigned news staff
- Oversee hand-off of information to other staff daily; Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of department and station goals
- Will be expected to shadow and assist reporters, producers & assignment editors

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 13-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** February 25, 2016  
**JOB#:** 12-16  
**JOB TITLE:** Photographer Intern - Summer 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Current junior/senior in college pursuing a career in broadcasting, media and/or news; must have verification of credit in order to be considered
- Previous experience or internship in a news setting preferred
- Ability to read, write, and speak English well with good communication skills
- Good news judgment and understanding of daily news content
- Ability to work well under pressure and meet tight deadlines
- Ability to handle multiple tasks, prioritize and manage time-sensitive material
- Highly organized and detailed oriented
- Must be flexible and able to deal with unexpected changes calmly and quickly
- Able to work with others as part of a team
- Proficient with computers; understands and can learn news editing skills
- Must have a valid driver's license and a safe driving history as determined by the Company (driving record will be checked)

**DUTIES:**

- Assists photographers by shooting steady, sequenced video with good, clean sound for news, weather and sports for daily newscasts and specials
- Works with editors to edit video satisfactorily for news stories including VOS, VO/SOTS, setups and reporter pacs
- Learns different techniques and non-linear editing
- Works with all reporters and photographers to "tell" a story
- Shoots and posts video for station website
- Knowledgeable of local, national, and world events
- Works cooperatively and collaboratively with others; builds working relationships with co-workers, customers, vendors, and the general public
- Other duties as assigned

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. Must be able to lift and carry 50 lbs. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 12-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** February 25, 2016  
**JOB#:** 11-16  
**JOB TITLE:** Sports Intern PT - Summer 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Previous experience working with television cameras and web publishing preferred
- Understand, interpret and communicate information about sports events to staff
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time-sensitive material; Highly organized and detail orientated
- Proficient with computers; Understands or can learn basic web search skills as well as sophisticated newsroom software
- Must possess a valid driver's license and clean driving record as determined by the company (driving record will be checked)
- Flexible schedule to cover various sports schedules and events

**DUTIES:**

- Keep up to date on all Minnesota sports and teams including professional collegiate and high school teams
- Assists in researching sports and feature stories by using the internet, email and telephone calls
- Assist in setting up and scheduling interviews and story assignments
- Ability to conduct interviews in a competitive locker room situation
- Produces, writes and adds content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 11-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** February 25, 2016  
**JOB#:** 10-16  
**JOB TITLE:** PT High School Sports Web Intern-  
Summer 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college or university which will recognize the internship for class credit
- Ability to understand, interpret and communicate information about news events to staff
- Good interpersonal skills a must; excellent command of the English language
- Judge appropriateness of on-air material according to FCC, community and station standards
- Ability to read and interpret documents such as wire copy, articles and professional journals
- Working knowledge of the Internet is essential
- Ability to work in a fast-paced, high stress, loud, busy and high performance environment
- Must have excellent communications skills, oral and written
- Must have experience or knowledge of writing, editing and publishing to the web

\*This is a 6 month internship\*

**DUTIES:**

- Learn the daily operation of the News Department
- Develop and initiate search for stories on a daily basis, emphasizing high school sports
- Contact and gather information on various events for assigned department
- Maintain a friendly attitude; work closely with assigned news staff
- Oversee hand-off of information to other staff daily; establish and maintain positive lines of communication with all KSTP team members
- Perform other tasks as assigned

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.



**APPLY TO:**

<http://kstp.com/jobs>

Job# 10-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** February 25, 2016  
**JOB#:** 9-16  
**JOB TITLE:** PT Web Intern - Summer 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit; junior or senior preferred
- Previous experience with web publishing preferred
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time sensitive material; Highly organized and detail oriented
- Proficient with computer; understands or can learn basic web research skills as well as sophisticated newsroom software
- Ability to work 24 hours per week

**DUTIES:**

- Research information on what is happening and stories that impact assigned community areas using the internet, email, newspapers, magazines, press releases and telephone calls
- Produce, write and post content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Maintain a friendly attitude; work closely with assigned web staff
- Perform other tasks as perceived or assigned that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 9-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** July 28, 2016  
**JOB#:** 51-16  
**JOB TITLE:** Sports Intern PT - Fall 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Previous experience working with television cameras and web publishing preferred
- Understand, interpret and communicate information about sports events to staff
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time-sensitive material; Highly organized and detail orientated
- Proficient with computers; Understands or can learn basic web search skills as well as sophisticated newsroom software
- Must possess a valid driver's license and clean driving record as determined by the company (driving record will be checked)
- Flexible schedule to cover various sports schedules and events

**DUTIES:**

- Keep up to date on all Minnesota sports and teams including professional collegiate and high school teams
- Assists in researching sports and feature stories by using the internet, email and telephone calls
- Assist in setting up and scheduling interviews and story assignments
- Ability to conduct interviews in a competitive locker room situation
- Produces, writes and adds content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 51-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** July 20, 2016  
**JOB#:** 47-16  
**JOB TITLE:** News Intern PT - Fall 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be a student enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit
- Understand, interpret, and communicate information about news events to staff
- Good interpersonal skills a must; Excellent command of the English language
- Work in fast-paced, high stress, loud, busy and high performance environment
- Write and communicate well

**DUTIES:**

- Learn the daily operation of the news department
- Develop and initiate search for stories on a daily basis
- Contact & gather information on various stories to set up for reporters, photographers, & producers
- Maintain a friendly attitude; work closely with assigned news staff
- Oversee hand-off of information to other staff daily; Establish and maintain positive lines of communication with all KSTP-TV team members
- Perform other tasks as perceived or assigned, that contribute to the achievement of department and station goals
- Will be expected to shadow and assist reporters, producers & assignment editors

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 47-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** July 20, 2016  
**JOB#:** 46-16  
**JOB TITLE:** PT Web Intern - Fall 2016  
**COMPANY:** KSTP-TV, News/Weather/Sports  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit; junior or senior preferred
- Previous experience with web publishing preferred
- Ability to read, write and speak English well; Excellent verbal communication and interpersonal skills
- Ability to work well under pressure and meet tight deadlines; Knows how to handle multiple tasks, prioritize and manage time sensitive material; Highly organized and detail oriented
- Proficient with computer; understands or can learn basic web research skills as well as sophisticated newsroom software
- Ability to work 24 hours per week

**DUTIES:**

- Research information on what is happening and stories that impact assigned community areas using the internet, email, newspapers, magazines, press releases and telephone calls
- Produce, write and post content to web site and social media outlets
- Establish and maintain positive lines of communication with all KSTP-TV team members
- Maintain a friendly attitude; work closely with assigned web staff
- Perform other tasks as perceived or assigned that contribute to the achievement of the department

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 46-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** October 22, 2015

**JOB#:** 90-15

**JOB TITLE:** Twin Cities Live Photographer Intern-Spring 2016



**COMPANY:** KSTP-TV, Twin Cities Live

**SCHEDULE:** Varies

**STATUS:** Part Time Temporary, Hourly

### **QUALIFICATIONS:**

- Current junior or senior in college pursuing a career in broadcasting, media, and or news. To be considered, must have recommendation of college advisor and provide verification of academic credit for the internship
- Previous experience or internship in a television setting preferred.
- Ability to read, write and speak English well. Excellent verbal communication skills.
- Ability to work well under pressure and meet tight deadlines. Knows how to handle multiple tasks, prioritize and manage time-sensitive material. Highly organized and detail oriented
- Must be flexible and able to deal with unexpected changes calmly and quickly.
- Follows directions well.
- Able to work with others as part of a team. Ability to establish and maintain relationships with a variety of people in the community and newsroom.
- Proficient with computers. Understands or can learn news editing skills.
- Must possess valid driver's license and clean driving record as determined by the Company.

### **DUTIES:**

- Assists photographers by shooting steady, sequenced video with good, clean sound for Twin Cities Live.
- Works with editors to edit video satisfactorily for Twin Cities Live including VOS, VO/SOTS, setups and reporter packages. Learns different techniques and non-linear editing.
- Works with reporters and photographers to "tell" a story.
- Shoots and posts video for station website.
- Attends weekly editorial meetings and pitches segment ideas related to local food, fashion and fun.
- Looks for ways to expand current skills and abilities and takes initiative to learn new tasks and duties.
- Works cooperatively and collaboratively with others. Builds working relationships with co-workers, customers, vendors and the general public. Acts in a professional manner when representing each station.
- Other duties as assigned.
- Reports to work on time and works established schedule/hours.
- May drive company vehicle. Obeys all traffic laws and safety rules of the road. Reports any problems or concerns with the vehicle and traffic incidents promptly.

### **PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 90-15

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER



**POSTING DATE:** February 25, 2016  
**JOB#:** 7-16  
**JOB TITLE:** Twin Cities Live Intern PT - Summer 2016  
**COMPANY:** KSTP-TV, Production  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be student enrolled in a degree program at a trade school, college or university which recognizes the internship for a class credit
- A self-starter that thrives under the pressure of strict deadline
- Excellent research and writing skills and the ability to work effectively in a team
- A passion for local programming and storytelling is critical
- Working knowledge of the internet and strong computer skills are essential
- Reliable transportation, valid drivers license and safe driving record as determined by the Company preferred (driving record will be checked)

**DUTIES:**

- Primary duties consist of but may not be limited to: researching stories, prepping the studio, logging field tapes, helping find studio audience members, updating the website and assisting producers with other various tasks
- Opportunity to assist on field shoots and interact with the guests
- May be asked to assist with promotional show events outside of the building

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 7-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** February 24, 2016  
**JOB#:** 6-16  
**JOB TITLE:** Twin Cities Live Photographer Intern-  
Summer 2016  
**COMPANY:** KSTP-TV, Twin Cities Live  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary; Hourly



**QUALIFICATIONS:**

- Current junior or senior in college pursuing a career in broadcasting, media, and or news. To be considered, must have recommendation of college advisor and provide verification of academic credit for the internship
- Previous experience or internship in a television setting preferred.
- Ability to read, write and speak English well. Excellent verbal communication skills.
- Ability to work well under pressure and meet tight deadlines. Highly organized and detail oriented individual that can handle multiple tasks, prioritize and manage time-sensitive material.
- Must be flexible and able to deal with unexpected changes calmly and quickly.
- Follows directions well.
- Ability to establish and maintain good relationships with a variety of individuals.
- Proficient with computers. Understands or can learn news editing skills.
- Must possess valid driver's license and clean driving record as determined by the Company. (Driving record will be checked)

**DUTIES:**

- Assists photographers by shooting steady, sequenced video with good, clean sound for Twin Cities Live.
- Works with editors to edit video for Twin Cities Live including VOS, VO/SOTS, setups and reporter packages. Learns different techniques and non-linear editing.
- Works with reporters and photographers to "tell" a story.
- Shoots and posts video for station website.
- Attends weekly editorial meetings and pitches segment ideas related to local food, fashion and fun.
- Works collaboratively to build professional relationships with co-workers, customers, vendors and the general public and act in a professional manner when representing each station.
- Other duties as assigned.
- Reports to work on time and works established schedule/hours.
- May drive company vehicle. Obeys all traffic laws and safety rules of the road. Reports any problems or concerns with the vehicle and traffic incidents promptly.

