

POSTING DATE: June 17, 2016
JOB#: 36-16
JOB TITLE: Weekend Anchor/Reporter
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Anchor AM & PM Newscasts Sat/Sun, Report 2 week days
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Exceptional communication skills, oral and written
- Extensive experience in commercial TV news
- Professional, consistent on-air appearance
- Advanced abilities in critical thinking
- Quick and effective decision making, live ad-libbing and maintaining performance under extreme pressure
- Highly developed public speaking and interpersonal skills
- Ability to read TelePrompTer

DUTIES:

- Assist in selecting stories for broadcast, researching, writing and gathering newscast content
- Present live on TV and radio unscripted and scripted news reports
- Maintain extensive community contacts and awareness of local and national current events
- Write for station's website
- Make daily promotional community appearances
- Maintain appropriate and strict standards regarding wardrobe, hair, cosmetics and grooming
- Provide newsroom leadership and contribute to overall team effort

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.

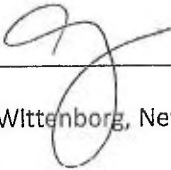
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Job# 36-16
St Paul, MN
No Telephone Calls Please
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Note of Employment – Weekend Anchor/Reporter Hire

In April, I notified Tom Durian we would not be renewing his contract. Out of respect for Tom, we did not make this decision public. We did not post the weekend anchor/reporter position. We quietly looked for job candidates.

In May, we hired Matt Belanger to fill the position. We also extended Tom's contract to allow him to work as a reporter until September 1st. We wanted to give him time to find a new job and tell his own story about why he was leaving KSTP.

 6/17/16

Anne Wittenborg, News Director

POSTING DATE: June 23, 2016
JOB#: 37-16
JOB TITLE: Morning Show Producer
COMPANY: myTalk107.1, Production
SCHEDULE: Monday-Friday, 4:00 am - 12:00 pm
STATUS: Full Time, Hourly



QUALIFICATIONS:

Previous radio experience. Should be familiar with preparing and producing a daily radio show and have experience producing a talk show or content-rich morning show. Familiarity with automation systems needed-NextGen experience preferred. Ability to work early mornings.

DUTIES:

myTalk 107.1 is looking for the next superstar producer to join the morning show on an extremely unconventional talk radio station. This is a unique station requiring a unique set of skills and passions. You will do talk radio in a very different and compelling way.

- First and foremost, you must have an opinion on and LOVE pop-culture and entertainment.
- Second, you must be chomping at the bit to create bits, games, features, videos, songs, benchmarks, cool production and more to help elevate this rapidly growing show.
- Third, you LOVE to run a tight, seamless board on a technically-ambitious show that includes enormous amounts of clips, music, interviews and sound.
- Fourth, you crave sharing your opinion online and in social media and will write and post articles and opinion pieces like a monster.

The position will work in a team environment with a variety of people, including but not limited to show producers, hosts, board operators, Program Director, your co-hosts, sales and support staff. You'll collaborate constructively with team members to develop and evolve the show increasing listeners social media, digital presence and station revenue. You'll work after the show preparing for the following day, writing for the website, shooting videos, creating and recording bits or anything else that might be required to cover the world of entertainment.

PHYSICAL REQUIREMENTS:



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Hubbard ORGANIZATION Review & Recruitment Information Management System (RIMS2015)

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Job Ref #
KTMY-FM

37-16 Morning Show Producer

Email to

- Alliance for Women in Media-MN - Cfhaherty@moneymailer.com- (06/23/16 09:07:23 AM)
- Art Institute International Minnesota - bbates@aii.edu- (06/23/16 09:07:23 AM)
- Asian American Journalists Association-MN - nancy.c.yang@gmail.com- (06/23/16 09:07:23 AM)
- Augsburg College - rtkon@augsb.org- (06/23/16 09:07:23 AM)
- Augsburg College - Office of Career Development and Calling - career-development@bethel.edu- (06/23/16 09:07:23 AM)
- Bethel University - ckleckner@browncollege.edu- (06/23/16 09:07:23 AM)
- Brown College - akubinski@carleton.edu- (06/23/16 09:07:23 AM)
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- Central Michigan University, School of Broadcasting and Cinematic Arts - orlik1pb@cmich.edu- (06/23/16 09:07:23 AM)
- College of St Benedict/St John's - jlmiller@csbsju.edu- (06/23/16 09:07:23 AM)
- Concordia University-St Paul - careerdevelopment@esp.edu- (06/23/16 09:07:23 AM)
- Emma L Bowen Foundation-NY - Sandra.Rice@nbcuni.com- (06/23/16 09:07:23 AM)
- F&F Productions - donnag@fandfproductions.com- (06/23/16 09:07:23 AM)
- Hamline University - Career Development Center - workshop@hamline.edu- (06/23/16 09:07:23 AM)
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- Hubbard Broadcasting, Inc - apply@hbi.com- (06/23/16 09:07:23 AM)
- Hubbard Radio - Washington, DC - srushkowsk@wtop.com- (06/23/16 09:07:23 AM)
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- Hubbard Radio-Seattle - lclosterman@hubbardradio.com- (06/23/16 09:07:23 AM)
- Hubbard Radio-St. Louis - bjoyce@hubbardradio.com- (06/23/16 09:07:23 AM)
- Job Book-Front Desk - shartho@hbi.com- (06/23/16 09:07:23 AM)
- KAAL-TV - dnerud@hbi.com- (06/23/16 09:07:23 AM)
- KOB-TV - gjonas@kob.com- (06/23/16 09:07:23 AM)
- KOB-TV - dkelly@kobtv.com- (06/23/16 09:07:23 AM)
- KOB-TV - castillo@kob.com- (06/23/16 09:07:24 AM)
- KSTP-TV - apply@hbi.com- (06/23/16 09:07:24 AM)
- LSU Manship School of Mass Communication - htaylor@lsu.edu- (06/23/16 09:07:24 AM)

- Lynn University -rtrainor@lynn.edu- (06/23/16 09:07:24 AM)
- Macalester College -cdc@macalester.edu- (06/23/16 09:07:24 AM)
- Medialine -medialine@medialine.com- (06/23/16 09:07:24 AM)
- Metropolitan State University (Twin Cities) -career.services@metrostate.edu- (06/23/16 09:07:24 AM)
- Minnesota Broadcasters Association -laserer@minnesotabroadcasters.com- (06/23/16 09:07:24 AM)
- Minnesota School of Business- Blaine Campus -jkresh@msbcollege.edu- (06/23/16 09:07:24 AM)
- NAACP Minneapolis -NAACPPRES05@aol.com- (06/23/16 09:07:24 AM)
- NAACP St Paul -maks45@hotmail.com- (06/23/16 09:07:24 AM)
- Ohio/Illinois Centers for Broadcasting -ddark@beonair.com- (06/23/16 09:07:24 AM)
- ReelzChannel -llung@reelzchannel.com- (06/23/16 09:07:24 AM)
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- St Cloud State University-Multicultural Student Svcs -jacruz@stcloudstate.edu- (06/23/16 09:07:24 AM)
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- St Olaf College -pippercentjobs@gmail.com- (06/23/16 09:07:24 AM)
- Temple University Public Radio -tobias@wrti.org- (06/23/16 09:07:24 AM)
- The Leadership Institute -aharrison@leadershipinstitute.org- (06/23/16 09:07:24 AM)
- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (06/23/16 09:07:24 AM)
- U of MN-Crookston -cavaller@umn.edu- (06/23/16 09:07:24 AM)
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- WDIO-TV -vkapring@wdio.com- (06/23/16 09:07:24 AM)
- WHEC-TV -kknox@whec.com- (06/23/16 09:07:24 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (06/23/16 09:07:24 AM)
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- NAACP St Paul -maks45@hotmail.com- (08/17/16 08:49:46 AM)
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- WDIO-TV -vkaping@wdio.com- (08/17/16 08:49:48 AM)
- WHCC-TV -kknox@whcc.com- (08/17/16 08:49:48 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (08/17/16 08:49:48 AM)
- WNYT-TV -ckimball@wnyt.com- (08/17/16 08:49:48 AM)

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POSTING DATE: January 12, 2017
JOB#: 3-17
JOB TITLE: Account Manager - Commission Sales
COMPANY: KSTC-TV, Administrative
SCHEDULE: Monday-Friday, 8:30a-5p, with occassional evenings
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum of two years Sales experience required.
- Computer skills in Microsoft Word, Excel, PowerPoint and Outlook. Wide Orbit Traffic ad Sales experience a plus.
- Pleasant, customer service oriented style face-to-face, over the phone, and through electronic communication.
- Must be competitive, possess a positive attitude, be highly disciplined, and have a passion to win.
- Excellent oral and written communication skills, high attention to detail, and excellent interpersonal skills required.
- Knowledge of the Twin Cities area, reliable transportation, valid driver's license, and a safe driving history as determined by the Company (driving record will be checked).
- Commitment to customer focused selling.

DUTIES:

- Prospect, identify, and qualify advertising clients.
- Develop new business.
- Prepare and deliver customer focused sales presentations.
- Handle copy, collections, and client relations.
- Generate and analyze qualitative and quantitative research data.
- Service existing accounts.
- Provide excellent customer service.

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:

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Job# 3-17

St Paul, MN

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Job Ref #
KSTC-TV

3-17 Account Manager - Commission Sales

Email to

- Alliance for Women in Media-MN -Cflaherty@moneyma
- Art Institute International Minnesota -bbates@aii.edu
- Asian American Journalists Association-MN -nancy.c.
- Augsburg College -tilton@augzburg.edu- (01/12/17 11:...
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- Brown College -ckleckner@browncollege.edu- (01/12/17
- Carleton College -akubinski@carleton.edu- (01/12/17 11
- Central Michigan University, School of Broadcasting
- College of St Benedict/St John's -jlmiller@csbsju.edu-
- Concordia University-St Paul -careerdevelopment@csp.
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcuni.c
- F&F Productions -donnag@fandfproductions.com- (01/1:
- Hamline University - Career Development Center -w
- Howard University - John H Johnson School of Com
- Hubbard Broadcasting, Inc -apply@hbi.com- (01/12/17
- Hubbard Radio - Washington, DC -srushkowski@wtop
- Hubbard Radio-Chicago -eluptak@hubbardradio.com- (0
- Hubbard Radio-Cincinnati -ncarvelli@hubbardinteractive
- Hubbard Radio-Phoenix -skaiser@hubbardradio.com- (C
- Hubbard Radio-Seattle -lclosterman@hubbardradio.com
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (0
- Job Book-Front Desk -sharho@hbi.com- (01/12/17 11:
- KAAL-TV -dnerud@hbi.com- (01/12/17 11:43:09 AM)
- Kaplan University Career Services -brent.balkaran@ka
- KOB-TV -cjones@kob.com- (01/12/17 11:43:09 AM)
- KOB-TV -dkelly@kobtv.com- (01/12/17 11:43:09 AM)
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- Medialine -medialine@medialine.com- (01/12/17 11:43:09
- Metropolitan State University (Twin Cities) -career.se
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- WDIO-TV -vkaping@wdio.com- (01/12/17 11:43:10 AM)
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POSTING DATE: March 28, 2017
JOB#: 25-17
JOB TITLE: Account Manager - Commission Sales
COMPANY: KSTC-TV, Sales-General
SCHEDULE: Monday-Friday, 8:30a-5p, with occasional evenings
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum of two years Sales experience required.
- Computer skills in Microsoft Word, Excel, PowerPoint and Outlook. Wide Orbit Traffic ad Sales experience a plus.
- Pleasant, customer service oriented style face-to-face, over the phone, and through electronic communication.
- Must be competitive, possess a positive attitude, be highly disciplined, and have a passion to win.
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KSTC-TV
 25-17 Account Manager - Commission Sales

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- Alliance for Women in Media-MN -Cffaherty@moneymailer.com- (03/28/17 04:00:09 PM)
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- Central Michigan University, School of Broadcasting and Cinematic Arts -orlik1pb@cmich.edu- (03/28/17 04:00:09 PM)
- Collective Talent -bille@michaelsmedia.com- (03/28/17 04:00:09 PM)
- College of St Benedict/St John's -Jmiller@csbsju.edu- (03/28/17 04:00:09 PM)
- Concordia University-St Paul -careerdevelopment@csp.edu- (03/28/17 04:00:09 PM)
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- Metropolitan State University (Twin Cities) -career.services@metrostate.edu- (03/28/17 04:00:10 PM)
- Minnesota Broadcasters Association -ilasere@minnesotabroadcasters.com- (03/28/17 04:00:10 PM)
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- NAACP St Paul -maks45@hotmail.com- (03/28/17 04:00:10 PM)
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- WHEC-TV -kknnox@whcc.com- (03/28/17 04:00:10 PM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (03/28/17 04:00:10 PM)
- WNYT-TV -ckimball@wnyt.com- (03/28/17 04:00:10 PM)

56 Records

POSTING DATE: May 03, 2017
JOB#: 33-17
JOB TITLE: Account Manager - Commission Sales
COMPANY: KSTC-TV, Sales-General
SCHEDULE: Monday-Friday, 8:30a-5p, with occasional evenings
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum of two years Sales experience required.
- Computer skills in Microsoft Word, Excel, PowerPoint and Outlook. Wide Orbit Traffic ad Sales experience a plus.
- Pleasant, customer service oriented style face-to-face, over the phone, and through electronic communication.
- Must be competitive, possess a positive attitude, be highly disciplined, and have a passion to win.
- Excellent oral and written communication skills, high attention to detail, and excellent interpersonal skills required.
- Knowledge of the Twin Cities area, reliable transportation, valid driver's license, and a safe driving history as determined by the Company (driving record will be checked).
- Commitment to customer focused selling.