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 6-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** July 18, 2016  
**JOB#:** 45-16  
**JOB TITLE:** Twin Cities Live Photographer Intern-Fall 2016  
**COMPANY:** KSTP-TV, Twin Cities Live  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Current junior or senior in college pursuing a career in broadcasting, media, and or news. To be considered, must have recommendation of college advisor and provide verification of academic credit for the internship
- Previous experience or internship in a television setting preferred.
- Ability to read, write and speak English well. Excellent verbal communication skills.
- Ability to work well under pressure and meet tight deadlines. Highly organized and detail oriented individual that can handle multiple tasks, prioritize and manage time-sensitive material.
- Must be flexible and able to deal with unexpected changes calmly and quickly.
- Follows directions well.
- Ability to establish and maintain good relationships with a variety of individuals.
- Proficient with computers. Understands or can learn news editing skills.
- Must possess valid driver's license and clean driving record as determined by the Company. (Driving record will be checked)

**DUTIES:**

- Assists photographers by shooting steady, sequenced video with good, clean sound for Twin Cities Live.
- Works with editors to edit video for Twin Cities Live including VOS, VO/SOTS, setups and reporter packages. Learns different techniques and non-linear editing.
- Works with reporters and photographers to "tell" a story.
- Shoots and posts video for station website.
- Attends weekly editorial meetings and pitches segment ideas related to local food, fashion and fun.
- Works collaboratively to build professional relationships with co-workers, customers, vendors and the general public and act in a professional manner when representing each station.
- Other duties as assigned.
- Reports to work on time and works established schedule/hours.
- May drive company vehicle. Obeys all traffic laws and safety rules of the road. Reports any problems or concerns with the vehicle and traffic incidents promptly.

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 45-16

St Paul, MN

No Telephone Calls Please

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** July 18, 2016  
**JOB#:** 44-16  
**JOB TITLE:** Twin Cities Live Intern PT - Fall 2016  
**COMPANY:** KSTP-TV, Production  
**SCHEDULE:** Varies  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be student enrolled in a degree program at a trade school, college or university which recognizes the internship for a class credit
- A self-starter that thrives under the pressure of strict deadline
- Excellent research and writing skills and the ability to work effectively in a team
- A passion for local programming and storytelling is critical
- Working knowledge of the internet and strong computer skills are essential
- Reliable transportation, valid drivers license and safe driving record as determined by the Company preferred (driving record will be checked)

**DUTIES:**

- Primary duties consist of but may not be limited to: researching stories, prepping the studio, logging field tapes, helping find studio audience members, updating the website and assisting producers with other various tasks
- Opportunity to assist on field shoots and interact with the guests
- May be asked to assist with promotional show events outside of the building

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://kstp.com/jobs>

Job# 44-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

Ott, Michelle

---

**From:** Wolfson, Darren  
**Sent:** Wednesday, February 17, 2016 1:03 PM  
**To:** Ott, Michelle  
**Subject:** RE: CAREER FAIR DETAILS

Maybe our table cloth with the logo?

Don't need until late next week. So no rush.

**From:** Ott, Michelle  
**Sent:** Wednesday, February 17, 2016 1:02 PM  
**To:** Wolfson, Darren  
**Subject:** RE: CAREER FAIR DETAILS

Sure...I can send down some Innovation brochures, pens and screen cleaners. Anything else?

---

**From:** Wolfson, Darren  
**Sent:** Wednesday, February 17, 2016 12:12 PM  
**To:** Ott, Michelle  
**Subject:** FW: CAREER FAIR DETAILS

Michelle – I am doing this job fair again for Coon Rapids, Blaine, Anoka, and Andover HS students.

Can you supply me whatever I might need?

Thanks,

Doogie

---

**From:** Aldridge-Coffey, Sheba [<mailto:Sheba.AldridgeCoffey@anoka.k12.mn.us>]  
**Sent:** Friday, February 12, 2016 1:28 PM  
**To:** Aldridge-Coffey, Sheba  
**Subject:** CAREER FAIR DETAILS

Happy Friday!

We are very excited to have you participate in our 4th annual Career Fair on Friday, February 26, 2016 at Coon Rapids High school. The Career Fair time is from 9:30 am to 1:30 pm. Coon Rapids High School is located at 2340 Northdale Boulevard, Coon Rapids, MN 55433.

Details:

- You can begin arriving around 8:30 am if you would like to enjoy breakfast. If not, 9:00 am arrival is great.
- If you need help loading and unloading, helpers will be available at the main entrance of the school.
- Please park at the front and side of the building.

- You will need identification when you enter the building (security purposes).
- Escorts will escort you to the gym to place your belongings at your table.
- Escorts will guide you to the refreshment area.
- We will begin 9:30 am
- We will break at 1:00 pm for lunch which is provided. At 1:30, if you need help loading, we can assist.

If you have questions, please email me or call at 763-506-7222.

Thank you in advance & we are eagerly anticipating your arrival and the difference you will make in our students lives.

Have a GREAT day!

Sheba Coffey  
Student Achievement Advisor  
763-506-7222

P.S. I will call each of you within the next week or so to confirm the number of people you are bringing and answer any questions



# OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach     Meeting                       Scholarship  
                                  Job Fair                          Event  
                                  Visit                                Other  
                                  Internship

Name of Outreach Initiative NATAS Student Job Fair

Name and Title of Contact Person for Initiative Craig Cheatham - Asst. News Director

Station Participants/Titles Craig Cheatham - Asst. News Director / Paul McEnroe - Dir. of Investigation

Date(s) or Timeframe 4-10-16

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

KSTP set up a table at a student job fair sponsored by the upper midwest chapter of NATAS. We met with students, counseled them about the industry and KSTP, and encouraged them to apply for employment, including internships. I received one resume and gave it to Joe Caffrey, KSTP's Chief Photographer, who emailed the student. The student has not responded.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Craig and Paul gave students business cards and encouraged them to stay in touch and apply for any openings that are posted on the KSTP website. Joe Caffrey our Chief Photographer 4/26/16 emailed the one student who gave us a resume. That student has not responded.

Ott, Michelle

---

From: John Murray <jj@midwestemmys.org>  
Sent: Monday, April 04, 2016 12:22 PM  
To: John Murray  
Subject: Sunday Event info Student Awards  
Attachments: Rad Blu Loading Dock Directions.pdf

Good afternoon,

Thank you for taking part in the NATAS-Upper Midwest Regional Student Production Awards! The event is this Sunday, April 10th at the Radisson Blu Hotel at the Mall of America in Bloomington, MN.

Reminders:

- If something has changed and you can not make it, please contact us ASAP.
- Please forward info to your "Meet the Pros". We do not have their email information.
- **We are looking for guest presenters during the ceremony.** If any of the Meet the Pros wish to be a guest presenter, please have them contact me immediately!
- We are in the Minnetonka Ballroom area. This is a different location from last year.

Here are the event details.

- Due to Mall & hotel security, *all loading and unloading of large displays must be done through the loading dock area.*
- I have attached maps for the loading dock and hotel parking.
- Please bring your own extension cords and power strips if you require electricity.

#### EVENT SCHEDULE:

- 9:00AM - Load-in & set-up
- 10:30am - Noon: Fair time (There is food available)
- 12:30pm-2:00PM: teardown & load-out (AWARDS Ceremony for guest presenters)

If you have any questions, please contact me ASAP.

See you Sunday!

**SAVE THE DATES!!!**

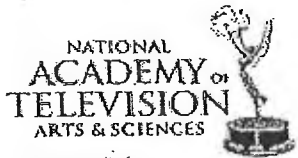
*April 8/9th: Midwest Journalism Conference*

*April 10th: Student TV Awards Ceremony*

*April 23rd: IBNA, Waterloo, IA.*

*John (JJ) Murray*

*Executive Director*



UPPER MIDWEST  
7319 Hunters Run  
Eden Prairie, MN 55346  
952-381-7494  
[jj@midwestemmys.org](mailto:jj@midwestemmys.org)  
[info@midwestemmys.org](mailto:info@midwestemmys.org)





# CONGRATULATES

STUDENT TELEVISION AWARDS  
WINNERS AND NOMINEES



KSTP-TV is proud to offer internships throughout the year.  
Visit [kstp.com/jobs](http://kstp.com/jobs).

Ott, Michelle

---

**From:** Wittenborg, Anne  
**Sent:** Thursday, March 03, 2016 9:42 AM  
**To:** Ott, Michelle  
**Subject:** Re: Hubbard Recruit Emmy Student TV Awards  
**Attachments:** image001.jpg; image002.png; image003.png; image004.png; image005.png

Craig and Paul are confirmed. Amanda might join in as well

On Feb 29, 2016, at 9:42 AM, Ott, Michelle <[MOtt@hbi.com](mailto:MOtt@hbi.com)> wrote:

Great... Thanks. Let me know who will attend.

---

**From:** Wittenborg, Anne  
**Sent:** Monday, February 29, 2016 9:13 AM  
**To:** Ott, Michelle  
**Subject:** RE: Hubbard Recruit Emmy Student TV Awards

Hi Michelle,

I will have a few news managers attend.

Anne

---

**From:** Ott, Michelle  
**Sent:** Tuesday, February 23, 2016 10:37 AM  
**To:** Doyle, Monica; Wittenborg, Anne; Goodspeed, Steve; Springer, David  
**Subject:** FW: Hubbard Recruit Emmy Student TV Awards

Good morning. I see that you have already received an email from Mr. Murray about the upcoming recruiting event at Student Awards the day after the Midwest Journalism Conference. Let me know if you or any people at your station would be interested in participating. April 10 is a Sunday which is not the best day of the week for many people...but nothing we can do about that! HR would pay for the booth if there is enough interest.

Let me know within the next week if you can. Thank you!

*Michelle*

---

**From:** Nerud, Debra  
**Sent:** Tuesday, February 23, 2016 9:27 AM  
**To:** Ott, Michelle  
**Subject:** FW: Hubbard Recruit Emmy Student TV Awards

FYI.

Debra Nerud  
Business Manager  
(507)258-7229  
ABC 6 News/KAAL TV  
<image001.jpg>

From: Springer, David  
Sent: Tuesday, February 23, 2016 9:24 AM  
To: Nerud, Debra <DNerud@hbi.com>  
Subject: FW: Hubbard Recruit Emmy Student TV Awards

You should probably know about this.

From: John Murray [<mailto:jj@midwestemmys.org>]  
Sent: Tuesday, February 23, 2016 9:19 AM  
To: Springer, David <[dspringer@kaaltv.com](mailto:dspringer@kaaltv.com)>; Goodspeed, Steve <[Sgoodspeed@wdio.com](mailto:Sgoodspeed@wdio.com)>; Wittenborg, Anne <[awittenborg@hbi.com](mailto:awittenborg@hbi.com)>; Doyle, Monica <[MDoyle@kstp.com](mailto:MDoyle@kstp.com)>  
Subject: Hubbard Recruit Emmy Student TV Awards

Good morning,

We want to help you recruit some of our best and brightest students! Here is info to pass on to Hubbard Corporate folks to see if they wish to have a recruiting booth at our Student TV Awards Ceremony on April 10th at the Radisson Blu at Ball of America.

Hubbard may have one booth to represent all of the stations in this region. If you have a booth, we ask that you provide a "Meet the Pro" person for our students to talk with about the industry. Please consult with each other and have one person coordinate the Hubbard plan with me.

If you have any questions, please contact me anytime. We look forward to hearing back from you. Have a great day!

***SAVE THE DATES!!!***

***March 4th: Student TV Award Nominations***

***April 8/9th: Midwest Journalism Conference***

***April 10th: Student TV Awards Ceremony***

***April 23rd: IBNA, Waterloo, IA.***

***John (JJ) Murray***

***Executive Director***

***<image002.png>***

***7319 Hunters Run***

***Eden Prairie, MN 55346***

***952-381-7494***

***[jj@midwestemmys.org](mailto:jj@midwestemmys.org)***

***[info@midwestemmys.org](mailto:info@midwestemmys.org)***

<image003.png> <image004.png> <image005.png>

**POSTING DATE:** February 25, 2016  
**JOB#:** 8-16  
**JOB TITLE:** 1500 ESPN Intern - Summer 2016  
**COMPANY:** KSTP-AM, Production  
**SCHEDULE:** Approximately 20 hours per week  
**STATUS:** Part Time Temporary, Hourly



**QUALIFICATIONS:**

- Must be enrolled in a degree program at a trade school, college, or university which will recognize the internship for class credit; pursuing a major in broadcasting, journalism, or communication; junior or senior preferred
- Collaborate and work cooperatively with a team
- Show attention to detail
- Demonstrate an interest and knowledge of sports and talk radio
- Dress and present oneself in a professional manner

**DUTIES:**

- Research prep for show material
- Operate production and studio equipment
- Assist Producer with daily activities
- Write and post news and event summaries to web site
- Participate in station promotional and marketing activities
- Other duties as assigned

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

<http://www.1500espn.com/pages/careers.php>

Job# 8-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

Cook, Sue

---

**From:** Cook, Sue  
**Sent:** Thursday, May 19, 2016 12:45 PM  
**To:** 'Whitney Clark'  
**Subject:** RE: Breck Student

Thank you, Whitney. This is helpful.

One thing I would clarify is that [REDACTED] will not be performing "work." This assignment was explained to us as a shadowing experience, and she will observe various jobs and how different departments work within KSTP-TV. We want her to be engaged and be close to the real work of the station, but she shouldn't be performing work herself. We look forward to having her here, and please feel free to contact me with any questions. Sue Cook



Suzanne J Cook | Vice President, Human Resources  
3415 University Avenue, St. Paul, MN 55114  
DIRECT: 651-642-4491 | FAX: 651-642-4314

**From:** Whitney Clark [mailto:whitney.clark@[REDACTED]]  
**Sent:** Thursday, May 19, 2016 12:40 PM  
**To:** Cook, Sue  
**Subject:** Breck Student

Hello Sue,

My name is Whitney Clark and I will be the faculty advisor for [REDACTED] during her May Program internship with you.

Breck's May Program will begin this Friday, May 20 and run through Monday, June 6. Students are expected to work for about 6 hours a day, for a minimum total of 66 hours over the course of the internship. [REDACTED] will have a time card on which to record her hours. You'll be asked to sign the card at the end of the internship to confirm she fulfilled the minimum hour requirement. Due to an orientation meeting this Friday morning, [REDACTED] won't arrive until mid-morning.

I will plan on visiting [REDACTED] two times during May Program, as well as check in via email and telephone. I will also get in touch with you at least once by phone and once by email to make sure everything is going well. If you have any questions or concerns at any time over May Program, please don't hesitate to contact me.

Thank you for this opportunity for [REDACTED] to engage in meaningful experiential learning with you over May Program.

Sincerely,  
Whitney Clark

Whitney Clark 柯伟



KSTP-TV

██████████ shadowing schedule (May 20-June 5, 2016)

| <u>Date</u>       | <u>Area</u>       | <u>Time</u>       | <u>Coordinator</u>   |
|-------------------|-------------------|-------------------|----------------------|
| Friday, May 20    | News Rotation     | 9:00 AM-2:00 PM   | Stephanie Hammergren |
| Monday, May 23    | News rotation     | 9:00 AM-2:00 PM   | Stephanie Hammergren |
| Tuesday, May 24   | News rotation     | 9:00 AM-2:00 PM   | Stephanie Hammergren |
| Wednesday, May 25 | News rotation     | 9:00 AM-2:00 PM   | Stephanie Hammergren |
| Thursday, May 26  | Creative Services | 9:00 AM-2:00 PM   | Kate Bendell         |
| Friday, May 27    | Creative Services | 9:00 AM-2:00 PM   | Kate Bendell         |
| Monday, May 30    | MEMORIAL DAY      |                   |                      |
| Tuesday, May 31   | Creative Services | 9:00 AM-2:00 PM   | Kate Bendell         |
| Wednesday, June 1 | Twin Cities Live  | 11:00 AM -2:00 PM | Tracy Robb           |
| Thursday, June 2  | Twin Cities Live  | 11:00 AM-2:00 PM  | Tracy Robb           |

## Summer 2016 STEP-UP Achieve Worksite Agreement

This agreement is entered into between your Organization, myTalk 107.1 Radio (referred to as the "Worksite") and AchieveMpls to provide a professional work experience for young people participating in the STEP-UP Achieve Jobs Program.

**SUPERVISION:** The Worksite agrees to provide a job and direct supervision for the length of this agreement to every STEP-UP Achieve Worker in its workplace. Worksite supervisors shall be of such age and experience as to meet the diverse needs of STEP-UP Achieve Workers. The STEP-UP Achieve Worker-to-supervisor ratio shall not exceed 5:1. The Worksite shall ensure that a substitute supervisor is available for times when the regular supervisor is absent and that this substitute is also provided with sufficient orientation to ensure compliance with program requirements. The Worksite also agrees to provide that all STEP-UP Achieve Workers are oriented to its workplace and position requirements, and instruct them in professional competencies as identified.

**TIME AND ATTENDANCE:** The Worksite agrees to be accountable for time and attendance of STEP-UP Achieve Workers. STEP-UP Achieve Workers shall be paid for hours worked in accordance with applicable State and Federal laws and regulations. A company hiring STEP-UP Achieve Workers shall be responsible for all payroll costs for all hours worked.

The Worksite agrees to provide feedback on performance to the STEP-UP Achieve Worker and STEP-UP Achieve program staff, including providing, in writing, detail on major performance issues and any reasons for STEP-UP Achieve Worker termination. In the case of STEP-UP Achieve Workers who are pursuing academic credit for their work experience, this information may be shared with Minneapolis Public Schools.

In the case of STEP-UP Achieve Workers under 18 years of age, the Worksite shall take responsibility to secure parental authorization for after-hours activities beyond the scope of regularly assigned job duties, or activities that require travel outside Minneapolis.

**WORK ASSIGNMENTS:** The Worksite agrees to adhere to all rules and regulations governing the STEP-UP Achieve Jobs Program described herein and as authorized by the laws of Minnesota for the purpose of providing education, career exploration, and training.

**EEO POLICY:** The purpose of the STEP-UP Achieve Jobs Program is to provide safe, meaningful, and adequately supervised work experiences for young people. The program serves youth without discrimination due to race, color, creed, religion, political affiliation, disability, marital status, sexual orientation, beliefs, sex, national origin, age, or status in regard to public assistance.

The Worksite will properly train students before they operate any equipment, ensure safety trainings as needed, and provide a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including the Fair Labor Standards Act, OSHA, and MN Child Labor). The Worksite will protect STEP-UP Achieve Workers from sexual harassment. The Worksite will maintain workers compensation and general liability coverage for STEP-UP Achieve Workers. STEP-UP Achieve Workers will not perform Hazardous Work as defined by Federal Labor Standards Act.

**MAINTENANCE OF EFFORT:** No STEP-UP Achieve Workers shall be placed at a worksite where they will displace current employees (including partial displacement such as a reduction in the hours of non-

Summer 2016 STEP-UP Achieve Worksite Agreement


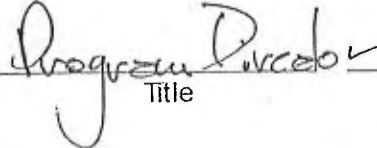
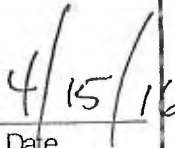
overtime work [wage] or employment benefit) or current employee's promotional opportunities] or where the hiring of STEP-UP Achieve Workers impairs existing labor contracts, unless the labor organization concurs. The Worksite shall not hire a STEP-UP Achieve Worker at its worksite if a member of the STEP-UP Achieve Worker's immediate family is an officer, a board member or in an administrative capacity (including supervisor) at the Worksite. Immediate family means wife, husband, mother, father, sister, or brother.

STEP-UP PROGRAM: STEP-UP Achieve staff may conduct worksite visits to interview STEP-UP Achieve Workers and/or supervisors for quality assurance purposes. During the term of their employment, enrichment activities may be made available to STEP-UP Achieve Workers. In such instances, STEP-UP will contact Worksite supervisors for prior approval and scheduling.

It is further accepted that failure to fulfill obligations of this agreement is just cause to terminate this agreement.

A copy of this Worksite Agreement will be given to all Worksite Supervisors for reference purposes.

CONTRACT APPROVAL SIGNATURES

|                                                                                    |                                                                                      |                                                                                      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
| Worksite Authorized Signature                                                      | Title                                                                                | Date                                                                                 |

|                                      |       |      |
|--------------------------------------|-------|------|
|                                      |       |      |
| STEP-UP Achieve Authorized Signature | Title | Date |

## STANDARDS FOR FIELD EXPERIENCE

The following outline provides you with the necessary information in order to meet the required hours. This will be planned in advance with your mentors & teacher.

### Participation

60 hours minimum in mentorship (select one of the options below)

60 actual contact hours with mentor on site

50 actual contact hours with your mentor on site and 10 other hours (see list below)

\* 40 actual contact hours with your mentor on site and 20 other hours (see list below)

9/14/2016 - 11/23/2016    2-3 hrs per time

20 contacts with mentor

2 visits per week with Mentor is the recommended standard.