DUTIES:

- Prospect, identify, and qualify advertising clients.
- Develop new business.
- Prepare and deliver customer focused sales presentations.
- Handle copy, collections, and client relations.
- Generate and analyze qualitative and quantitative research data.
- Service existing accounts.
- Provide excellent customer service.

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# 33-17
St Paul, MN

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Choose a Job Ref# to include in the E-mail then click on Submit

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KSTC-TV

© 33-17 Account Manager - Commission Sales

Email to

- Alliance for Women In Media-MN -info@awm-mn.org- (05/05/17 11:01:42 AM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (05/05/17 11:01:43 AM)
- Augsburg College -tilton@augzburg.edu- (05/05/17 11:01:43 AM)
- Bethel University- Office of Career Development and Calling -career-development@bethel.edu- (05/05/17 11:01:43 AM)
- Carleton College -akubinski@carleton.edu- (05/05/17 11:01:43 AM)
- Central Michigan University, School of Broadcasting and Cinematic Arts -kalis1m@cmich.edu- (05/05/17 11:01:43 AM)
- Collective Talent -bille@michaelsmedia.com- (05/05/17 11:01:43 AM)
- College of St Benedict/St John's -lhammond@csbsju.edu- (05/05/17 11:01:43 AM)
- Concordia University-St Paul -careerdevelopment@csp.edu- (05/05/17 11:01:43 AM)
- Emma L Bowen Foundation-NY -Sandra.Rlce@nbcunl.com- (05/05/17 11:01:43 AM)
- F&F Productions -donnag@fandfproductions.com- (05/05/17 11:01:43 AM)
- Hamline University - Career Development Center -workshop@hamline.edu- (05/05/17 11:01:43 AM)
- HBI Radio North -jjerve@hubbardradio.com- (Pending Sending)
- Howard University - John H Johnson School of Comm -cdudley@howard.edu- (05/05/17 11:01:43 AM)
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- Hubbard Radio-Cincinnati -ncarvell@hubbardinteractive.com- (05/05/17 11:01:43 AM)
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- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (05/05/17 11:01:43 AM)
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- KAAL-TV -dnerud@hbi.com- (05/05/17 11:01:43 AM)
- Kaplan University Career Services -brent.balkaran@kaplan.edu- (05/05/17 11:01:43 AM)
- KOB-TV -rsedillo@kob.com- (05/05/17 11:01:43 AM)
- KOB-TV -dkelly@kobtv.com- (05/05/17 11:01:43 AM)
- KOBR-TV -lcastllo@kob.com- (05/05/17 11:01:43 AM)
- KSTP-TV -apply@hbi.com- (05/05/17 11:01:43 AM)
- LSU Manship School of Mass Communication -htaylor@lsu.edu- (05/05/17 11:01:43 AM)
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- WHEC-TV -knox@whec.com- (05/05/17 11:01:44 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (05/05/17 11:01:44 AM)
- WNYT-TV -ckimball@wnyt.com- (05/05/17 11:01:44 AM)

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POSTING DATE: October 31, 2016
JOB#: 73-16
JOB TITLE: 1500 ESPN- Account Manager
COMPANY: KSTP-AM, Sales-General
SCHEDULE: M-F, 8:30 a.m. – 5:00 p.m.; other times as required
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum 1-3 years experience in sales, advertising, deals/e-commerce, sports marketing and/or electronic media preferred.
- Computer skills - Microsoft Word required. Social Media, Digital Media, Tapscan Software, Scarborough Qualitative and Arbitron Maximizer helpful.
- Must have reliable transportation and knowledge of Twin Cities area; valid drivers license and a safe driving history as determined by the Company (driving record will be checked).
- High level of initiative required.
- Excellent written and oral communication skills.
- Ability to work independently.
- Must have a commitment to customer focused selling; not afraid to make cold calls.
- Knowledge of local marketplace preferred.
- Passion for Minnesota sports beneficial.
- Must thrive in a commission based environment.

DUTIES:

- Develop and sell integrated advertising/marketing campaigns for 1500 ESPN Twin Cities including digital display, social media, email marketing, event marketing, promotions and broadcast radio solutions.
- Prospect new accounts and close new advertising business.
- Prepare and deliver sales presentations & proposals; analyze qualitative and quantitative data.
- Handle copy, collections and client relations.
- Budget and forecast sales revenues.
- Attend sporting events and station sports promotional events associated with your active clients.
- Write proposals; analyze qualitative and quantitative data.
- Service existing accounts via telephone and personal visits.
- Assist in writing creative commercial copy, and creative online solutions.

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# 73-16

St Paul, MN

No Telephone Calls Please

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KSTP-AM
 * 73-16 1500 ESPN- Account Manager

Email to

- Alliance for Women in Media-MN -Cflaherty@moneyballer.com- (10/31/16 03:40:53 PM)
- Art Institute International Minnesota -bbates@aia.edu- (10/31/16 03:40:53 PM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (10/31/16 03:40:53 PM)
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POSTING DATE: October 03, 2016

JOB#: 66-16

JOB TITLE: Account Manager

COMPANY: KSTP-FM, Sales-General

SCHEDULE: Monday - Friday, 8:30am-5pm, plus attendance at client special events or promotions during evening hours and on weekends.

STATUS: Full Time, Salaried



QUALIFICATIONS:

- Previous sales, advertising, or media experience required.
- Knowledge of the local radio industry and familiarity with all radio terminology and methodology preferred.
- Sound understanding of the feature and benefits of advertising and competitive media
- Excellent written and oral communication skills. Experience developing presentations for the purpose of direct-business selling and ability to effectively present the information clearly. Ability to respond to questions appropriately and think on feet.
- Ability to establish and maintain customer relationships and communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license, familiarity with the Twin Cities area, and a clean driving record as determined by the Company (driver's record will be checked).
- Strong analysis and judgment skills.

DUTIES:

- Work closely with Promotions, Programming, Production, and Web departments in creating effective promotional and marketing sales solutions for clients.
- Complete face-to-face sales presentations with decision makers. Presentations will include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Provide excellent customer service to direct and agency accounts. Personally contact each active account regularly - defined as an in person meeting, including the presentation of pertinent sales information.
- Follow up and assist in the collection process.
- Utilization and proficiency of sales computer systems to aid in selling process.
- Prospect and cold call to new businesses on a daily basis.
- Attend and participate in regular meetings and training as required by

management.

- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours or on weekends.
- 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.

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.ks95.com/careers/>

Job# 66-16

St Paul, MN

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

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KSTP-FM
 * 66-16 Account Manager

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POSTING DATE: February 28, 2017

JOB#: 20-17

JOB TITLE: Digital Designer

COMPANY: KSTP-FM, Website/Internet

SCHEDULE: 9a-5p, Mon-Fri

STATUS: Full Time, Salaried



QUALIFICATIONS:

The Digital Designer is responsible for the conceptualization and design of graphic applications brought forth by KS95, myTalk 107.1, 1500 ESPN, and their clients. Sample projects would include banner ads, bridge pages, landing pages, contest graphics, micro-sites, web sites, mobile sites and more. This person will also assist in areas of print design such as logos, signage, business materials, merchandise, advertising, etc.

1-2 years experience and a strong design portfolio is required. Excellent design and typography skills a must. A high knowledge level of Adobe Creative Suite is critical, specifically Photoshop, Illustrator and InDesign. Be a fast thinker and even faster do-er. Experience in video editing is a plus. Strong attention to detail, interpersonal and communication skills. Experience working as a team member with the ability to establish and maintain good working relationships with a variety of individuals. Will follow direction but will take initiative when needed. Ability to work on short deadlines and in pressure situations. Able to manage personal workload and work on multiple projects simultaneously.

DUTIES:

1. Create designs, concepts, and sample layouts for radio station promotion, marketing and branding initiatives in both the digital and print space.
2. Design premium quality graphics for radio station clients like digital display ads, bridge pages, micro-sites, contest graphics, social media skins, promotional graphics and more.
3. Works with Internet Project Coordinator and Account Representatives to make sure that client/manager deadlines and expectations are met.
4. Will be expected to be able to carry out basic design projects from start to finish. Use strong design skills towards laying out concepts in Photoshop, Illustrator, InDesign and other design software.
5. Work in a team environment with other designers, web developers, social media strategists, Director of Digital

- Media and more.
6. Help improve the look and feel of radio station web sites, contests, social media pages, advertising, promotional messages and more.
 7. Work cooperatively and collaboratively with other departments such as programming, promotions and sales. Build working relationships with co-workers, customers, vendors and the general public. Act in a professional manner when representing each station.
 8. Work on print design projects as assigned such as logos, business materials, merchandise, signage, print advertising and more.
 9. Design, produce and facilitate listener email blasts from each station's listener database working with Program Directors and Promotion Directors.
 10. Understands and can articulate each stations' programming directions and philosophies. Always protects and is consistent with each station's brand when designing.
 11. Accept and follow the direction and constructive criticism from the Director of Digital Media and other senior management.
 12. Other duties as assigned.
 13. Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the Director of Digital Media or required to complete a project or task.

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.

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Job# 20-17

St Paul, MN

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KSTP-FM

20-17 Digital Designer

Email to

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- Art Institute International Minnesota - bbates@aia.edu- (02/28/17 02:13:14 PM)
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- Carleton College - akubinski@carleton.edu- (02/28/17 02:13:14 PM)
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- Concordia University-St Paul - careerdevelopment@csp.edu- (02/28/17 02:13:14 PM)
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- KOB-TV - dkelly@kobtv.com- (02/28/17 02:13:15 PM)
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- Lynn University - trainer@lynn.edu- (02/28/17 02:13:15 PM)
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Medialine - medialine@medialine.com- (02/28/17 02:13:15 PM)
 Metropolitan State University (Twin Cities) - career.services@metrostate.edu- (02/28/17 02:13:15 PM)
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 St Olaf College - pipercenterjobs@gmail.com- (02/28/17 02:13:15 PM)
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 The Leadership Institute - aharrison@leadershipinstitute.org- (02/28/17 02:13:15 PM)
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 U of MN-Crookston - morr0582@crk.umn.edu- (02/28/17 02:13:15 PM)
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 WNYT-TV - ckimball@wnyt.com- (02/28/17 02:13:16 PM)

55 Records

Submit Back

POSTING DATE: August 04, 2017
JOB#: 50-17
JOB TITLE: Front End Web Developer
COMPANY: Hubbard Radio, Website/Internet
SCHEDULE: Monday-Friday, 8:30 am to 5:00 pm and as needed
STATUS: Full Time, Salaried



QUALIFICATIONS:

We're looking for the best and brightest, is that you? Are you ready to make a difference? Want to be part of a fast-growing team in one of the coolest industries around? You ever wonder what it's like to work with industry leaders using the latest technology? If you want to work hard while having fun, here's what we're looking for:

- Experience with HTML, DHTML, CSS, JavaScript, PHP and other internet-based technologies
- Experience with WordPress, version control systems, project management software, automated build systems and test-driven environment preferred
- Experience working with Linux, Apache, MySQL, both hardware and software disciplines is a plus
- Experience creating and interacting with SQL database systems
- Team-oriented, flexible and able to work in an environment with changing priorities and last-minute requests
- Excellent time management skills with an eye for detail
- Ability to work additional hours or alternate schedules as needed

DUTIES:

At face value, you're responsible for the front end development of digital initiatives for 1500 ESPN, myTalk107.1 and KS95. Really-we want someone who is always looking for the best way to execute a project. Someone looking to grow and develop. Someone who can be tech-savvy while also creative. Someone to help us take our digital presence to the next level. If that's you, please read further to learn about the specific duties of the role:

- Front-end website development within WordPress content management system on 3 unique radio station web sites
- Work with others as a collaborator in the development of interactive solutions
- Execute Sweepstakes, Content Pages, Promotions and other digital initiatives brought from Sales, Programming or Promotion Departments
- Test digital solutions across specified devices and browsers
- Brainstorm user experience, design and development ideas with project team
- Assist in back end web development when needed
- Build HTML5 banner ads
- 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.