### Activities that fulfill the other hours:

(all hours listed are maximum @ in that area)

- 10 hours of other professional site visits/informational interviews
- 2 college visits, 2 hours per visit, not to exceed two visits
- 10 hours of professional academic reading other than the 30 minutes required weekly (off site documented)
- 10 hours, research paper (must include 5 sources minimum on your topic of study)
- 4 hours volunteerism/community services (prior approval by teacher and site) \*see attached form

| Accountability                                                                                                        | Demonstration of Learning                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>Learning Plan</p> <p>Time Management Chart</p> <p>Weekly memos</p> <p>Professional Reading</p> <p>Project Plan</p> | <p>Teach a Lesson</p> <p>Final Project (demonstrate focus of mentorship)</p> <p>Abstract, Contacts, Bibliography</p> |

# Employee Identification Form

\*Last four digits of your social security # XXXX

## Personal Information:

|                              |                   |              |              |
|------------------------------|-------------------|--------------|--------------|
| [Redacted]                   | [Redacted]        | [Redacted]   |              |
| First Name                   | MI                | Last Name    |              |
| [Redacted]                   |                   |              |              |
| Street Address               |                   |              |              |
| [Redacted]                   | [Redacted]        | [Redacted]   |              |
| City                         | State             | Zip Code     |              |
| [Redacted]                   | [Redacted]        | [Redacted]   |              |
| Home Phone #                 | Alternate Phone # |              |              |
| [Redacted]                   | [Redacted]        |              |              |
| Emergency Contact (optional) | Relationship      | Home Phone # | Work Phone # |
| [Redacted]                   | [Redacted]        | [Redacted]   | [Redacted]   |
| Alternate Emergency Contact  | Relationship      | Home Phone # | Work Phone # |
| [Redacted]                   | [Redacted]        | [Redacted]   | [Redacted]   |

## Security Information:

|                     |                                         |                             |                   |
|---------------------|-----------------------------------------|-----------------------------|-------------------|
| <u>Mytalk 1071</u>  | <u>Colleen Lindstrom</u>                | <u>Mentor</u>               |                   |
| Company/Department  | Department Head                         | Your Job Title              | Your Work Phone # |
| <u>Honda</u>        | <u>Accord</u>                           |                             |                   |
| Auto Make           | Auto Model                              | Auto Year                   | Auto License #    |
| Parking Tag needed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |                   |

## Notice of Confidentiality

The payroll department requests that you furnish us with two names and phone numbers we can contact in case of an emergency. This information is optional but recommended and will be placed in the strictest of confidence. Thank you for your cooperation.

Ott, Michelle

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From: Neigebauer, Kelsey <KelseyNeigebauer@twinsbaseball.com>  
Sent: Monday, August 15, 2016 10:48 AM  
Subject: Internship Fair Confirmation

Good morning,

Thank you for registering to attend the 2016 Sports Internship & Career Fair at Target Field on Thursday, September 22, 2016! As we move closer to the date of the fair we will be sending you more information and event details, as well as requesting information on what positions you are in search of. Last year we had more than 25 teams and sports related organizations in attendance and we are looking forward to another successful event this year. Please feel free to contact me with any questions. We look forward to seeing you in September!



**Kelsey Neigebauer**  
Intern, Human Resources  
Minnesota Twins Baseball Club  
Target Field | 1 Twins Way | Minneapolis, Minnesota 55403  
P: (612) 659-3829 | F: (612) 659-4031

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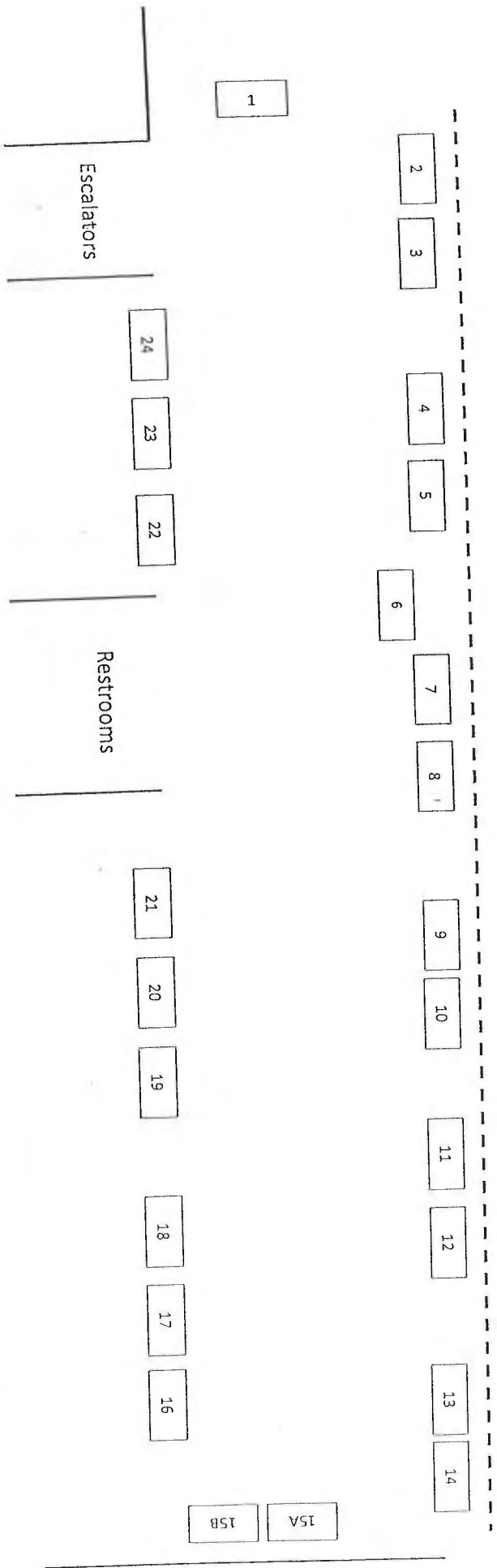
This email has been scanned for email related threats and delivered safely by Mimecast.  
For more information please visit <http://www.mimecast.com>

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# 2016 Sports Internship and Career Fair Map

Field View



1. U of M Sports Marketing
2. Go 96.3
3. Hubbard Broadcasting
4. Fox Sports North
5. Minnesota United FC
6. School Space Media
7. Minnesota Vikings Football
8. Duluth Huskies

9. St. Paul Saints
10. Rochester Honkers Baseball Club
11. Minnesota Timberwolves
12. Big Top Baseball
13. MoonDogs Baseball Club
14. Sioux Falls Canaries Baseball Club
15. Minnesota Twins
16. Fargo-Moorhead Redhawks Baseball

17. Beloit Snappers Baseball
18. St. Cloud Rox Baseball Club
19. SportsRadar US
20. Minneapolis Parks & Rec
21. Delaware North Sportservice
22. Metro Baseball League
23. Eau Claire Express
24. Minnesota Vixen Women's Football

Employer Lunch



# 2016 SPORTS INTERNSHIP & CAREER FAIR

Thank you for being a part of the 2016 Sports Internship & Career Fair! We are anticipating around 500 participants to walk through the fair this afternoon. The fair presents a tremendous opportunity for individuals looking for a career in sports. This event is much appreciated by the prospective applicants.

We will be coming around periodically to see if you need anything and to provide you with complimentary beverages. Lunch will be provided behind the Twins table for employers only. We have included a map of the layout for the fair for your convenience. Please keep 1 person staffed at your table at all times once the fair starts.

The fair will begin at 12:00pm and end promptly at 3:00pm to begin pre-game set-up preparation.

If you need anything during the event please feel free to stop by the Twins table and we will try to help you in any way we can.

We thank you for your participation!



# OUTREACH INITIATIVE SUMMARY

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Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative Breck School Communications Class
Name and Title of Contact Person for Initiative Chris Ohm / Dean at Breck School
Station Dennis Silva / 45TV Executive Sports Produce.
Participants/Titles
Date(s) or Timeframe 2 Hours

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Spoke to class of 25 on the inner workings of live broadcast sports. It's a week long class full of kids interested in broadcasting with a guest each day.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Hubbard Radio's NextGen Leadership Program 2017-2018

Background:

Hubbard Radio and the Hubbard family have been committed to the broadcast business for over 90 years. That commitment to broadcasting extends to our communities, the broadcast industry and our people. Since Stanley E. Hubbard first launched WAMD-AM in 1923 the success of Hubbard Broadcasting and Hubbard Radio has been due to the strength of our leadership and the people that truly make up our company. The Hubbards are bullish on the broadcast industry and committed to further growth in our markets and for the broadcast business itself. As we look to the future we realize that identifying the next generation of leadership is a critical initiative for the future of Hubbard.

Opportunity:

To create a program that identifies and develops the future leaders of the company; inviting them to attend the NAB/RAB Radio Show.

Participation Procedure:

NextGen candidates will be identified through a three step process:

1. Market Managers and department heads will nominate potential NextGen leaders by filling out the following nomination form:
 - a. Name of Nominee:
 - b. Market:
 - c. Station:
 - d. Current Position:
 - e. Nominees Email Address:
 - f. Nominees Telephone Number:
 - g. Please submit a paragraph about why you think this nominee is a good candidate for the Hubbard Radio NextGen Leadership Program. Please consider the following criteria for nomination:
 - i. How has the nominee demonstrated a desire to grow?
 - ii. How has the nominee demonstrated ideas and initiatives that move the company forward?
 - iii. How has this nominee proven sustained performance?
 - iv. How does this employee reflect the Hubbard culture of Honesty, Fairness and Innovation?

(Nominees can come from any department at any level in the radio station. The market manager will nominate any potential department heads that they think is right for the program. Department heads will nominate employees from their department.)

2. Once nominations are received, the Market Managers will send out an application to each of the nominees. The nominees will answer the following questions:
 - a. Name of Nominee:
 - b. Market:

- c. Station:
 - d. Current Position:
 - e. Years in Position:
 - i. What are your professional goals within Hubbard Radio?
 - ii. What goals and action plans have you put into place to grow your career and to grow the organization?
 - iii. What professional accomplishments are you most proud of?
 - iv. What does the Hubbard culture mean to you and how will it help you meet your professional career goals?
3. When the Market Managers receive the completed applications, they will be responsible to select up to two participants based on the following criteria:
- a. Employee has shown a desire to grow with Hubbard Radio.
 - b. Employee has ideas and solutions to improve the operation and move the company forward.
 - c. Employee has demonstrated sustained performance in their current position.
 - d. Employee embraces the Hubbard culture of Honesty, Fairness and Innovation.
4. There will be an introduction conference call for NextGen participants prior to arriving in Austin.

The Participants Receive:

- Trip to Radio Show (hotel, air, expenses)
- Full registration for Radio Show
- Opportunity to attend a portion of Hubbard Radio Management meetings
- Dinner with Ginny, Drew, Dave and Hubbard Radio market managers
- Lunch with all the managers during the management meetings
- Here's a potential itinerary for the 2017 Radio Show in Austin:

Tuesday, September 5th	-Arrive in Austin -Introduction evening social hour with NextGen participants and management -Introduction dinner exclusive to NextGen participants
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Wednesday, September 6th	-Breakfast -Morning -NextGen Meeting -Lunch with everyone -Afternoon – join Hubbard Radio Management meetings -Dinner with Hubbard Management and NextGen participants
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Thursday, September 6th	-Attend Radio Show Seminars
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- Pre-Marconi social hour
- Marconi awards and dinner

Friday, September 7th

- Depart Austin

Expectations:

- The NextGen participants will be assigned seminars to attend. The NextGen committee will assign seminars based on the professional background and future goals of the NextGen participants.
- Five in Five
 - Within five days of returning to their markets, the NextGen participants will be asked to share five ideas, experiences, epiphanies, concepts, etc. that they took from the Radio Show with their market managers. The market managers will share the Five in Five ideas with appropriate department heads, staff and the other markets.

Proposed Timeline:

- | | |
|-----------------|---|
| • June 15, 2017 | Introduce NextGen Leadership Program to the markets |
| • June 19, 2017 | Nominating process opens |
| • June 30, 2017 | Nominating process closes |
| • July 10, 2017 | Application process opens |
| • July 24, 2017 | Application process closes |
| • July 31, 2017 | Participants announced |



Job Title: Web Intern – Cristo Rey

Department: KSTP-TV, News

Reports To: Digital Director, Web Producer

Position Summary: This position supports the KSTP-TV News Web Group by researching, sourcing, writing, and posting community information and stories to the television station's website and community sites.

Essential Job Functions

1. Researches information on what is happening and stories that impact assigned community areas. Uses the internet, email, news papers, magazines, press releases, and telephone calls.
2. Produces, writes and posts accurate content to web site and social media outlets.
3. Attends meetings as required and needed. Comes prepared to meetings and interacts professionally with others.
4. Looks for ways to expand current skills and abilities; takes initiative to learn new tasks and duties.
5. Establish and maintain positive lines of communication with all KSTP-TV team members.
6. Works cooperatively and collaboratively with others. Builds working relationships with co-workers and the general public. Acts in a professional manner when representing each station.
7. Perform all other tasks as perceived or assigned that contribute to the achievement of the department.
8. Assists with other areas within the TV station.
9. Reports to work on time and works established schedule/hours.

Physical Requirements

Must be able to work in areas and conditions that are often noisy with many distractions. Must be able listen to and respond verbally in English to others. Read and interpret documents and other written information. Must have manual dexterity to operate office equipment (including telephone, copier, fax machine, etc) and manipulate computer keys. Ability to think critically and logically. Average pushing and pulling, bending and stooping. Communicate information in a clear, concise manner to others verbally and in writing. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

Working Environment

Works in professional, fast paced, collaborative team environment with a number of members. Environment may be loud at times.

Qualifications

- Strong computers skills. Understands or can learn basic web research skills as well as other newsroom software. Comfortable using the web.
- Good writer. Ability to read, write and speak English well. Excellent verbal communication and interpersonal skills. Strives to be accurate.
- Naturally curious and interested in local and global events and news. Comfortable asking questions. Wants to learn new skills and expand ideas.
- Must be flexible and able to deal with unexpected changes calmly and quickly.
- Follows directions well.
- Able to work with others as part of a team. Ability to establish and maintain relationships with a variety of people in the community and newsroom.
- Ability to answer telephones in a professional manner and take detailed messages. Comfortable making telephone calls and responding to emails to a variety of people.

Ott, Michelle

From: Kampschroer, Cory
Sent: Tuesday, August 09, 2016 6:31 PM
To: Sharon Ellis
Cc: Ott, Michelle
Subject: RE: 2016/2017 Student Work Team

Thanks Sharon! Looking forward to the year.

[Redacted] Digital Media Director | KSTP.com
TWITTER: **[Redacted]**
3415 University Avenue, St. Paul, MN 55114 | DIRECT: 651.642.4531
TIP LINE: 612.642.4508



From: Sharon Ellis [mailto:SharonEllis@crstoreytc.org]
Sent: Tuesday, August 09, 2016 6:04 PM
To: Kampschroer, Cory
Cc: Ott, Michelle
Subject: 2016/2017 Student Work Team

Hello **[Redacted]** and Michelle,

The 2016-2017 school year is right around the corner!
I will be your main contact and will work directly with you to provide worksite support and information throughout the year. Please let me know if you have any questions or concerns.

Client Relations Coordinator:
Sharon Ellis
sharonellis@crstoreytc.org
612-545-9758

Attached, please find a CWSP Calendar which highlights regularly scheduled work days, Friday Work schedule, and Holiday Breaks. Please save it in a place you can easily access it to reference throughout the year. A Supervisor Toolbox will be emailed separately. This Toolbox will include additional helpful items such as timesheet review and the CWSP handbook which covers rules and regulations.

School begins on Monday, August 22nd. Juniors and seniors will start their regular work rotation then as well. However, freshmen and sophomores will have a later start date to allow us to complete Department of Labor required safety training.

August 22	Juniors and seniors begin
August 26	Sophomores begin
August 29	Freshmen begin

Your student work team is shown below, with their respective grades and work days. We have done our very best to match student skills with your needs.

Our records currently show the following for supervisor contact information.

1. If this is correct, please just confirm that with an email.
2. If there are corrections or additions, please email me or complete the attached form by end of day, August 12 so we can best support you.

Your 2016-17 CWSP student work team:

Workday	Grade	First Name	Last Name	Returning	
W	11	[REDACTED]	[REDACTED]		Cory
TU	12	[REDACTED]	[REDACTED]	Y	Cory

We are at a record high for enrollment again this year which is very exciting for all of us. There is a slim possibility your work team could change before school starts. With the student population we serve, transfers sometimes don't happen until late August or early September. If there is a change in your student work team, we will notify you immediately and make the correction swiftly.

The school bus company is still finalizing our transportation schedule. In general, you can expect students to arrive at work by 8:45. We will confirm arrival information at your site as soon as we receive it from them. Each student will receive a copy of their morning and evening transportation plan to review with you on their first day.

Please let me know if you need anything else as you prepare for your student work team.

Looking forward to a great year,



Sharon Ellis | Client Relations Coordinator
 Cristo Rey Jesuit High School
 2924 4th Avenue S, Minneapolis, MN 55408
 Desk 612.545.9728 • Cell 612.214.3053
www.cristoreytc.org
 A School That Works



Job Shadow Contact Information

DATE OF JOB SHADOW: 11/01/2017

NAME: [REDACTED]

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: Innovam

CITY: [REDACTED]

EMERGENCY CONTACT: [REDACTED]
TELEPHONE: [REDACTED] or [REDACTED]

SUMMARY OF JOB SHADOW OBJECTIVE

To better understand all the elements of broadcasting and how it all works and comes together. To get a behind-the-scenes look of the newsroom and the media industry in America.


SIGNATURE: [Signature]

OUTREACH INITIATIVE SUMMARY

Date: November 1, 2017

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship

Name of Outreach Initiative: Job Shadow

Name and Title of
Contact Person for Initiative: 

Station
Participants /Titles: Sarah Peterson, Alan Hoglund

Date (s) or Time Frame: 9:30a-11a

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes` received: distributing information, discussion notes, etc.
Shadow came from a radio request.

Spent time with EP Sarah Peterson in morning production meeting, then sat with Producer Alan Hoglund while he created scripts for a newscast.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

No



Job Shadow Contact Information

DATE: November 9, 2017

NAME: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY

EMERGENCY CONTACT: [REDACTED]

TELEPHONE [REDACTED]

Autumn [REDACTED]

SUMMARY OF OBJECTIVE Intern/job shadow to learn pursue future career in journalism/broadcast journalism

SIGNATURE: [REDACTED]

OUTREACH INITIATIVE SUMMARY

Date: Friday, November 10, 2017

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship "Job Shadowing"

Name of Outreach Initiative: Job Shadowing

Name and Title of Contact Person for Initiative: Brandi Powell (Anchor - Reporter)

Station Participants / Titles: KSTP-TV

Date (s) or Time Frame: Friday, November 10, 2017

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

[REDACTED] is a senior at [REDACTED] is interested in journalism. She came out with me on my news story today and witnessed the entire process of interviewing people and putting together a news story. She also attended the morning editorial meeting to learn the process of story selection.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

[REDACTED] said she learned a lot today about what reporters, photographers and producers do in their daily work. She says she may want to shadow me again at another time to get even more experience and understanding of TV news.



Job Shadow Contact Information

DATE: 1/10/17

NAME: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY [REDACTED]

EMERGENCY CONTACT: [REDACTED]

TELEPHONE [REDACTED]

SUMMARY OF OBJECTIVE Informational interview

& tour of RSTP

SIGNATURE: [REDACTED]

OUTREACH INITIATIVE SUMMARY

Date: 1-10-17

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship

Name of Outreach Initiative: MARQUETTE STUDENT VISIT

Name and Title of Contact Person for Initiative: [REDACTED] [REDACTED]

Station Participants/Titles: Tim Vetscher / senior producer

Date (s) or Time Frame: 1-10-17 9:45A-1:15p

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

[REDACTED] attended the morning editorial meeting, she shadowed Lisa Schwartz & Tim Vetscher. She also met w/ Kate Bendell in marketing, and Michelle Ott in human resources - also Curt & Tim in graphics.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

She left a resume & took an internship application. She is expected to apply for a summer 2017 internship.

OUTREACH INITIATIVE SUMMARY

Date: 2/20/2017

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship

Name of Outreach Initiative: Job Shadow

Name and Title of Contact Person for Initiative: [REDACTED] Boy Scout Troop [REDACTED]

Station Participants /Titles: Jay Kolls - Reporter

Date (s) or Time Frame: 2-20-17 - 2:pm - 6:pm

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes` received; distributing information, discussion notes, etc.

pursued a followup on a crime scene story from the previous night (murder-suicide in Hudson). Visited the St. Croix County Sheriff's office for information and conducted door-knocks on neighbors' homes. When a more pressing story developed, the crew returned to the station to cover → [REDACTED] then reviewed a tour of the rest of KSTP.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

[REDACTED] got to see how a reporter pursues a story and witnessed the always-changing way of news.



Job Shadow Contact Information

DATE: 20th February, 2017

NAME: [REDACTED]

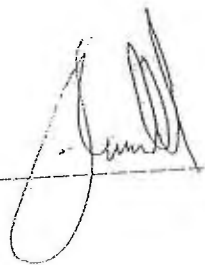
SCHOOL/BUSINESS AFFILIATION: Boy Scout Troop [REDACTED]

CITY : [REDACTED]

EMERGENCY CONTACT: [REDACTED]

TELEPHONE : [REDACTED]

SUMMARY OF OBJECTIVE : [REDACTED] is working on his Boy Scout Journalism merit badge. One of the criteria is to tour and interview people at a radio or TV station. The requirement states –*“Ask for a tour of the various departments, concentrating on those related to news broadcasts. During your tour, talk to the station manager or other station management executive about station operations, particularly how management and the news staff work together, and what makes a “good” station.”*

SIGNATURE:  _____

Hammergren, Stephanie

From: [REDACTED]
Sent: Tuesday, February 21, 2017 8:28 AM
To: Hammergren, Stephanie
Subject: RE: Boy scout request for help

Hi Stephanie,

[REDACTED] had a fantastic day on Monday so please accept my thanks for setting everything up. He learned a great deal about whole news reporting process and has everything he needs to complete his journalism merit badge on Thursday night. He even managed to make his mom a bit jealous with his pictures from the TCL studio!

Once again, a big thanks to you, Daren, Jay and the team who gave [REDACTED] such a wonderful day.