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- Winona State University-Mass Comm -dwesterman@winona.edu- (08/04/17
- WNYT-TV -ckimball@wnyt.com- (08/04/17 02:54:53 PM)

55 Records

POSTING DATE: July 25, 2017
JOB#: 47-17
JOB TITLE: Overnight On Air Personality
COMPANY: KSTP-FM, Production
SCHEDULE: 40 hours, Tuesday - Sunday; other hours as needed
STATUS: Full Time, Salaried



QUALIFICATIONS:

- **Must include audio sample or on air work with resume and/or application. If you fail to provide this, you will not be considered.**
- Minimum of 3 years professional, commercial radio experience
- Able to work overnights, holidays, and weekends. Attend station and community events, etc. as required
- Digital editing experience helpful
- Ability to relate to a primarily female audience between 25 and 40 years old on air, via phone and in person during station events and appearances
- Must have a positive team attitude, be proactive, and motivated to win
- Must be aware of current pop culture including local events
- Experience in commercial production helpful
- Neat appropriately professional appearance
- Ability to work any shift on short notice
- Ability to run a radio station control board and production studio equipment flawlessly
- Ability to be focused, upbeat and relatable to the audience live on the radio
- Ability to follow station policies and guidelines
- Must include audio sample or on air work with resume and/or application

DUTIES:

- Run the control board and production equipment flawlessly during your shift
- Promote station events, music, and personalities in a positive, professional manner
- Create and produce commercial production assigned
- Attend station functions as needed and interact with listeners and clients
- Potential fill in for other dayparts

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.

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Job# 47-17

St Paul, MN

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 - WHEC-TV -kknox@whec.com- (08/01/17 10:26:51 AM)
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 - WNYT-TV -ckimball@wnyt.com- (08/01/17 10:26:51 AM)

55 Records

POSTING DATE: November 10, 2016
JOB#: 75-16
JOB TITLE: Night On Air Personality
COMPANY: KSTP-FM, Production
SCHEDULE: M-F, 6p-Midnight plus weekend airshift.
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Minimum of 3 years professional, commercial radio experience at a contemporary music radio station.
- Able to work night hours, holidays, and weekends.
- Attend station and community events, etc. as required.
- Must be able to interact with listeners at sales events.
- Digital editing experience required.
- Ability to relate to a primarily female audience between 25 and 40 years old on air, via phone and in person during station events and appearances.
- Must have a positive team attitude, be proactive, and motivated to win.
- Must have interest in current pop culture and adult contemporary music artists.
- Experience in commercial production.
- Neat appropriately professional appearance.
- Ability to run a radio station control board and production studio equipment flawlessly.
- Ability to be focused, upbeat and relatable to the audience live on the radio.
- Ability to follow station policies and guidelines.
- Must include audio sample or on air work with resume and/or application.

DUTIES:

- Run the control board and production equipment flawlessly during your shift
- Promote station events, music, and personalities in a positive, professional manner both on and off the air.
- Voice and produce radio commercials as assigned.
- Attend station functions as needed.
- Post fitting content on station website and interact with listeners via social media.
- Interact with listeners and clients at live station events and promotional appearances.
- Potential fill in for other dayparts.
- Fill in for other on air board operators as needed for holidays, vacations, etc.

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.ks95.com/careers/>

Job# 75-16

St Paul, MN

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 - Augsburg College -tilton@augsburg.edu- (11/10/16 11:19:26 AM)
 - Bethel University- Office of Career Development and Calling -car...
 - Brown College -ckleckner@browncollege.edu- (11/10/16 11:19:26 AM)
 - Carleton College -akubinski@carleton.edu- (11/10/16 11:19:26 AM)
 - Central Michigan University, School of Broadcasting and Cinema
 - College of St Benedict/St John's -jlmiller@csbsju.edu- (11/10/16 11:19:27 AM)
 - Concordia University-St Paul -careerdevelopment@csp.edu- (11/10/16 11:19:27 AM)
 - Emma L Bowen Foundation-NY -Sandra.Rice@nbcuni.com- (11/10/16 11:19:27 AM)
 - F&F Productions -donnag@fandfproductions.com- (11/10/16 11:19:26 AM)
 - Hamline University - Career Development Center -workshop@harr...
 - Howard University - John H Johnson School of Comm -cdudley@h...
 - Hubbard Broadcasting, Inc -apply@hbi.com- (11/10/16 11:19:27 AM)
 - Hubbard Radio - Washington, DC -srushkowski@wtop.com- (11/10/16 11:19:27 AM)
 - Hubbard Radio-Chicago -eluptak@hubbardradio.com- (11/10/16 11:19:27 AM)
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 - Job Book-Front Desk -sharho@hbi.com- (11/10/16 11:19:27 AM)
 - KAAL-TV -dnerud@hbi.com- (11/10/16 11:19:27 AM)
 - Kaplan University Career Services -brent.balkaran@kaplan.edu- (11/10/16 11:19:27 AM)
 - KOB-TV -cjones@kob.com- (11/10/16 11:19:27 AM)
 - KOB-TV -dkelly@kobtv.com- (11/10/16 11:19:27 AM)
 - KOB-TV -lcastillo@kob.com- (11/10/16 11:19:27 AM)
 - KSTP-TV -apply@hbi.com- (11/10/16 11:19:27 AM)
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 - Metropolitan State University (Twin Cities) -career.services@metro...
 - Minnesota Broadcasters Association -llasere@minnesotabroadcaster...
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 - NAACP St Paul -maks45@hotmail.com- (11/10/16 11:19:27 AM)
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 - ReelzChannel -llung@reelzchannel.com- (11/10/16 11:19:27 AM)
 - Southwest Minnesota State University-Career Svcs -careers@sms...
 - St Cloud State University-Multicultural Student Svcs -jecruz@stcl...
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- Wayne State University Journalism Institute for Media Diversity -jmi@wayne.edu- (11/10/16 11:19:28 AM)
- WDIO-TV -vkaping@wdio.com- (11/10/16 11:19:28 AM)
- WHEC-TV -kknox@whcc.com- (11/10/16 11:19:28 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (11/10/16 11:19:28 AM)
- WNYT-TV -ckimball@wnyl.com- (11/10/16 11:19:28 AM)

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POSTING DATE: March 14, 2017
JOB#: 24-17
JOB TITLE: Traffic Specialist
COMPANY: Hubbard Radio-Twin Cities, Sales-General
SCHEDULE: TBD
STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma or GED required. College degree preferred
- Radio Traffic experience requested; not required
- 1+ year of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred
- MS Windows computer experience required
- Must be disciplined with a solid work ethic
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance
- Must be able to manage a high volume of information accurately and efficiently with minimal mistakes
- Excellent verbal and written communication skills
- Demonstrated ability to work with a wide variety of people but also able to work independently
- Ability to work under pressure
- Analytical, critical thinking skills
- Ability to solve problems by identifying issues and creating an appropriate plan based on independent interpretation of guidelines

DUTIES:

- Creates programming log formats in a timely manner and enters new program information into Marketron system, based on program orders received. Schedules formats onto each radio station's log. Follows processes to alert account managers that advertisers may need to be moved due to program changes, changes orders when spots meet new program criteria, or pre-empts spots when they do not.
- Reviews master programming schedule and compares with logs. Checks the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensures that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs. Assigns episode numbers to programming on the logs from the schedule provided from the Programming Department.
- Maintains inventory tree including maintaining existing inventory codes, making new codes and adding inventory code comments so managers and account managers know what programming is available to sell, sellout levels and rates for each program. Communicates any problems to Traffic Manager.
- On a daily basis, places spots on logs by maximizing commercial inventory following philosophies set forth by Director of Sales. Reviews and audits day parts as far into the future as possible.
- Responsible for daily preparation of the Radio program/commercial log using prescribed broadcast software. Edits log so that it is error free. Ensures each commercial spot placed does not have a product conflict, is airing within the

correct time period and order/advertiser separation guidelines are followed.
Ensures program information is accurate and specific conditions are met.
Communicates inventory problems to the Director of Sales.

- Works cooperatively and professionally with a variety of individuals including other Traffic team members, Programming, Engineering, Master Control personnel, Account Managers and Sales Managers.
- Ability to work other hours or alternate schedules as needed.
- Works on other traffic and/or sales projects 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.ks95.com/careers/>

Job# 24-17

St Paul, MN

No Telephone Calls Please

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Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KSTP-FM
 24-17 Traffic Specialist

Email to

- Alliance for Women In Media-MN -info@awm-mn.org- (03/14/17 11:08:46 AM)
- American Indian Occupational Industrial Ctr -dawnp@aloic.org- (03/14/17 11:08:46 AM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (03/14/17 11:08:46 AM)
- Augsburg College -tilton@augzburg.edu- (03/14/17 11:08:46 AM)
- Bethel University- Office of Career Development and Calling -career-development@bethel.edu- (03/14/17 11:08:46 AM)
- Carleton College -akubinski@carleton.edu- (03/14/17 11:08:46 AM)
- Center for Asians and Pacific Islanders -lisa.harris@capusa.org- (03/14/17 11:08:46 AM)
- Collective Talent -bille@michaelsmedia.com- (03/14/17 11:08:46 AM)
- College of St Benedict/St John's -lhammond@csbsju.edu- (03/14/17 11:08:47 AM)
- Community Action Partnership of Ramsey & Washington Counties -tlumpkins@caprw.org- (03/14/17 11:08:47 AM)
- Concordia University-St Paul -careerdevelopment@csp.edu- (03/14/17 11:08:47 AM)
- Council on Black Minnesotans -edward.mcdonald@state.mn.us- (03/14/17 11:08:47 AM)
- Dakota County Technical College -cel@dctc.edu- (03/14/17 11:08:47 AM)
- Duluth Business University -wendyb@dburn.edu- (03/14/17 11:08:47 AM)
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcuni.com- (03/14/17 11:08:47 AM)
- Employment Action Center -eac@resource-mn.org- (03/14/17 11:08:47 AM)
- F&F Productions -donna@fandfproductions.com- (03/14/17 11:08:47 AM)
- Hamline University - Career Development Center -workshop@hamline.edu- (03/14/17 11:08:47 AM)
- HBI Radio North -jjervey@hubbardradio.com- (Pending Sending)
- HIRED -job@hired.org- (03/14/17 11:08:47 AM)
- Howard University - John H Johnson School of Comm -cdudley@howard.edu- (03/14/17 11:08:47 AM)
- Hubbard Broadcasting, Inc -apply@hbi.com- (03/14/17 11:08:47 AM)
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- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (03/14/17 11:08:47 AM)
- Indian Health Board -cfields@ihb-mpls.org- (03/14/17 11:08:47 AM)
- IPR - College of Creative Arts -dwelter@ipr.edu- (03/14/17 11:08:48 AM)
- Job Book-Front Desk -shartho@hbi.com- (03/14/17 11:08:47 AM)
- KAAL-TV -dnerud@hbi.com- (03/14/17 11:08:47 AM)
- Kaplan University Career Services -brent.balkaran@kaplan.edu- (03/14/17 11:08:47 AM)
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- Macalester College -cdc@macalester.edu- (03/14/17 11:08:47 AM)
- Metropolitan State University (Twin Cities) -career.services@metrostate.edu- (03/14/17 11:08:47 AM)
- Minneapolis American Indian Center -tcox@maicnet.org- (03/14/17 11:08:47 AM)
- Minneapolis Business College -serickson@minneapolisbusinesscollege.edu- (03/14/17 11:08:47 AM)
- Minneapolis College of Art & Design -careers@mcad.edu- (03/14/17 11:08:47 AM)
- Minnesota Broadcasters Association -llasere@minnesotabroadcasters.com- (03/14/17 11:08:48 AM)
- Minnesota Women's Consortium -info@mnwomen.org- (03/14/17 11:08:48 AM)
- Mitchell Technical Institute -janet.greenway@mitchelltech.edu- (03/14/17 11:08:48 AM)
- Mpls Community & Tech College-Multicultural Student Svcs -janice.denny@minneapolis.edu- (03/14/17 11:08:48 AM)
- NAACP Minneapolis -NAACPPRES05@aol.com- (03/14/17 11:08:48 AM)
- NAACP St Paul -maks45@hotmail.com- (03/14/17 11:08:48 AM)
- Normandale Community College -nccjoblist@normandale.edu- (03/14/17 11:08:48 AM)
- Northland Community & Technical College -career.center@northlandcollege.edu- (03/14/17 11:08:48 AM)
- Ohio/Illinois Centers for Broadcasting -dclark@beonair.com- (03/14/17 11:08:48 AM)
- PPL-LNB Community Center -angle.willardson@ppl-inc.org- (03/14/17 11:08:48 AM)
- Rasmussen College -Elizabeth.Lintelman@rasmussen.edu- (03/14/17 11:08:48 AM)
- Rasmussen College-Eagan -alecia.spagnoletti@rasmussen.edu- (03/14/17 11:08:48 AM)
- ReelzChannel -lung@reelzchannel.com- (03/14/17 11:08:48 AM)
- Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (03/14/17 11:08:48 AM)
- St Cloud State University-Multicultural Student Svcs -jecruz@stcloudstate.edu- (03/14/17 11:08:48 AM)
- St Mary's University -mhagarty@smumn.edu- (03/14/17 11:08:48 AM)

- Tasks Unlimited -kcoleman@tasksunlimited.org- (03/14/17 11:08:48 AM)
- The Leadership Institute -aharrison@leadershipinstitute.org- (03/14/17 11:08:48 AM)
- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (03/14/17 11:08:48 AM)
- U of MN-Crookston -morr0582@crk.umn.edu- (03/14/17 11:08:48 AM)
- U of Wisconsin-River Falls -nora.j.koch@uwrf.edu- (03/14/17 11:08:48 AM)
- University of St Thomas- Career Development Center -career@stthomas.edu- (03/14/17 11:08:48 AM)
- Urban League-Minneapolis -info@mul.org- (03/14/17 11:08:48 AM)
- UW-La Crosse Career Services -career@uwlax.edu- (03/14/17 11:08:48 AM)
- WDIO-TV -vkaping@wdio.com- (03/14/17 11:08:48 AM)
- WHEC-TV -kknox@wh.ec.com- (03/14/17 11:08:48 AM)
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- WNYT-TV -ckimball@wnyt.com- (03/14/17 11:08:48 AM)

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POSTING DATE: March 28, 2017

JOB#: 25-17

JOB TITLE: Account Manager - Commission Sales

COMPANY: KSTC-TV, Sales-General

SCHEDULE: Monday-Friday, 8:30a-5p, with occasional evenings

STATUS: Full Time, Salaried

QUALIFICATIONS:

- Minimum of two years Sales experience required.
- Computer skills in Microsoft Word, Excel, PowerPoint and Outlook. Wide Orbit Traffic ad Sales experience a plus.
- Pleasant, customer service oriented style face-to-face, over the phone, and through electronic communication.
- Must be competitive, possess a positive attitude, be highly disciplined, and have a passion to win.
- Excellent oral and written communication skills, high attention to detail, and excellent interpersonal skills required.
- Knowledge of the Twin Cities area, reliable transportation, valid driver's license, and a safe driving history as determined by the Company (driving record will be checked).
- Commitment to customer focused selling.

DUTIES:

- Prospect, identify, and qualify advertising clients.
- Develop new business.
- Prepare and deliver customer focused sales presentations.
- Handle copy, collections, and client relations.
- Generate and analyze qualitative and quantitative research data.
- Service existing accounts.
- Provide excellent customer service.

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# 25-17
St Paul, MN



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 © 25-17 Account Manager - Commission Sales

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- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (03/28/17 04:00:09 PM)
- Augsburg College -lilton@augusborg.edu- (03/28/17 04:00:09 PM)
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- Winona State University-Mass Comm -dwesterman@winona.edu- (03/28/17 04:00:10 PM)
- WNYT-TV -ckimball@wnyt.com- (03/28/17 04:00:10 PM)

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POSTING DATE: January 26, 2017
JOB#: 11-17
JOB TITLE: Air Control Technician/Acquisition & Distribution INTERNAL ONLY
COMPANY: KSTP-TV, Production
SCHEDULE: various
STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma required plus 2-4 years of higher education certificate/degree
- 2+ years of experience in Master Control operations preferred
- Multi-Channel operations experience a plus

DUTIES:

- This position is responsible for maintaining on-air accuracy of programs and commercials, monitoring the quality of the broadcast signal, setting up incoming satellite feeds and logging events
- Must be able to work in a team-oriented environment and have good interpersonal/communication skills as well as sound judgment and decision-making skills

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# 11-17
St Paul, MN
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Recruitment Job Posting E-mail

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Job Ref #	Email to
KSTP-TV <input checked="" type="checkbox"/> 11-17 Air Control Technician/Acquisition & Distribution	<input type="checkbox"/> F&F Productions -donnag@fandfproduction: <input type="checkbox"/> Hubbard Radio - Washington, DC -srushl <input type="checkbox"/> Hubbard Radio-Chicago -eluptak@hubbarc <input type="checkbox"/> Hubbard Radio-Cincinnati -ncarvelli@hubb <input type="checkbox"/> Hubbard Radio-Phoenix -skaiser@hubbard <input type="checkbox"/> Hubbard Radio-Seattle -lclosterman@hubt <input type="checkbox"/> Hubbard Radio-St. Louis -bjoyce@hubbarc <input type="checkbox"/> KAAL-TV -dnerud@hbi.com- (01/26/17 03:4 <input type="checkbox"/> KOB-TV -cjones@kob.com- (01/26/17 03:45 <input type="checkbox"/> KOB-TV -dkelly@kobtv.com- (01/26/17 03: <input type="checkbox"/> KOB-TV -lcastillo@kob.com- (01/26/17 03: <input type="checkbox"/> KSTP-TV -apply@hbi.com- (01/26/17 03:45: <input type="checkbox"/> ReelzChannel -llung@reelzchannel.com- (01 <input type="checkbox"/> WDIO-TV -vkaping@wdio.com- (01/26/17 0: <input type="checkbox"/> WHEC-TV -kknox@wh.ec.com- (01/26/17 03 <input type="checkbox"/> WNYT-TV -ckimball@wnyt.com- (01/26/17 0

16 Records

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Job 11-17, Air Control Technician

The decision was made by management to internally post this position because there was a pool of internal candidates – mainly entry-level production assistants-who could be promoted into the role.

The internal candidate promoted was a Production Assistant.

POSTING DATE: November 21, 2016
JOB#: 79-16
JOB TITLE: Business Manager
COMPANY: KSTP-TV, Administrative
SCHEDULE: M-F
STATUS: Full Time, Salaried



QUALIFICATIONS:

Hubbard Broadcasting - the company that purchased the first TV camera ever sold, is an innovative, leader in the Satellite News and Broadcasting industry and continues to look for ways to connect with people and communities - is looking for a Business Manager for our Twin Cities ABC affiliate KSTP-TV. This position oversees a broad range of the station's operational and financial functions including corporate reporting, budgeting, credit, internal controls, payroll, forecasting, expense review/analysis and policy compliance. The Business Manager interacts regularly with a wide variety of people including viewers, advertisers, vendors, employees and the general public. This position serves as a department head and reports directly to the General Manager.

- 5+ years of previous office and accounting management experience and direct supervision of others. Demonstrated ability to take initiative, manage projects from start to finish, and meet multiple deadlines. Bachelors in Business, Accounting or related field highly preferred.
- Previous experience with timekeeping and payroll (e.g., ADP) preferred. Strong bookkeeping and accounting experience along with demonstrated understanding of accounting principles and a strong sense of ethics required.
- Strong computer skills (with a high level competency in Microsoft Excel and Microsoft Access) are required. Job demands extensive report writing, data analysis, and computerized information exchange.
- Good writing skills with a demonstrated ability to write coherent and professional letters and memos as well as to draft and review simple contract language.
- Demonstrated perseverance and ability to get along with a broad range of personalities. Excellent interpersonal skills along with quick and clear thinking required.
- Previous experience in a media company preferred though not required

This position is subject to a pre-employment criminal background and consumer financial history background check. A criminal conviction, arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position.

DUTIES:

- Serve as a primary liaison between the station and Hubbard Broadcasting Incorporated's corporate offices including Accounting, Purchasing, Human Resources, Payroll, IS, and Legal - ensuring information flows smoothly and accurately.
- Monitor and enforce the application of a wide-range of administrative policies (both personnel-related and procedural) to keep station in compliance with external regulators and internal common sense – including but not limited to FCC compliance, music licensing, affiliation agreements, political advertising, business ethics, employment practices, insurance policies, program agreements, etc.
- Manage the station's operating budgeting process and monitor budget to actual performance throughout the year. Develop revenue summary and cost-analysis reports (some routine, others *ad hoc*).
- Review, evaluate, and approve all station expenses (purchase requisitions, payroll, contracts, invoices, employee expenses and capital expenditures) and ensure that station management and department heads are involved and in sync on same.
- Lead a team of 3 in managing KSTP-TV and KSTC-TV routine business processes including accounting/general ledger, accounts receivable, and credit and collections.
- Complete many other duties and responsibilities as needed including but not limited to, managing WideOrbit cross-company controls, cross station internet reporting and other unique and ad hoc requests.