Yours in Scouting

John Campbell

Assistant Scoutmaster
[REDACTED]



BOY SCOUTS OF AMERICA

From: Hammergren, Stephanie [mailto:shammergren@kstp.com]
Sent: Wednesday, February 15, 2017 4:12 PM
To: Campbell, John <John.Campbell@rudolphtech.com>
Subject: RE: Boy scout request for help

Thank you.
Steph

From: Campbell, John [mailto:John.Campbell@rudolphtech.com]
Sent: Wednesday, February 15, 2017 4:10 PM
To: Hammergren, Stephanie
Subject: RE: Boy scout request for help

Hi Stephanie,

I'll bring a printed copy on Monday but I thought I'd scan and send you the completed contact form as well.

See you on Monday.

Regards

John Campbell
Technical Support
Rudolph Technologies, Inc.
4900 West 78th St.
Bloomington, MN 55435
Ph: 952.259.1666

From: Hammergren, Stephanie [mailto:shammergren@kstp.com]
Sent: Wednesday, February 15, 2017 12:05 PM



Job Shadow Contact Information

DATE: 3/24/17

NAME: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY: [REDACTED]

EMERGENCY CONTACT: [REDACTED]

TELEPHONE: [REDACTED]

SUMMARY OF OBJECTIVE: By working towards an English degree, I have learned how valuable and versatile writing skills can be. While we covered journalism in some of my classes, we did not discuss much of broadcast news. With this job shadow, I hope to learn about what goes into a news broadcast, and how I might be able to use the skills I have learned in a future broadcast news career.

[REDACTED] [REDACTED]

SIGNATURE: _____

OUTREACH INITIATIVE SUMMARY

Date: May 18, 2017

Type of Outreach Job Shadow

Name of Outreach Initiative: Job Shadow

Name and Title of
Contact Person for Initiative: [REDACTED]

Station

Participants /Titles: Producer: Cassondra Strande, Tech: Jim McMahon

Date (s) or Time Frame: May 18, 2017 9:30-5:30pm

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes` received: distributing information, discussion notes, etc.

[REDACTED] attended the morning production meeting, sat in the booth with Cassondra during the Midday broadcast, then sent out on a live shot with Jim McMahon.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

None

Hammergren, Stephanie

From: [REDACTED]
Sent: Friday, May 19, 2017 2:04 PM
To: Hammergren, Stephanie
Subject: Job Shadow Follow-up

Hi Stephanie,


Thank you again for meeting with me on Thursday. I learned a lot, and I feel even more excited about news and broadcasting. Thank you so much for your time and assistance.

Could you please pass along this message to Sarah, Cassandra, and Mack? I couldn't get a hold of their emails, but I really appreciated their help and guidance too.

Sincerely,

[REDACTED]

Hammergren, Stephanie

From: 
Sent: Friday, March 24, 2017 3:39 PM
To: Hammergren, Stephanie
Cc: Clark, Lori; bradsattin@gmail.com
Subject: KSTP Shadow - Sarah Olson
Attachments: Stubbed Attachments.htm

This message's contents have been archived by the Barracuda Message Archiver.

[JOB SHADOW CONTACT FORM.doc](#) (213.5K)

Dear Ms. Hammergren,

Thank you for helping me arrange a shadow experience with KSTP. The areas I am most interested in Photography and Producing. I am interested in shadowing on Thursday, May 18th.

I have attached my completed job shadow contact form.

Please let me know if you need any additional information.

Thank you,



OUTREACH INITIATIVE SUMMARY

Date: March 3/3/2017

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship

Name of Outreach Initiative: Job Shadow

Name and Title of

Contact Person for Initiative: [REDACTED]

Station

Participants /Titles: Amanda Theisen, Senior Producer

Date (s) or Time Frame: Friday, March 3, 2017

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; discussion notes, etc.

- shadowed Amanda while she produced a newscast
- talked to Grace about her background why she's thinking about going into this field
- Grace talked to other anchors + producers about their jobs + backgrounds

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

[REDACTED] says she learned a lot about the news business and what goes into being a producer. She says she's more interested now in this potential career path.

OUTREACH INITIATIVE SUMMARY

Date: 10-18-17

Type of Outreach Meeting Scholarship Job Fair
 Event Visit Other Internship

Name of Outreach Initiative: [REDACTED]

Name and Title of Contact Person for Initiative: JOE CAFFEY

Station Participants /Titles: KSTP-TV NEWS

Date (s) or Time Frame: 10AM - 1:00 PM

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes` received; distributing information, discussion notes, etc.

[REDACTED] TOOK A TOUR OF STATION AND
RODE ALONG W/ JOE ON ASSIGNMENT.
WE LEARNED NOT ONLY THE BEHIND
THE SCENES OF TV, BUT ALSO
DID A SHORT REPORTER STORY.

Outcome (s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.



Job Shadow Contact Information

DATE: 10-10-17

NAME: [REDACTED]

SCHOOL/BUSINESS AFFILIATION: [REDACTED]

CITY [REDACTED]

EMERGENCY CONTACT: [REDACTED]

TELEPHONE [REDACTED]

SUMMARY OF OBJECTIVE I would like to learn about
photojournalism as a career.

VISIT IS 10/18/17
- JOE
CAFFREY

SIGNATURE: [Signature]

Ott, Michelle

From: Raaen, Todd
Sent: Thursday, June 29, 2017 12:36 PM
To: Ott, Michelle
Subject: FW: HR Department: Note for Noah Newbauer

From: Richard Oxley [mailto:Richard.Oxley@██████████]
Sent: Monday, April 03, 2017 7:33 AM
To: Raaen, Todd
Cc: Noah Newbauer
Subject: HR Department: Note for ██████████

To whom,
I'm writing a note on behalf of ██████████. He has a chance to shadow someone from the news network. ██████████ is currently a student in good standing in the Video Production Specialist A.A.S. Degree Program here at ██████████. ██████████ is in his last semester before graduation this Spring.
Rich



Richard Oxley
Instructor, Interactive Design and Video Production
██████████ Technical College
██████████ Office
richard.oxley@██████████

A MEMBER
OF
MINNESOTA
STATE

Ott, Michelle

From: Meltvedt, Chris
Sent: Thursday, March 02, 2017 8:51 AM
To: Ott, Michelle
Subject: FW: Final Mentor Evaluation & Open House

Michelle, The mentorship has ended and I thought you would want this for your files.

Chris Meltvedt
News Operations Manager
5 Eyewitness News
KSTP-TV
651-642-4446 office
651-238-7711 cell
cmeltvedt@kstp.com

From: Love, Maureen [<mailto:Maureen.Love@>]
Sent: Monday, February 27, 2017 9:23 AM
To: Meltvedt, Chris
Subject: Final Mentor Evaluation & Open House

Hi Chris,

As [REDACTED] completes his Mentor Field Experience with you, I want you to know how much you have contributed to his growth and understanding of your profession. This has been one of the most exciting learning experiences of his high school years. I truly appreciate your interest in [REDACTED] and the time and effort you have so generously given in arranging this mentorship. I sincerely hope your experience as a mentor has been rewarding for you as well.

To help me evaluate [REDACTED] work and to improve the program, please complete the on-line evaluation. You can access the evaluation form at [http://www.\[REDACTED\]](http://www.[REDACTED]) by clicking on the link. I would greatly appreciate it if you would complete the on-line evaluation by Friday, March 3, 2017, so I can conduct exit interviews with my students.

A Mentor Open House for all mentors working with students in ISD 196 and a display of the Mentor projects from the Winter trimester will be held at [REDACTED] on Thursday, March 2, 2017, from 4:30 until 6:00 p.m. in the media center. Please mark your calendar and plan to attend. I hope you will be able to come and celebrate the fine work and outstanding learning fostered in your mentorship.

Sincerely,
Maureen

--Maureen Love | Mentor Program Coordinator | [REDACTED] | [REDACTED]
[maureen.love@\[REDACTED\]](mailto:maureen.love@[REDACTED])

Ott, Michelle

From: Meltvedt, Chris
Sent: Monday, December 05, 2016 1:49 PM
To: Wittenborg, Anne; Hammergren, Stephanie; Hansen, Dixie; Ott, Michelle
Subject: High School Mentor

I will be mentoring a HS Senior from [REDACTED] starting Dec 13th. [REDACTED] will be here two days a week, from 130-5. In addition to giving [REDACTED] exposure to the various jobs inside the newsroom, I will set him up with crews who are willing to take him along in the field. The mentorship goes into March.

Dixie, can I get him a temporary ID badge once he is here to allow him door access?

Thanks

Chris Meltvedt
News Operations Manager
5 Eyewitness News
KSTP-TV
651-642-4446 office
651-238-7711 cell
cmeltvedt@kstp.com

MENTOR PROGRAM SUMMARY

PROGRAM GOALS

- To provide students the opportunity to learn beyond the limits of the available high school curriculum.
- To provide students access to resources and facilities not available within the high school.
- To provide students access to professional leadership role models in the community.
- To raise and cultivate students' awareness of their personal education and career options and assist them in making decisions about these options.

STUDENT SELECTION

Students who wish to participate in the program must complete a comprehensive application sequence. Included is the requirement that student obtain two recommendations from adults (one must be a teacher). Those applicants who show evidence of perseverance, academic ability, creativity, leadership and who have identified and pursued an area of advanced learning are selected for the program. The screening process has been designed to help ensure a high-quality, successful experience for the students.

PROGRAM CONTENT AND EXPECTED OUTCOMES

The program is divided into two parts, the Mentor Seminar and the Mentor Field Experience. Activities in each section are tailored to the needs of the individual student. The following general content descriptions and outcome expectations hold true for all participants.

SEMINAR Students meet as a class with the instructor daily to prepare for their interaction with mentors. Instruction is designed to improve the student's self-awareness, communication, leadership and independent learning skills. Students will consider their own plans for education and careers beyond high school. Each student conducts research and formulates a plan for further investigation for the student's interest area with the guidance of the instructor. They also determine goals and objectives for mentorship.

FIELD EXPERIENCE Each student works at least four to five hours each week in advanced learning directed by the mentor. Students also spend up to two hours each week in class discussion with the instructor and other students evaluating their learning experiences. They are coached in the completion of their assignments. Each student completes an individual project, paper, or product which demonstrates what they have learned under the guidance of the mentor.

MENTOR RESPONSIBILITIES

During the mentorship it is important for the student/mentee to have at least one contact with the mentor per week, preferably two. This time is used to talk about the future of the field and educational pathways, to include the student/mentee to meetings, or other career-oriented opportunities to assign reading from professional materials, to help the student/mentee design and help guide a project to demonstrate what was learned during the mentorship. Each mentorship is unique. It should reflect the interests of the student/mentee as well as the professional activities of the mentor. This may include whatever the mentor deems to be

appropriate and possible. The student may be assigned to a team, other leadership working for the mentor or graduate student working under the direction of the mentor. Students/mentees want to apply their talents in a "real world" setting whenever possible.

STUDENT ASSIGNMENTS

- Write a memo detailing the activities and learning experiences of the previous week for mentor and teacher.
- Read at least seven articles from materials from the field, either provided by or suggested by the mentor.
- Teach a lesson about a topic in the mentorship.
- Design and complete a project, paper, or product to demonstrate what was learned under the guidance of the mentor.