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# 79-16

St Paul, MN

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KSTP-TV
 79-16 Business Manager

Email to

- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (11/21/16 02:56:28 PM)
- American Indian Occupational Industrial Ctr -dawnp@aioic.org- (11/21/16 02:56:28 PM)
- Art Institute International Minnesota -bbates@aii.edu- (11/21/16 02:56:28 PM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (11/21/16 02:56:28 PM)
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- Bethel University- Office of Career Development and Calling -career-de
- Brown College -ckleckner@browncollege.edu- (11/21/16 02:56:28 PM)
- Carleton College -akubinski@carleton.edu- (11/21/16 02:56:28 PM)
- Center for Asians and Pacific Islanders -lisa.harris@capiusa.org- (11/21/16 02:56:28 PM)
- College of St Benedict/St John's -jlmiller@csbsju.edu- (11/21/16 02:56:28 PM)
- Community Action Partnership of Ramsey & Washington Counties -tlur
- Concordia University-St Paul -careerdevelopment@csp.edu- (11/21/16 02:56:28 PM)
- Council on Black Minnesotans -edward.mcdonald@state.mn.us- (11/21/16 02:56:28 PM)
- Dakota County Technical College -cel@dctc.edu- (11/21/16 02:56:28 PM)
- Duluth Business University -wendyb@dbumn.edu- (11/21/16 02:56:28 PM)
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcuni.com- (11/21/16 02:56:28 PM)
- Employment Action Center -eac@resource-mn.org- (11/21/16 02:56:28 PM)
- F&F Productions -donnag@fandfproductions.com- (11/21/16 02:56:28 PM)
- Hamline University - Career Development Center -workshop@hamline.ed
- HIRED -job@hired.org- (11/21/16 02:56:28 PM)
- Howard University - John H Johnson School of Comm -cdudley@howard.
- Hubbard Broadcasting, Inc -apply@hbi.com- (11/21/16 02:56:29 PM)
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- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (11/21/16 02:56:29 PM)
- Indian Health Board -cfields@ihb-mpls.org- (11/21/16 02:56:29 PM)
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- KOB-TV -dkelly@kobtv.com- (11/21/16 02:56:29 PM)
- KOB-TV -icastillo@kob.com- (11/21/16 02:56:29 PM)
- KSTP-TV -apply@hbi.com- (11/21/16 02:56:29 PM)
- Lynn University -rtrainor@lynn.edu- (11/21/16 02:56:29 PM)
- Macalester College -cdc@macalester.edu- (11/21/16 02:56:29 PM)
- Metropolitan State University (Twin Cities) -career.services@metrostate.e
- Minneapolis American Indian Center -tcox@maicnet.org- (11/21/16 02:56:29 PM)
- Minneapolis Business College -serickson@minneapolisbusinesscollege.edu- (11/21/16 02:56:29 PM)
- Minneapolis College of Art & Design -careers@mcad.edu- (11/21/16 02:56:29 PM)
- Minnesota Broadcasters Association -llasere@minnesotabroadcasters.com-

- Minnesota School of Business- Richfield -dwelter@msbcollege.edu- (11/21/16 02:56:29 PM)
- Minnesota Women's Consortium -info@mnwomen.org- (11/21/16 02:56:29 PM)
- Mitchell Technical Institute -janet.greenway@mitchelltech.edu- (11/21/16 02:56:29 PM)
- Mpls Community & Tech College-Multicultural Student Svcs -janice.dent@mplscct.edu- (11/21/16 02:56:29 PM)
- NAACP Minneapolis -NAACPPRES05@aol.com- (11/21/16 02:56:29 PM)
- NAACP St Paul -maks45@hotmail.com- (11/21/16 02:56:29 PM)
- Normandale Community College -nccjoblist@normandale.edu- (11/21/16 02:56:29 PM)
- Northland Community & Technical College -career.center@northlandcollege.edu- (11/21/16 02:56:29 PM)
- Ohio/Illinois Centers for Broadcasting -dclark@beonair.com- (11/21/16 02:56:29 PM)
- PPL-LNB Community Center -angie.willardson@ppl-inc.org- (11/21/16 02:56:29 PM)
- Rasmussen College -Elizabeth.Lintelman@rasmussen.edu- (11/21/16 02:56:29 PM)
- Rasmussen College-Eagan -aleda.spagnoletti@rasmussen.edu- (11/21/16 02:56:29 PM)
- ReelzChannel -llung@reelzchannel.com- (11/21/16 02:56:30 PM)
- Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (11/21/16 02:56:30 PM)
- St Cloud State University-Multicultural Student Svcs -jecruz@stcloudstate.edu- (11/21/16 02:56:30 PM)
- St Mary's University -mhagarty@smumn.edu- (11/21/16 02:56:30 PM)
- Tasks Unlimited -kcoleman@tasksunlimited.org- (11/21/16 02:56:30 PM)
- The Leadership Institute -aharrison@leadershipinstitute.org- (11/21/16 02:56:30 PM)
- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (11/21/16 02:56:30 PM)
- U of MN-Crookston -morr0582@crk.umn.edu- (11/21/16 02:56:30 PM)
- U of Wisconsin-River Falls -nora.l.koch@uwrf.edu- (11/21/16 02:56:30 PM)
- University of St Thomas- Career Development Center -career@stthomas.edu- (11/21/16 02:56:30 PM)
- Urban League-Minneapolis -mdavis@mul.org- (11/21/16 02:56:30 PM)
- UW-La Crosse Career Services -career@uwlax.edu- (11/21/16 02:56:30 PM)
- WDIO-TV -vkaping@wdio.com- (11/21/16 02:56:30 PM)
- WHEC-TV -kknox@whec.com- (11/21/16 02:56:30 PM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (11/21/16 02:56:30 PM)
- WNYT-TV -ckimball@wnyt.com- (11/21/16 02:56:30 PM)

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POSTING DATE: January 26, 2017
JOB#: 10-17
JOB TITLE: Digital Content/Social Media Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

- 3 years of news writing experience required (newspaper or web writing preferred)
- Track record of sound news judgment and excellent writing skills (including spelling and grammar)
- Creating and executing social media strategy and content marketing campaigns
- Ability to generate creative digital content across all platforms
- Initiative, judgment and hands-on determination to take digital content from beginning to end under tight deadlines
- 24/7 ownership of digital platforms
- Work well with a variety of individuals across several departments
- Ability to establish and maintain good working relationships with outside vendors and content producers
- Computer proficiency, including experience with photo and video editing, basic HTML and data management

DUTIES:

- Overall responsibility for managing and producing content for KSTP-TV's digital platforms to include local news, weather, sports and public information
- Generate, write and edit digital-only content for KSTP-TV's distribution platforms
- Ensure social media and digital content reflects, enhances and expands on-air product
- Work effectively with television producers, reporters and assignment editors
- Work closely and strategically to execute social media strategies and content promotional campaigns
- Supervise and coach digital interns
- Maintain extensive community contacts and awareness of local and national events

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.

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Job# 10-17

St Paul, MN

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Job Ref #
KSTP-TV

10-17 Digital Content/Social Media Producer

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- Art Institute International Minnesota -bbates@aia.edu
- Asian American Journalists Association-MN -nancy.c
- Augsburg College -tilton@augzburg.edu- (01/26/17 11
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- Brown College -ckleckner@browncollege.edu- (01/26/17
- Carleton College -akubinski@carleton.edu- (01/26/17 1
- Central Michigan University, School of Broadcastin
- College of St Benedict/St John's -jlmiller@csbsju.edu
- Concordia University-St Paul -careerdevelopment@cs
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcunl
- F&F Productions -donnag@fandfproductions.com- (01/
- Hamline University - Career Development Center -
- Howard University - John H Johnson School of Con
- Hubbard Broadcasting, Inc -apply@hbi.com- (01/26/17
- Hubbard Radio - Washington, DC -srushkowski@wto
- Hubbard Radio-Chicago -eluptak@hubbardradio.com-
- Hubbard Radio-Cincinnati -ncarvelli@hubbardinteracti
- Hubbard Radio-Phoenix -skaiser@hubbardradio.com-
- Hubbard Radio-Seattle -lclosterman@hubbardradio.co
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com-
- Job Book-Front Desk -shartha@hbi.com- (01/26/17 11:59:32 AM)
- KAAL-TV -dnerud@hbi.com- (01/26/17 11:59:32 AM)
- Kaplan University Career Services -brent.balkaran@k
- KOB-TV -cjones@kob.com- (01/26/17 11:59:33 AM)
- KOB-TV -dkelly@kobtv.com- (01/26/17 11:59:33 AM)
- KOB-TV -icastillo@kob.com- (01/26/17 11:59:33 AM)
- KSTP-TV -apply@hbi.com- (01/26/17 11:59:33 AM)
- LSU Manship School of Mass Communication -htayl
- Lynn University -rtrainor@lynn.edu- (01/26/17 11:59:33 AM)
- Macalester College -cdc@macalester.edu- (01/26/17 11:59:33 AM)
- Medialine -medialine@medialine.com- (01/26/17 11:59:33 AM)
- Metropolitan State University (Twin Cities) -career.s
- Minnesota Broadcasters Association -llasere@minnes
- NAACP Minneapolis -NAACPPRES05@aol.com- (01/26/17 11:59:33 AM)
- NAACP St Paul -maks45@hotmail.com- (01/26/17 11:59:33 AM)
- Ohio/Illinois Centers for Broadcasting -dclark@beon
- ReelzChannel -llung@reelzchannel.com- (01/26/17 11:59:33 AM)
- Southwest Minnesota State University-Career Svcs
- St Cloud State University-Multicultural Student Sv
- St Mary's University -mhagarty@smumn.edu- (01/26/17 11:59:33 AM)
- St Olaf College -pipercenterjobs@gmail.com- (01/26/17 11:59:33 AM)
- Temple University Public Radio -tobias@wrti.org- (01/26/17 11:59:33 AM)

- The Leadership Institute -aharrison@leadershipinstitut
- U of MN Multicultural Center for Academic Exceller
- U of MN-Crookston -morr0582@crk.umn.edu- (01/26/17 11:59:33 AM)
- U of Wisconsin-River Falls -nora.l.koch@uwrf.edu- (01/26/17 11:59:33 AM)
- University of South Dakota -michelle.vanmaanen@usc.edu- (01/26/17 11:59:33 AM)
- University of St Thomas- Career Development Cen
- UW-La Crosse Career Services -career@uwlax.edu- (01/26/17 11:59:33 AM)
- Wayne State University Journalism Institute for Me
- WDIO-TV -vkaping@wdio.com- (01/26/17 11:59:33 AM)
- WHEC-TV -kknox@wh.ec.com- (01/26/17 11:59:33 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (01/26/17 11:59:33 AM)
- WNYT-TV -ckimball@wnyt.com- (01/26/17 11:59:33 AM)

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POSTING DATE: December 07, 2016
JOB#: 82-16
JOB TITLE: Digital Content/Social Media Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

- 3 years of news writing experience required (newspaper or web writing preferred)
- Track record of sound news judgment and excellent writing skills (including spelling and grammar)
- Creating and executing social media strategy and content marketing campaigns
- Ability to generate creative digital content across all platforms
- Initiative, judgment and hands-on determination to take digital content from beginning to end under tight deadlines
- 24/7 ownership of digital platforms
- Work well with a variety of individuals across several departments
- Ability to establish and maintain good working relationships with outside vendors and content producers
- Computer proficiency, including experience with photo and video editing, basic HTML and data management

DUTIES:

- Overall responsibility for managing and producing content for KSTP-TV's digital platforms to include local news, weather, sports and public information
- Generate, write and edit digital-only content for KSTP-TV's distribution platforms
- Ensure social media and digital content reflects, enhances and expands on-air product
- Work effectively with television producers, reporters and assignment editors
- Work closely and strategically to execute social media strategies and content promotional campaigns
- Supervise and coach digital interns
- Maintain extensive community contacts and awareness of local and national events

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.

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Job# 82-16

St Paul, MN

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Job Ref #**KSTP-TV**

- 82-16 Digital Content/Social Media Producer

Email to

- Alliance for Women in Media-MN -Cflaherty@moneyn
- Art Institute International Minnesota -bbates@aia.edu
- Asian American Journalists Association-MN -nancy.c
- Augsburg College -tilton@augzburg.edu- (12/07/16 01
- Bethel University- Office of Career Development an
- Brown College -ckleckner@browncollege.edu- (12/07/16
- Carleton College -akubinski@carleton.edu- (12/07/16 0
- Central Michigan University, School of Broadcastin
- College of St Benedict/St John's -jmillier@csbsju.edu
- Concordia University-St Paul -careerdevelopment@cs
- Emma L Bowen Foundation-NY -Sandra.Ricc@nbcuni
- F&F Productions -donnag@fandfproductions.com- (12/
- Hamline University - Career Development Center -
- Howard University - John H Johnson School of Con
- Hubbard Broadcasting, Inc -apply@hbi.com- (12/07/16
- Hubbard Radio - Washington, DC -srushkowski@wto
- Hubbard Radio-Chicago -eluptak@hubbardradio.com-
- Hubbard Radio-Cincinnati -ncarvell@hubbardinteracti
- Hubbard Radio-Phoenix -skaiser@hubbardradio.com-
- Hubbard Radio-Seattle -lclosterman@hubbardradio.co
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com-
- Job Book-Front Desk -shartha@hbi.com- (12/07/16 0:
- KAAL-TV -dnerud@hbi.com- (12/07/16 01:41:38 PM)
- Kaplan University Career Services -brent.balkaran@f
- KOB-TV -cjones@kob.com- (12/07/16 01:41:38 PM)
- KOB-TV -dkelly@kobtv.com- (12/07/16 01:41:38 PM)
- KOBR-TV -icastillo@kob.com- (12/07/16 01:41:38 PM)
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- Lynn University -rtrainor@lynn.edu- (12/07/16 01:41:3
- Macalester College -cdc@macalester.edu- (12/07/16 0
- Medialine -medialine@medialine.com- (12/07/16 01:41:3
- Metropolitan State University (Twin Cities) -career.s
- Minnesota Broadcasters Association -llasere@minnes
- NAACP Minneapolis -NAACPPRES05@aol.com- (12/07/
- NAACP St Paul -maks45@hotmail.com- (12/07/16 01:4
- Ohio/Illinois Centers for Broadcasting -dclark@beon.
- ReelzChannel -llung@reelzchannel.com- (12/07/16 01:4
- Southwest Minnesota State University-Career Svcs
- St Cloud State University-Multicultural Student Sv
- St Mary's University -mhagarty@smumn.edu- (12/07/
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- University of South Dakota -michelle.vanmaanen@usc
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POSTING DATE: December 27, 2016
JOB#: 84-16
JOB TITLE: Digital Content/Social Media Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

- 3 years of news writing experience required (newspaper or web writing preferred)
- Track record of sound news judgment and excellent writing skills (including spelling and grammar)
- Creating and executing social media strategy and content marketing campaigns
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Job Ref #

KSTP-TV

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- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (12/27/16 02:10:02 PM)
- Augsburg College -tjton@augsb.org- (12/27/16 02:10:02 PM)
- Bethel University- Office of Career Development and Calling -career-development@bethel.edu- (12/27/16 02:10:02 PM)
- Carleton College -akubinski@carleton.edu- (12/27/16 02:10:02 PM)
- Central Michigan University, School of Broadcasting and Cinematic Arts -kalls1m@cmich.edu- (12/27/16 02:10:02 PM)
- Collective Talent -bille@michaelsmedia.com- (Pending Sending)
- College of St Benedict/St John's -hammond@csbsju.edu- (12/27/16 02:10:02 PM)
- Concordia University-St Paul -careerdevelopment@csp.edu- (12/27/16 02:10:02 PM)
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- WNYT-TV -ckidball@wnyt.com- (12/27/16 02:10:03 PM)

55 Records

POSTING DATE: March 02, 2017
JOB#: 21-17
JOB TITLE: Digital News Content Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

- 2-3 years of news writing experience required (newspaper or web writing)
- Track record of sound news judgment and excellent writing skills
- Gathers and distributes news, planned and breaking, across our digital and social platforms
- Initiative, judgment and hands-on determination to take digital content from beginning to end under tight deadlines
- Ability to multi-task and work in a high pressure environment under deadlines
- Work well with a variety of individuals across several departments, including television producers, reporters, and managers
- Computer proficiency, including experience with photo and video editing, basic HTML and data management

DUTIES:

- Write and gather content including local news, weather, sports, and public information
- Ensure social media and digital content reflects, enhances and expands on-air product
- Work with television producers, reporters and assignment editors
- Maintain extensive community contacts and awareness of local and national current news and events

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# 21-17
St Paul, MN
No Telephone Calls Please
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KSTP-TV

21-17 Digital News Content Producer

Email to

- Alliance for Women in Media-MN -cfaher@ymoney.com- (03/02/17 03:33:05 PM)
- Art Institute International Minnesota -bbates@aii.edu- (03/02/17 03:33:05 PM)
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55 Records

Submit Back

POSTING DATE: September 13, 2017
JOB#: 54-17
JOB TITLE: Digital Sales Director
COMPANY: Hubbard TV Minneapolis/St. Paul, Sales-General
SCHEDULE: M - F 8:30am - 5:00pm + other hours as needed
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Knowledge of the broadcast selling process including digital assets.
- Knowledge in maintaining and managing the digital assets in all areas associated with sales.
- Previous broadcast experience preferred.
- Proven track record for achieving and exceeding sales budgets.
- Must have reliable transportation and knowledge of the Twin Cities area; valid driver's license and a safe driving history as determined by The Company (driving record will be checked).
- High level of initiative required.
- Demonstrated success in leadership and goal attainment.
- Skilled communicator. Ability to establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner. The ability to motivate and instill confidence in clients is critical.
- Proven track record for achieving and exceeding sales budgets.
- Strong computer skills.
- Ability to work independently.

DUTIES:

- Work with Director of Sales, Local/National Sales Managers, Digital Media Director for News to develop short term and long term digital sales strategy by analyzing data, research and trends. Acts as a resource to ensure goals and objectives are executed
- Develop new, creative revenue streams using digital opportunities and total marketing plans using creativity and analyzing market information and trends
- Daily analysis and interpretation of data and research. Evaluate whether changes are needed and how to communicate such changes.
- Assist Local Sales Managers and their sales staff in setting, meeting and exceeding their individual digital goals. Spend time in the field with account managers.
- Confer with and cultivate client (potential and established) relationships. Work to resolve client complaints and concerns
- Work cooperatively and collaboratively with other employees, customers, clients and corporate departments. Establish and maintain effective working relationships.
- Work with local and national sales with customer needs analysis, research and supporting documentation, and creative interactive business solutions
- Work with both sales and clients to optimize campaigns and monitor campaigns to ensure delivery
- Help clients build their business by offering digital advertising solutions. Work with clients to create ad copy and generate creative ad campaigns.
- Attend and participate in weekly sales staff meetings and individual meetings as needed

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# 54-17

St Paul, MN

No Telephone Calls Please

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KSTP-TV
 54-17 Digital Sales Director

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- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (09/13/17 01:29:44 PM)
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POSTING DATE: September 30, 2016
JOB#: 65-16
JOB TITLE: Investigative Reporter
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

To get in the door for an interview you must have:

- A knock-out demo reel.
- A reputation as an ethical, fair and trusted reporter whose commitment to the highest standards of journalism is unquestioned.
- The ability to understand and interpret key government, court and business documents provided by well-placed, high-level sources who you've cultivated: Think with an IRE mentality and possess the confidence that you can hit a walk-off like David Ortiz. (If you don't understand, then it's not worth applying.)
- A CAR skill-set with spreadsheets, navigating public data bases and turning that information into a compelling, visual story.
- Demonstrated in a previous life that you can work closely and in sync with photographers, editors and producers.
- The mindset that what you do here will bring immense value to the Twin Cities community and people across greater Minnesota who expect quality journalism in order to make critical decisions.

DUTIES:

KSTP-TV 5 EYEWITNESS NEWS seeks a seasoned investigative reporter whose mission from Day 1 is to get wired in with a wide array of sources to report unique stories that center on accountability, force transparency and bring results.

We want a relentless, hard-edged news hound who is creative, visual and writes to images and interviews with ease, grace and clarity. We want the reporter whose in-depth stories leave viewers wanting more of the same and competitors wondering what hit them.

At a time when investigative reporting units in major markets are being severely cut, we are the exception: we are committed to building a team that works on long-form story projects as well as quick-turn daily news investigations. Our stories capture humanity, expose wrong-doing and bring calls for change. This investigative reporting mission is fully supported from the top echelon at Hubbard Broadcasting. We are the newsroom you wish you were at.

We are seeking candidates with a proven track record of accomplishments and who have at least five years prior experience as an investigative reporter. Understand that you must prove you can bring it daily, weekly and monthly. You will not be in the back of a closed off unit and appear in the flesh only for Sweeps. You must have an egalitarian sense of yourself and have the ability to work closely with investigative producers who will support you and have your back.

If you believe you meet these requirements, please submit a resume, a demo tape of your on-air experience and a blow-us-away letter that explains why you think you're the person who can hit this market running hard and fast. No phone calls.

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:

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Job# 65-16

St Paul, MN

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KSTP-TV
 * 65-16 Investigative Reporter

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POSTING DATE: November 11, 2016
JOB#: 77-16
JOB TITLE: News Photojournalist
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Minimum of four years experience in TV news photography and top-end editing required
- Must be proficient with current broadcast cameras and edit platforms
- Must be proficient in non-linear editing platforms and have knowledge to create high-end, quality news graphics
- Valid drivers license required and a safe driving record as determined by the Company (driving record will be checked)
- NPPA workshop experiences and NATAS participation a plus
- Ability to safely operate ENG trucks, LiveU, Live News Vehicle (LNV) and aerial camera operation in Chopper 5.
- Able to travel locally, nationally, and internationally.
- Ability to read, write and speak English well
- Must have ability to work well alone or with a reporter, under tight deadlines and pressure situations while maintaining strong focus

DUTIES:

Looking for a highly skilled photographer who will elevate news packages with detailed NPAA style storytelling and specialized graphics. This is not a Multi-Media Journalist or Back Pack Photographer position, it is a News Photojournalist. The ideal candidate is a quick learner; somebody who can step into the mix immediately.

- Shoot one-man-band live shots while reporting as a live photographer on the scene. Feed back video via live truck, LiveU or FTP processes for multiple newscasts
- Pitch story ideas in daily editorial meetings
- Produce, shoot, write and edit stories

PHYSICAL REQUIREMENTS:

Must be able to perform 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# 77-16

St Paul, MN

No Telephone Calls Please

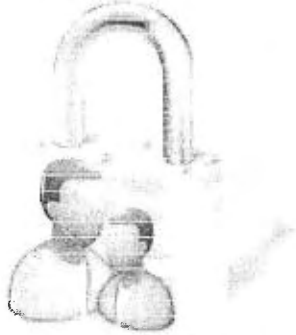
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- 77-16 News Photojournalist

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POSTING DATE: September 06, 2016
JOB#: 58-16
JOB TITLE: News Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Broadcasting background and prior producing experience required
- Must have sound news judgment and understanding of the 5 Eyewitness News brand
- Must have excellent writing and research skills, and the ability to handle deadlines and pressure
- Strong boothing ability
- Able to incorporate the best visuals, compelling sound and graphics in newscasts

DUTIES:

Are you a producer who wants to really produce a newscast vs just stack a show? Do you want to produce a newscast that will inform and entertain viewers? Do you want to grow into an EP and be a leader in your newsroom? KSTP is the station for you. Our well-sourced reporters don't MMJ. They work with talented photographers. Our directors have technical directors and we have real people running our studio cameras so you don't need a code to execute changes with your newscast. We have 6 live trucks, 3 mobile live units and our own helicopter. You say that is unheard of in broadcasting today, we say that is KSTP in Minneapolis/St. Paul. Come work in a top 15 market with not 1, but 2 major cities. We have the largest news staff, web staff and the most Meteorologists in the market. The best candidate will use video and sound that makes headlines pop off the screen, work with reporters to develop demonstrative live shots and write teases that will make viewers want to throw away the remote control. You should have a passion for producing, a love of news and a desire to come to work to have some fun. Show us what you can do, and we'll make you an offer you can't refuse.

- Produce entire assigned newscast; includes writing and production of the broadcast
- Responsible for writing stories for KSTP.com
- Take an active role in editorial meetings

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.

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<http://kstp.com/jobs>

Job# 58-16

St Paul, MN

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58-16 News Producer

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- 58-16 News Producer

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- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (11/
- U of MN-Crookston -morr0582@crk.umn.edu- (11/23/16 01:28:50 PM)
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POSTING DATE: May 17, 2017

JOB#: 37-17

JOB TITLE: Nonlinear/Video Editor

COMPANY: KSTP-TV, News/Weather/Sports

SCHEDULE: varied

STATUS: Full Time, Hourly

QUALIFICATIONS:

- Minimum of two years TV News/Production house experience required
- Prior experience with Final Cut Pro and After Effects preferred
- Strong sense of aesthetics, composition and the ability to tell a story with pictures and sound
- Excellent communication skills and positive attitude
- Ability to work well in a team environment
- Ability to work autonomously as well as under the direction of others

DUTIES:

- Edit video and graphics for all news casts
- Work closely with news room staff to produce high end graphics for on-air
- Working knowledge with a server
- Meet tight deadlines and work under pressure

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.