PLACEMENT INTERVIEW

The student and teacher are available to come for an interview before the mentorship is finalized. This allows the potential mentor to meet the student, to access the student's learning, and to determine if this is a match with the mentor. The student will have a resume, goals, and an annotated bibliography.

TIMELINE FOR MENTORSHIP

A Mentorship is for a trimester of 10 weeks. This mentorship will begin the week of December 12th and conclude by the end of February. Students typically go to their mentor sites two afternoons per week from 1:00 P.M. to 3:00 P.M. at the convenience of the mentor.

MENTOR PROGRAM COORDINATOR

Maureen Love 651-683-8507

e-mail: Maureen.love@district196.org
FAX: 952-431-6910

POSTING DATE: July 17, 2017
JOB#: 44-17
JOB TITLE: Twin Cities Live Intern PT - Fall 2017
COMPANY: KSTP-TV, Production
SCHEDULE: Varies
STATUS: Part Time Temporary, Hourly



QUALIFICATIONS:

- Must be student enrolled in a degree program at a trade school, college or university which recognizes the internship for a class credit
- A self-starter that thrives under the pressure of strict deadline
- Excellent research and writing skills and the ability to work effectively in a team
- A passion for local programming and storytelling is critical
- Working knowledge of the internet and strong computer skills are essential
- Reliable transportation, valid drivers license and safe driving record as determined by the Company preferred (driving record will be checked)

DUTIES:

- Primary duties consist of but may not be limited to: researching stories, prepping the studio, logging field tapes, helping find studio audience members, updating the website and assisting producers with other various tasks
- Opportunity to assist on field shoots and interact with the guests
- May be asked to assist with promotional show events outside of the building

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://kstp.com/jobs>
Job# 44-17
St Paul, MN
No Telephone Calls Please
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 09, 2017
JOB#: 17-17
JOB TITLE: Twin Cities Live Intern PT - Summer 2017
COMPANY: KSTP-TV, Production
SCHEDULE: Varies
STATUS: Part Time Temporary, Hourly



QUALIFICATIONS:

- Must be student enrolled in a degree program at a trade school, college or university which recognizes the internship for a class credit
- A self-starter that thrives under the pressure of strict deadline
- Excellent research and writing skills and the ability to work effectively in a team
- A passion for local programming and storytelling is critical
- Working knowledge of the internet and strong computer skills are essential
- Reliable transportation, valid drivers license and safe driving record as determined by the Company preferred (driving record will be checked)

DUTIES:

- Primary duties consist of but may not be limited to: researching stories, prepping the studio, logging field tapes, helping find studio audience members, updating the website and assisting producers with other various tasks
- Opportunity to assist on field shoots and interact with the guests
- May be asked to assist with promotional show events outside of the building

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://kstp.com/jobs>

Job# 17-17

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: November 17, 2016
JOB#: 78-16
JOB TITLE: Twin Cities Live Intern PT - Spring 2017
COMPANY: KSTP-TV, Production
SCHEDULE: Varies
STATUS: Part Time Temporary, Hourly



QUALIFICATIONS:

- Must be student enrolled in a degree program at a trade school, college or university which recognizes the internship for a class credit
- A self-starter that thrives under the pressure of strict deadline
- Excellent research and writing skills and the ability to work effectively in a team
- A passion for local programming and storytelling is critical
- Working knowledge of the internet and strong computer skills are essential
- Reliable transportation, valid drivers license and safe driving record as determined by the Company preferred (driving record will be checked)

DUTIES:

- Primary duties consist of but may not be limited to: researching stories, prepping the studio, logging field tapes, helping find studio audience members, updating the website and assisting producers with other various tasks
- Opportunity to assist on field shoots and interact with the guests
- May be asked to assist with promotional show events outside of the building

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://kstp.com/jobs>

Job# 78-16

St Paul, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

OUTREACH INITIATIVE SUMMARY

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative Stillwater High School "Cut-A-Way Productions"

Name and Title of Contact Person for Initiative [REDACTED]

Station Participants/Titles See attached - Names highlighted in yellow

Date(s) or Timeframe Station tour and interactive initiatives

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

28 students from Cutaway Productions class at Stillwater High School came to the station to build on current classroom curriculum. They were able to tour the stations editing, control room, studio and newsroom facilities and get hands on experience with some of the equipment.

There was a Q&A with station talent and other experts in their field, including an audio technician, technical director and producer.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

This experience offered a hands on experience for high school students to touch and see technology that they are learning about in class. It offered opportunity to talk one on one with television professionals. Contact information was given for future follow-up.



Welcome Cut-A-Way Productions

10:00 Arrival

- *Gather in the *Twin Cities Live* Studio.
- *Speakers Monica Doyle, Director of Operations
And Joe Johnston, Director of Public Affairs
- *Q& A with Steve Patterson and Elizabeth Ries, Hosts of *Twin Cities Live*

11:00 Split into small groups

Editing – Begin in Graphics

Led by Nick Tieri, Commercial Producer

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Directing / Technical Director / Producing – Begin in Control Room

Led by Kevin Hinkle, Operations Coordinator

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Directing / Technical Director / Producing – Begin in Studio A

Led by Monica Doyle, Director of Operations

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

On Camera Talent – Begin in Newroom

Led by Joe Johnston, Director of Public Affairs

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Camera Operator – Begin in Master Control

Led by Mike Marcotte, Producer, Twin Cities Live

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Audio – Begin in Audio

Led by Steve Schmit, Audio Technician



***Tour of station**

Control Room

New HD Control room
Acuity Switcher by Ross

Audio

Currently using a Wheatstone Audio Board, it is being replaced by a Solid State Logic board in 3 months.

Master Control

Tom Hamel will give an overview to each group

Studio A (News Studio)

All LED lighting, no heat and no need to change out lightbulbs
Green Screen used by WX and reporters

5 Areas:

Main Set; WX Center, Green Screen, Interview Area, Video Wall (109' monitor)

Newsroom

Gather and write News, Web Desk, and Assignment Desk

Graphics

They create graphics for KSTP, KSTC TCL, commercials, billboards, letterhead, and business cards.

11: 45 Meet back in the *Twin Cities Live* studio for final questions

12:00 Dismissal

OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach ___ Meeting ___ Scholarship
 ___ Job Fair ___ Event
 X Visit ___ Other
 ___ Internship

Name of Outreach Initiative [Redacted] Video Production Class

Name and Title of Contact Person for Initiative [Redacted] - Teacher

Participants/Titles Brad Alteng, Director

Date(s) or Timeframe Feb. 10, 2017

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

27 Students and 2 teachers were part of the group.

Brad Alteng led the students on a tour of the station. The students also sat in on a newscast, students also had a Q&A session with two ~~news~~ anchors.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Ott, Michelle

From: Ott, Michelle
Sent: Friday, February 17, 2017 8:19 AM
To: 'John Murray'
Cc: Hammond, Michael
Subject: RE: Midwest Journalism Conference Career Booths available!

Hi JJ-
Hubbard will attend the Career Fair. We're waiting to hear back from managers of some of our MN locations however managers from KAAL-TV KSTP-TV and our MN radio stations (including our Northern MN stations) have already volunteered for Friday. We're not sure about Sat although it does look like there is a lot on the conference schedule for that day. We will make a final decision about Sat in the next few days.

I also want to introduce you to Michael Hammond, Hubbard's new Recruiting Manger. I've cc:ed him on this email. He will be our main contact for further career fair and recruiting opportunities. Michael will be at the career fair so please be sure to stop by and say hi. We're very excited to have Michael as our full time recruiter!



Michelle E. Ott | Manager, Employee Relations
3415 University Avenue, St. Paul, MN 55114
DIRECT: 651-642-4638 | FAX: 651-642-4314

Confidentiality Statement

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake, and delete this e-mail from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

From: John Murray [mailto:jj@midwestemmys.org]
Sent: Monday, February 13, 2017 10:58 AM
To: John Murray
Subject: Midwest Journalism Conference Career Booths available!



Good morning,

You want to reach potential new employees or interns. We now have a opportunity for you at this year's Midwest Journalism Conference & the Upper Midwest Emmy® Chapter/Foundation's Student Production Awards!

The Midwest Broadcast Journalists Association and the National Academy of Television Arts & Sciences, Upper Midwest Chapter/Foundation will hold a career fair at this year's Midwest Journalism Conference. It will be held March 31-April 1, 2017 at the Crowne Plaza AiRE MSP-Mall of America Hotel. This is the largest journalism conference of its kind in our region. Just look at the this year's schedule and lists of speakers!

More than 300 television, newspaper and online journalists from the six-state region (MN, ND, SD, IA, WI, NE) will attend conference sessions on Friday and Saturday. On Friday night, more than 300 high school and college students will attend the NATAS Upper Midwest Regional Student Production Awards.

The Midwest Journalism Conference is a tremendous opportunity for company managers and HR representatives to meet with hundreds of potential job seekers in one convenient location. Booth space is available for just the student awards, or for one or both days of the conference.

Here is a link for Online Career Fair Registration form for Event Booth and Program Advertising.

Career Fair Options:

- Full Conference (Friday & Saturday 8:00am-5pm)
- One day (either Friday or Saturday)
- Student Awards Event Only (Friday 5pm-7pm)
- Advertisement in Printed Program only

Career Fair Booth includes:

- A 6- foot dressed table
- (Power access available upon request)
- Half-page advertisement in the NATAS-Upper Midwest Student Production Awards commemorative printed program
- Lunch for two booth representatives

AD SPECS: All ads submitted by wetransfer.com or email:

Full Page

Bleed 8.75"w x 11.25"h

Trim 8.5"w x 11" h

Live 8"w x 1.5"h

Half Page

Bleed 8.75"w x 5.75"h

Trim 8.5"w x 5.5" h

Live 8"w x 5"h

?

Accepted file types include TIFF, EPS, PDF, PSD or InDesign. Unacceptable file types are Microsoft Word, JPEG, PNG or BMP

DEADLINE: Reserve ad space and booth space by March 1, 2017

Artwork must be received by March 10, 2017

Send artwork & payment to:

NATAS-Upper Midwest Chapter/Foundation

7319 Hunters Run • Eden Prairie, MN 55346 • jj@midwestemmys.org • 952-381-7494

If you have any questions, please contact me right away. See you at the Midwest Journalism Conference!

SAVE THE DATES!!!