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KSTP-TV

37-17 Nonlinear/Video Editor

Email to

- Alliance for Women in Media-MN - Cfaherty@moneymailer.com- (05/19/17 11:52:51 AM)
- Art Institute International Minnesota - hbates@aai.edu- (05/19/17 11:52:51 AM)
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- F&F Productions - donmag@fanfiproductions.com- (05/19/17 11:52:51 AM)
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- Hubbard Radio-St. Louis - bjoyce@hubbardradio.com- (05/19/17 11:52:52 AM)
- Job Book-Front Desk - shartho@hbi.com- (05/19/17 11:52:52 AM)
- KAAL-TV - dnerud@hbi.com- (05/19/17 11:52:52 AM)
- Kaplan University Career Services - Brent.balkaran@kaplan.edu- (05/19/17 11:52:52 AM)
- KOB-TV - giones@kob.com- (05/19/17 11:52:52 AM)
- KOB-TV - dkelly@kobtv.com- (05/19/17 11:52:52 AM)
- KOB-TV - icastillo@kob.com- (05/19/17 11:52:52 AM)
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- NAACP St Paul -naks45@hotmail.com- (05/19/17 11:52:52 AM)
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- Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (05/19/17 11:52:52 AM)
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Hired 2

POSTING DATE: March 30, 2017
JOB#: 26-17
JOB TITLE: Production Assistant FT
COMPANY: KSTP/KSTC, Production
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma required
- Four year degree in communications/related field or equivalent work experience preferred
- Must be able to multi-task and work under tight timelines
- Knowledge of broadcast production equipment, techniques and language

DUTIES:

This position is responsible for all of the studio production elements for our live and recorded shows for two television stations. Day to day duties include:

- Partner with peers, on-air talent, producers, directors, managers, and members of the public to help ensure a professional TV newscast/show is produced.
- Operate computerized teleprompter. Make real time adjustments to match the speed of the on-air talent speech.
- Operate television studio cameras by physically moving camera and operating controls.
- Operate remote cameras by lifting, moving, and operating controls.
- Communicate clearly and quickly using verbal and non-verbal cues to on-air talent.
- Assist in preparation of scripts and materials for productions.
- Set-up and tear down of set materials: building, lifting, climbing ladders, arranging, lighting, and cabling.
- Maintain studio as well as studio equipment.
- May work on location from time to time.
- Other duties as assigned by Supervisor.

PHYSICAL REQUIREMENTS:

- Must be able to work in areas that can be noisy, has many distractions, and on occasion be in various outdoor weather conditions (heat and cold).
- Must have manual dexterity to operate camera and studio equipment including Teleprompters.
- Must physically be able to stand or sit for long periods of time, push or pull equipment, climb ladders, and lift up to 20 lbs.
- Company will make reasonable accommodations to help perform essential job functions.

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Job# 26-17

St Paul, MN

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26-17 Production Assistant FT

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- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (03/30/17 02:01:24 PM)
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- Minnesota Broadcasters Association -ilasere@minnesotabroadcasters.com- (03/30/17 02:01:25 PM)
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3 Hired

POSTING DATE: May 11, 2017

JOB#: 36-17

JOB TITLE: Production Assistant FT

COMPANY: KSTP/KSTC, Production

SCHEDULE: Varies

STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma required
- Four year degree in communications/related field or equivalent work experience preferred
- Must be able to multi-task and work under tight timelines
- Knowledge of broadcast production equipment, techniques and language

DUTIES:

This position is responsible for all of the studio production elements for our live and recorded shows for two television stations. Day to day duties include:

- Partner with peers, on-air talent, producers, directors, managers, and members of the public to help ensure a professional TV newscast/show is produced.
- Operate computerized teleprompter. Make real time adjustments to match the speed of the on-air talent speech.
- Operate television studio cameras by physically moving camera and operating controls.
- Operate remote cameras by lifting, moving, and operating controls.
- Communicate clearly and quickly using verbal and non-verbal cues to on-air talent.
- Assist in preparation of scripts and materials for productions.
- Set-up and tear down of set materials: building, lifting, climbing ladders, arranging, lighting, and cabling.
- Maintain studio as well as studio equipment.
- May work on location from time to time.
- Other duties as assigned by Supervisor.

PHYSICAL REQUIREMENTS:

- Must be able to work in areas that can be noisy, has many distractions, and on occasion be in various outdoor weather conditions (heat and cold).
- Must have manual dexterity to operate camera and studio equipment including Teleprompters.

- Must physically be able to stand or sit for long periods of time, push or pull equipment, climb ladders, and lift up to 20 lbs.
- Company will make reasonable accommodations to help perform essential job functions.

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Job# 36-17

St Paul, MN

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- WNYT-TV -ckimball@wnyt.com- (05/11/17 11:52:38 AM)

55 Records

POSTING DATE: July 31, 2017
JOB#: 48-17
JOB TITLE: Production Assistant FT
COMPANY: KSTP/KSTC, Production
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma required
- Four year degree in communications/related field or equivalent work experience preferred
- Must be able to multi-task and work under tight timelines
- Knowledge of broadcast production equipment, techniques and language

DUTIES:

This position is responsible for all of the studio production elements for our live and recorded shows for two television stations. Day to day duties include:

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- Operate computerized teleprompter. Make real time adjustments to match the speed of the on-air talent speech.
- Operate television studio cameras by physically moving camera and operating controls.
- Operate remote cameras by lifting, moving, and operating controls.
- Communicate clearly and quickly using verbal and non-verbal cues to on-air talent.
- Assist in preparation of scripts and materials for productions.
- Set-up and tear down of set materials: building, lifting, climbing ladders, arranging, lighting, and cabling.
- Maintain studio as well as studio equipment.
- May work on location from time to time.
- Other duties as assigned by Supervisor.

PHYSICAL REQUIREMENTS:

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- Must physically be able to stand or sit for long periods of time, push or pull equipment, climb ladders, and lift up to 20 lbs.
- Company will make reasonable accommodations to help perform essential job functions.

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KSTP-TV
 48-17 Production Assistant FT

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 - WNYT-TV -ckimball@wnyt.com- (07/31/17 04:18:12 PM)

55 Records

POSTING DATE: August 01, 2017
JOB#: 49-17
JOB TITLE: Production Assistant/Technical Director
COMPANY: KSTP/KSTC, Production
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- High school diploma required
- Four year degree in communications/related field or equivalent work experience preferred.
- Knowledge of broadcast production equipment, techniques, and language is helpful.

DUTIES:

This position is responsible for all of the studio production elements for our live and recorded shows for two television stations. Day to day duties include:

Production Assistant duties:

- Partner with peers, on-air talent, producers, directors, managers, and members of the public to help ensure a professional TV newscast/show is produced.
- Operate computerized teleprompter. Make real time adjustments to match the speed of on-air talent speech.
- Operate television studio cameras by physically moving camera and operating controls.
- Operate remote cameras by lifting, moving, and operating controls.
- Communicate clearly and quickly using verbal and non-verbal cues to on-air talent.
- Assist in preparation of scripts and materials for productions.
- Set-up and tear down of set materials: building, lifting, climbing ladders, arranging, lighting, and cabling.
- Maintain studio as well as studio equipment.
- May work on location from time to time.

Technical Director duties:

- Vacation relief Technical Director
- Technical Directors locally produce programming, commercials, promotions, and public service productions.
- Uses previous control room experience in all phases of production.
- Prepare, set up, and operate visual broadcast equipment in studio control room to assure the quality of locally originated broadcasts.
- Operates state-of-the-art video Ross switcher and related equipment without error for video productions.

- Supervise and train staff. Make suggestions for the improvement of same.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to work in areas that can noisy, has many distractions, and on occasion in various weather conditions (heat and cold).
- Must have manual dexterity to operate camera and studio equipment including teleprompter.
- Must physically be able to stand or sit for long periods of time, push or pull equipment, climb ladders, and lift up to 20 lbs.
- Company will make reasonable accommodations to help perform essential job functions.

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<http://kstp.com/jobs>

Job# 49-17

St Paul, MN

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KSTP-TV
 49-17 Production Assistant/Technical Director

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 - WHEC-TV -kknox@whec.com- (08/01/17 10:15:38 AM)
 - Winona State University-Mass Comm -dwesterman@winona.
 - WNYT-TV -ckimball@wnyt.com- (08/01/17 10:15:38 AM)

55 Records

POSTING DATE: November 08, 2016
JOB#: 74-16
JOB TITLE: Reporter
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varied
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Exceptional communication skills, oral and written
- Extensive experience in commercial TV news
- Professional, consistent on-air appearance
- Advanced ability in critical thinking
- Quick and effective decision-making, live ad-libbing, and maintaining performance under pressure
- Highly developed public-speaking and interpersonal skills
- Must have a valid driver's license and clean driving record as determined by the Company (driving record will be checked)

DUTIES:

KSTP is committed to building one of the best investigative newsrooms in the country. We give reporters the time they need to tell compelling stories that have an impact. We want critical thinkers. We want good storytellers. We want journalists who can do long-form stories and investigative stories. And we'll give you the time to do them. Research days really happen here. You also get to break away from the daily grind and go work sources.

We are looking for someone who brings positive energy to our newsroom, a journalist who will ask the critical questions our viewers want answered. We are a station that will invest in you. We will team you up with amazing photojournalists. No MMJ's here. You get to focus on the storytelling. You can spend your day crafting one incredible story. You will work with talented producers who will showcase your work. If you want to grow, if you want to be challenged, KSTP is the station for you.

- Originate and develop stories for broadcast
- Present live on TV and on radio scripted and unscripted news reports
- Maintain extensive community contacts and awareness of local and national current events
- Write for station's website
- Make daily promotional community appearances
- Maintain appropriate and strict standards regarding wardrobe, hair, cosmetics and grooming
- Provide newsroom leadership and contribute to overall team effort

Please submit a link to your on-air experience along with your resume and cover letter.

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# 74-16

St Paul, MN

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KSTP-TV
 74-16 Reporter

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- WNYT-TV -ckimball@wnyt.com- (11/08/16 03:27:41 PM)

55 Records

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POSTING DATE: March 08, 2017
JOB#: 22-17
JOB TITLE: Sports Photojournalist/Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Minimum of four years experience in TV news photography and top-end editing required
- Must be proficient with current broadcast cameras and edit platforms
- Must be proficient in non-linear editing platforms and have knowledge to create high-end, quality news graphics
- Valid drivers license required and a safe driving record as determined by the Company (driving record will be checked)
- NPPA workshop experiences and NATAS participation a plus
- Ability to safely operate ENG trucks, LiveU, Live News Vehicle (LNV) and aerial camera operation in Chopper 5
- Ability to travel locally, nationally and internationally
- Ability to read, write and speak English well
- Must have ability to work well alone or with a reporter, under tight deadlines and pressure situations while maintaining strong focus

DUTIES:

Looking for a highly skilled photographer who will elevate sports packages with detailed storytelling and specialized graphics. Must possess the ability to pitch news stories with the opportunity to produce, shoot, edit, and write. Become a live reporter at a scene for multiple newscasts or work in tandem with a reporter covering daily news. This is not a Multi-Media Journalist or Back Pack Photographer position, it is a Sports Photojournalist.

- Shoot one-man-band live shots while reporting as a live photographer on the scene.
- Expected to contribute content daily to KSTP.com and other social media sites.
- Pitch story ideas in daily editorial meetings.
- Produce, shoot, write and edit stories, or work in tandem with a reporter as a team.