March 3rd, 2017 – Student Nominations announced

March 31st-April 1st – Midwest Journalism Conference

March 31st, 2017 - Student Awards Ceremony

John (JJ) Murray

Executive Director

THE
NATIONAL
ACADEMY OF
TELEVISION
ARTS & SCIENCES



UPPER MIDWEST CHAPTER

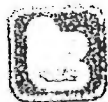
7319 Hunters Run

Eden Prairie, MN 55346

952-381-7494

jj@midwestemmys.org

info@midwestemmys.org



NAB/RTNDA/BEA Career Fair 2006

Midwest Journalism Conference Career Fair
Friday, March 31 8:00 am - 5:00 pm

8 am - 10 am

Bethany Stoltenberg, KAAL-TV
Michael Hammond, HBI
Davig Springer, KAAL-TV

10 am - 12 noon

Mandy Tadych, Twin Cities Live
Michael Hammond, HBI
Tim Burns, KSTP-TV (11 am)

12 noon - 2 pm

Jeff Gonsales, Hubbard Radio
Tim Burns, KSTP-TV
Bethany Stoltenberg, KAAL-TV

2 pm - 5 pm

Brook O'Rourke, myTalk1071
Michael Hammond, HBI
David Springer, KAAL-TV

Saturday, April 1 8:00 am - 5:00 pm

8 am - 10 am

Justin Jerve, HBI Radio North
Michael Hammond, HBI

10 am - 12 noon

Justin Jerve, HBI Radio North
Michael Hammond, HBI

12 noon - 2 pm

Michael Hammond, HBI

2 pm - 5 pm

Michael Hammond, HBI

Intensity →

time →

Resolution →

FIND YOUR PLACE. TELL YOUR STORY.

filmmaking & video production

PREPARE YOURSELF FOR A GREAT CAREER IN FILMMAKING AND VIDEO PRODUCTION WITH A DEGREE THROUGH THE VISUAL COMMUNICATION TECHNOLOGIES DEPARTMENT AT CENTURY COLLEGE. CALL MIKE EDDY AT 651.779.5530 OR GO TO CENTURY.EDU/FILM

CENTURY COLLEGE



Hubbard

BROADCASTING

CONGRATULATES

STUDENT TELEVISION AWARDS
WINNERS AND NOMINEES



KSTP-TV is proud to offer internships throughout the year.
Visit kstp.com/jobs.

[REDACTED], a student from Belmont University in Nashville, Tennessee worked at KS95 as a summer intern from May 8 – July 28, 2017. [REDACTED] was exposed to and worked in a variety of departments.

- Commercial Production
- Learned about music Scheduling and Programming
- Worked station promotional events on site and assisted with promotional duties in the office
- Assisted the producer of the Moon and Staci Show – screening phone calls and taking winner information
- Spent time in studio learning about a live music shift
- Assisted with Social Media and website posts



INTERNSHIP PLACEMENT FORM

JOB BASICS

Company Name:	Hubbard Broadcasting	Main Contact:	Amy Daniels
Job Title:	The Colleen and Bradley Show Intern	Job ID:	JOB13523
Department:	Programming	Supervisor:	Colleen Lindstrom

STUDENT INFORMATION

Last Name:	[REDACTED]	First:	[REDACTED]	Middle:	[REDACTED]
Best Phone:	[REDACTED]	Alternate phone 1:	[REDACTED]	Alternate Phone 2:	[REDACTED]
Email:	[REDACTED]	Student ID:	STU039136		
Resume URL*:	https://achieveminnneapolis.sharepoint.com/STEP-UP%20Achieve%202017/_layouts/15/guestaccess.aspx?docid=0cfc31716db2145f28450e0cb71e695a9&authkey=ARHdQi-0uNfInbW5AORWMQU				

* If you are not able to access the resume URL, please contact the Job Coach below immediately.

JOB INFORMATION

Worksite Address:	3415 University Avenue	City:	St. Paul	Zip Code:	55114
Supervisor Email:	clindstrom@mytalk1071.com and btraynor@mytalk1071.com		Supervisor Phone:	[REDACTED]	
Hours Per Week:	20	Days Per Week:	5	Hourly Rate:	10
Start Date:	6/19/2017	End Date:	8/18/2017	Subsidized?	No
Job Description:	<p>Our intern will work directly with Colleen and Bradley to prepare and execute their three-hour weekday talk show.</p> <p>The position includes sitting in on show planning, screening and answering calls to the show, editing and uploading podcasts each day, editing Best of segments for the weekend and any other duties Colleen and Bradley need help with before, during and after the show.</p>				
Other Required Skills:	Phone communication, social media and internet savvy and willingness to learn technical radio skills				

MENTOR INFORMATION (if other than supervisor)

Mentor Name:	Colleen Lindstrom and Bradley Traynor				
Department:	Programming	Title:	On-air host		
Mentor Email:	clindstrom@mytalk1071.com		Mentor Phone:	none	

STEP-UP ACHIEVE JOB COACH

Job Coach:	Matthew Norris				
Job Coach Email:	mnorris@achievempls.org	Job Coach Phone:	612-455-1565		



2017 BRING YOUR CHILD TO WORK DAY

Exploring Careers in Broadcasting

Tuesday, June 20th, 2017



Registration is required. RSVP with your child's name and age on or before June 15 to Becca Hellegers rhellegers@hbi.com, ext 4267 or Michelle Ott at mott@hbi.com, ext 4638.

What do you want to be when you grow up? Your child has probably been asked this question before - now here's an opportunity for them to explore the industry that you have chosen! Children ages 9 and older of HBI employees are invited to spend the day learning about the broadcasting industry through hands-on activities.

Schedule of Events

- 8:30-11:30am** **On Your Own**
Show your child where you work and what you do. Plan a few things to keep your child occupied. See Guidelines below.
- 11:30am** **Kick Off & Pizza Lunch - sponsored by HBI Corporate Human Resources**
Your child's afternoon starts with our Kick Off event followed by pizza lunch with you, coworkers and other young people. After lunch, your child will be assigned to one of two groups. The two groups will visit Radio/Digital and TV for learning activities.
- 12noon-2:30pm** **Hands On Learning Activities - All children will participate in all activities to include:**
voicing promos in Radio, learning about Digital in broadcasting and being on-air in TV.
- 2:30-4:30pm** **Twin Cities Live - LIVE!**
Kids and parents are invited to be a part of Twin Cities Live special live studio audience. Kids will see and learn what it is like to work on a live TV show. After the show there will be a brief meet and greet with on-air personalities!
Parents: If you are unable to be a part of TCL, you must pick up your child in the TCL Studio at 4:30 pm. Thanks!

REGISTER by JUNE 15th, 2017

Please contact Becca Hellegers at rhellegers@hbi.com ext.4267, or Michelle Ott at mott@hbi.com, ext.4638



Guidelines for a successful day:

Speak with your manager before June 20th to let him/her know of your intentions and your plan for the day. We expect that management and coworkers will be receptive to your child's presence, but we ask that distractions are kept to a minimum.

Make a plan! Schedule your day so that your child can "shadow" you in suitable work situations. Schedule critical or important work for another day. Share your plan with others in your department.

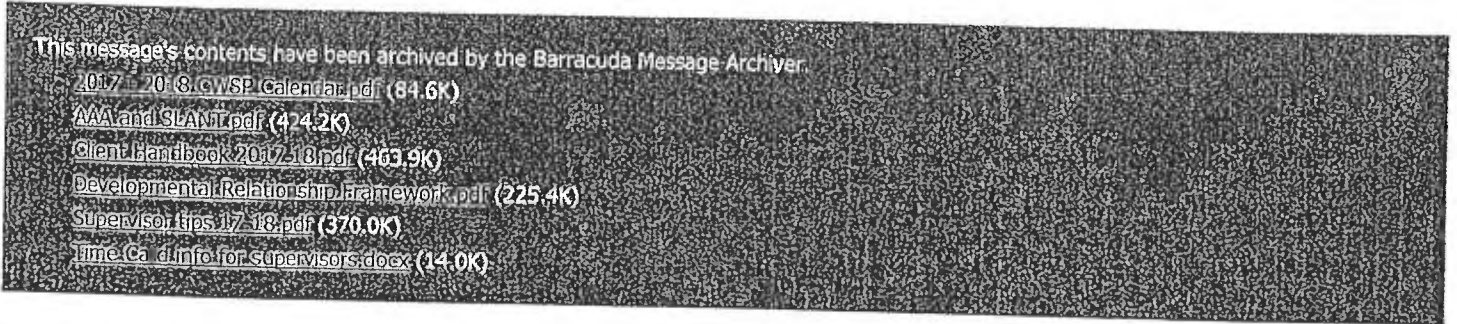
Use the buddy system. Coordinate with a coworker who is also bringing a child that day. Take turns with the children throughout the day so your child has the opportunity to learn even more.

Be safe. Some positions require physical activities or working in environments that might not be suitable for children. If in doubt, talk with your manager. Also, please be careful with equipment!

Code of Conduct. Please, no unsupervised children and no loud or disruptive behavior in the workplace-this includes no running in the halls or excessively loud voices. Dress should be appropriate for a professional work environment.

Ott, Michelle

From: Sharon Ellis <SharonEllis@crstoreytc.org>
Sent: Thursday, August 10, 2017 4:41 PM
To: Malloy,Theresa; Ott, Michelle
Subject: Cristo Rey Jesuit HS: Student Assignment 2017'18 / Supervisor Toolbox
Attachments: Stubbed Attachments.htm



Hello Michelle and Theresa,

I hope you have had a wonderful summer so far.

We are looking forward to a wonderful school year! Your student(s) are prepped and ready for their first day of work. You will find your 2017'18 student work team below. I have added supervisor information based on last year's information. Please provide updated supervisor information (Name, Phone# and Email), for each student.

School and work begins on Monday, August 21st, you can expect a 7 ½ hour work day. Your student will arrive between 8:45 a.m. and 9:00 a.m. leaving by 4:30 p.m. each work day. Every Monday and Friday students will attend a short morning assembly, you should expect your student to arrive 15 minutes later than their scheduled time.

Juniors and seniors will start their regular work rotation the week of August 21st. However, freshmen and sophomores will have a later start date to allow for the completion of Department of Labor safety training.

Start Date: Freshman and Juniors share Monday and Wednesday workdays.

Monday, August 21, 2017	Juniors (Monday Junior Workers)
Tuesday, August 22, 2017	Seniors (Tuesday Workers)
Wednesday, August 23, 2017	Juniors (Wednesday Junior Workers)
Thursday, August 31, 2017	Sophomores (Thursday Workers)
Friday, September 1, 2017	Freshman (Monday Freshman Workers; first Friday rotation)
Wednesday, September 6, 2017	Freshman (Wednesday Freshman Workers)

(Please expect a time delay for the first two weeks of school. This is due to bus drivers adjusting to their new bus routes.)

You will find attached, the complete Supervisor Toolbox as a resource for you. Your Toolbox includes the following items:

- School Calendar (Color coded to correspond with student work days)
- Client Handbook (Policies, Rules, Regulations)
- Supervisor Tips (Top 10)
- Student Job Tasks By Department (Idea's for students when they run out of work)
- Student Expectations – SLANT & Triple A
- Time Card information for supervisors

Each student will be given their transportation plan to get to and from work. Please feel free to help if needed. Students can also contact our transportation manager Mr. Torres with questions, he can be reached at 612-224-6005.

Please let me know if you need anything, no question or concern is too small.

Looking forward to a successful school year!

Your partnership is greatly appreciated,

Please confirm and update all primary supervisor information; name, phone# and email

Work da	Gr	First Name	Last Name	Returning to job	Client Relations	Primary Supervisor	Compa
M	11	[REDACTED]	[REDACTED]		Sharon Ellis	Theresa Malloy	Hubbard
TU	12	[REDACTED]	[REDACTED]	Yes	Sharon Ellis	Theresa Malloy	Hubbard

Don't forget to enjoy your day!



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