PHYSICAL REQUIREMENTS:

Must be able to perform 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# 22-17

St Paul, MN

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Job Ref #

KSTP-TV

22-17 Sports Photojournalist/Producer

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- Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (03/08/17 10:15:55 AM)
- St Cloud State University-Multicultural Student Svcs -jacruz@stcloudstate.edu- (03/08/17 10:15:55 AM)
- St Mary's University -mhagarty@smumn.edu- (03/08/17 10:15:56 AM)
- St Olaf College -pipercenterjobs@gmail.com- (03/08/17 10:15:56 AM)
- Temple University Public Radio -tobias@wrti.org- (03/08/17 10:15:56 AM)
- The Leadership Institute -aharrison@leadershipinstitute.org- (03/08/17 10:15:56 AM)
- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (03/08/17 10:15:56 AM)
- U of MN-Crookston -morr0582@crk.umn.edu- (03/08/17 10:15:56 AM)
- U of Wisconsin-River Falls -nora.l.koch@uwrf.edu- (03/08/17 10:15:56 AM)
- University of South Dakota -michelle.vanmaanen@usd.edu- (03/08/17 10:15:56 AM)
- University of St Thomas- Career Development Center -career@stthomas.edu- (03/08/17 10:15:56 AM)
- UW-La Crosse Career Services -career@uwlax.edu- (03/08/17 10:15:56 AM)
- Wayne State University Journalism Institute for Media Diversity -anails@wayne.edu- (03/08/17 10:15:56 AM)
- WDIO-TV -vkaping@wdio.com- (03/08/17 10:15:56 AM)
- WHEC-TV -kknox@whcc.com- (03/08/17 10:15:56 AM)
- Winona State University-Mass Comm -dwesterman@winona.edu- (03/08/17 10:15:56 AM)
- WNYT-TV -ckimball@wnyt.com- (03/08/17 10:15:56 AM)

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POSTING DATE: September 06, 2017
JOB#: 52-17
JOB TITLE: Sports Photojournalist/Producer
COMPANY: KSTP-TV, News/Weather/Sports
SCHEDULE: Varies
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Minimum of four years experience in TV news photography and top-end editing required
- Must be proficient with current broadcast cameras and edit platforms
- Must be proficient in non-linear editing platforms and have knowledge to create high-end, quality news graphics
- Valid drivers license required and a safe driving record as determined by the Company (driving record will be checked)
- NPPA workshop experiences and NATAS participation a plus
- Ability to safely operate ENG trucks, LiveU, Live News Vehicle (LNV) and aerial camera operation in Chopper 5
- Ability to travel locally, nationally and internationally
- Ability to read, write and speak English well
- Must have ability to work well alone or with a reporter, under tight deadlines and pressure situations while maintaining strong focus

DUTIES:

Looking for a highly skilled photographer who will elevate sports packages with detailed storytelling and specialized graphics. Must possess the ability to pitch news stories with the opportunity to produce, shoot, edit, and write. Become a live reporter at a scene for multiple newscasts or work in tandem with a reporter covering daily news. This is not a Multi-Media Journalist or Back Pack Photographer position, it is a Sports Photojournalist.

- Shoot one-man-band live shots while reporting as a live photographer on the scene.
- Expected to contribute content daily to KSTP.com and other social media sites.
- Pitch story ideas in daily editorial meetings.
- Produce, shoot, write and edit stories, or work in tandem with a reporter as a team.

PHYSICAL REQUIREMENTS:

Must be able to perform 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# 52-17
St Paul, MN

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Job Ref #
KSTP-TV
 52-17 Sports Photojournalist/Producer

Email to

- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (09/0
- Art Institute International Minnesota -bbates@ail.edu- (09/06/17 02
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com
- Augsburg College -tilton@augzburg.edu- (09/06/17 02:04:50 PM)
- Bethel University- Office of Career Development and Calling -care
- Carleton College -akubinski@carleton.edu- (09/06/17 02:04:50 PM)
- Central Michigan University, School of Broadcasting and Cinemat
- Collective Talent -bille@michaelsmedia.com- (09/06/17 02:04:50 PM)
- College of St Benedict/St John's -jlmiller@csbsju.edu- (09/06/17 02:0
- Concordia University-St Paul -careerdevelopment@csp.edu- (09/06/17
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcunt.com- (09/06/17
- F&F Productions -donnag@fandfproductions.com- (09/06/17 02:04:50
- Hamline University - Career Development Center -workshop@haml
- Howard University - John H Johnson School of Comm -cdudley@hc
- Hubbard Broadcasting, Inc -apply@hbi.com- (09/06/17 02:04:50 PM)
- Hubbard Radio - Washington, DC -srushkowski@wtop.com- (09/06/1
- Hubbard Radio-Chicago -eluptak@hubbardradio.com- (09/06/17 02:04
- Hubbard Radio-Cincinnati -ncarvelli@hubbardinteractive.com- (09/06/1
- Hubbard Radio-Phoenix -skaiser@hubbardradio.com- (09/06/17 02:04
- Hubbard Radio-Seattle -lclosterman@hubbardradio.com- (09/06/17 02
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (09/06/17 02:04
- Job Book-Front Desk -sharho@hbi.com- (09/06/17 02:04:50 PM)
- KAAL-TV -dnerud@hbi.com- (09/06/17 02:04:50 PM)
- Kaplan University Career Services -brent.balkaran@kaplan.edu- (09/0
- KOB-TV -cjones@kob.com- (09/06/17 02:04:50 PM)
- KOB-TV -dkelly@kobtv.com- (09/06/17 02:04:50 PM)
- KOB-TV -icastillo@kob.com- (09/06/17 02:04:50 PM)
- KSTP-TV -apply@hbi.com- (09/06/17 02:04:50 PM)
- LSU Manship School of Mass Communication -htaylor@lsu.edu- (09/0
- Lynn University -rtrainor@lynn.edu- (09/06/17 02:04:50 PM)
- Macalester College -cdc@macalester.edu- (09/06/17 02:04:50 PM)
- Medialine -medialine@medialine.com- (09/06/17 02:04:50 PM)
- Metropolitan State University (Twin Cities) -career.services@metros
- Minnesota Broadcasters Association -llasere@minnesotabroadcasters
- NAACP Minneapolis -NAACPPRES05@aol.com- (09/06/17 02:04:51 PM)
- NAACP St Paul -maks45@hotmail.com- (09/06/17 02:04:51 PM)
- Ohio/Illinois Centers for Broadcasting -dclark@beonair.com- (09/06/
- ReelzChannel -llung@reelzchannel.com- (09/06/17 02:04:51 PM)
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- WNYT-TV -ckimball@wnyt.com- (09/06/17 02:04:51 PM)

POSTING DATE: July 25, 2017
JOB#: 46-17
JOB TITLE: Technical Director - INTERNAL ONLY
INTERNAL ONLY
COMPANY: KSTP-TV, Production
SCHEDULE: Various
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Four year degree in Communications and two years experience as a technical director in a TV broadcast facility
- Knowledge of state-of-the-art broadcast production equipment and techniques used in producing and directing live and taped productions

DUTIES:

- Technical Direct locally produced programming, commercials, promotions and public service productions
- Use previous control room experience in all phases of production
- Prepare, set-up and operate visual broadcast equipment in studio control room to assure the quality of locally originated broadcasts
- Operate video switcher and related equipment without error for video productions as assigned by the production manager
- Supervise and train staff
- Make suggestions for improvement
- All other job duties as requested by the operations manager

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.

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- F&F Productions -donnag@fandfproductions.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio - Washington, DC -srushkowski@wtop.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio-Chicago -eluptak@hubbardradio.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio-Cincinnati -ncarvell@hubbardinteractive.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio-Phoenix -skaiser@hubbardradio.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio-Seattle -lclosterman@hubbardradio.com- (07/25/17 03:28:00 PM)
 - Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (07/25/17 03:28:00 PM)
 - KAAL-TV -dnerud@hbi.com- (07/25/17 03:28:00 PM)
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Job 46-17, Technical Director

The decision was made by management to internally post this position because there was a pool of internal candidates – mainly entry-level production assistants-who could be promoted into the role. The internal candidate promoted was a Production Assistant.

POSTING DATE: February 20, 2017

JOB#: 18-17

JOB TITLE: Traffic Assistant

COMPANY: KSTP-TV, Sales-General

SCHEDULE: Monday-Friday, 8:30 am- 5:00 pm

STATUS: Full Time, Hourly



QUALIFICATIONS:

- Must be disciplined with a solid work ethic
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance
- Must be able to handle a high volume of information accurately and efficiently with minimal mistakes
- Excellent verbal and written communication skills
- Demonstrated ability to work with a wide variety of people but also able to work independently
- Ability to work under pressure and meet tight deadlines
- Possess analytical and critical thinking skills
- Ability to solve problems by identifying issues and creating a plan based on interpretation of guidelines
- Strong, accurate alpha and numeric data entry skills necessary

DUTIES:

- Edit, maintain, and print daily broadcast logs for multiple channels. Enter programming and formats into software system, clear commercial inventory to maximize revenue and place spots according to advertiser and station guidelines so no errors occur.
- Enter and edit formats for other channels and work with other team members to clear inventory and maximize revenue on multiple channels as needed.
- Assign episode codes using schedule provided by the programming department, enter EAS test, programming split and Children's programming regulation information on assigned logs.
- Use database to retrieve and enter advertising copy to run on-air for multiple stations. Contact agencies and/or account managers for traffic instructions and commercials. Read and comprehend instructions, assign house numbers to commercials and input proper information. Double check data entry for accuracy, print out and file paperwork. Keep accurate, up-to-date files.
- May be trained to serve as backup for other team members; other duties as assigned by manager.

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.

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KSTP-TV

18-17 Traffic Assistant

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- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (02/20/17 08:38:00 AM)
- American Indian Occupational Industrial Ctr -dawnp@aioc.org- (02/20/17 08:38:00 AM)
- Art Institute International Minnesota -bbates@aai.edu- (02/20/17 08:38:00 AM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (02/20/17 08:38:01 AM)
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- Brown College -ckleckner@browncollege.edu- (02/20/17 08:38:01 AM)
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- College of St Benedict/St John's -jlmiller@csbsju.edu- (02/20/17 08:38:01 AM)
- Community Action Partnership of Ramsey & Washington Counties -tlumpkins@caprw.org- (02/20/17 08:38:01 AM)
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- Dakota County Technical College -cel@dtcc.edu- (02/20/17 08:38:01 AM)
- Duluth Business University -wendyb@dbumn.edu- (02/20/17 08:38:01 AM)
- Emma L Bowen Foundation-NY -Sandra.Rice@nbcuni.com- (02/20/17 08:38:01 AM)
- Employment Action Center -eac@resource-mn.org- (02/20/17 08:38:01 AM)
- F&F Productions -donnag@fandfproductions.com- (02/20/17 08:38:01 AM)
- Hamline University - Career Development Center -workshop@hamline.edu- (02/20/17 08:38:01 AM)
- HIRED -job@hired.org- (02/20/17 08:38:01 AM)
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- Hubbard Radio-Seattle -lclosterman@hubbardradio.com- (02/20/17 08:38:01 AM)
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (02/20/17 08:38:01 AM)
- Indian Health Board -cfields@ihb-mpls.org- (02/20/17 08:38:01 AM)
- Job Book-Front Desk -sharho@hbi.com- (02/20/17 08:38:01 AM)
- KAAL-TV -dnerud@hbi.com- (02/20/17 08:38:02 AM)

Kaplan University Career Services -brent.baikaran@kaplan.edu- (02/20/17 08:38:02 AM)
KOB-TV -cjones@kob.com- (02/20/17 08:38:02 AM)
KOB-TV -dkelly@kobtv.com- (02/20/17 08:38:02 AM)
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Lynn University -rtrainor@lynn.edu- (02/20/17 08:38:02 AM)
Macalester College -cdc@macalester.edu- (02/20/17 08:38:02 AM)
Metropolitan State University (Twin Cities) -career.services@metrostate.edu- (02/20/17 08:38:02 AM)
Minneapolis American Indian Center -tcox@maicnet.org- (02/20/17 08:38:02 AM)
Minneapolis Business College -serickson@minneapolisbusinesscollege.edu- (02/20/17 08:38:02 AM)
Minneapolis College of Art & Design -careers@mcad.edu- (02/20/17 08:38:02 AM)
Minnesota Broadcasters Association -ilasere@minnesotabroadcasters.com- (02/20/17 08:38:02 AM)
Minnesota School of Business- Richfield -dwelter@msbcollege.edu- (02/20/17 08:38:02 AM)
Minnesota Women's Consortium -info@mnwomen.org- (02/20/17 08:38:02 AM)
Mitchell Technical Institute -janet.greenway@mitchelltech.edu- (02/20/17 08:38:02 AM)
Mpls Community & Tech College-Multicultural Student Svcs -janice.denny@minneapolis.edu- (02/20/17 08:38:02 AM)
NAACP Minneapolis -NAACPPRES05@aol.com- (02/20/17 08:38:02 AM)
NAACP St Paul -maks45@hotmail.com- (02/20/17 08:38:02 AM)
Normandale Community College -nccjoblist@normandale.edu- (02/20/17 08:38:02 AM)
Northland Community & Technical College -career.center@northlandcollege.edu- (02/20/17 08:38:02 AM)
Ohio/Illinois Centers for Broadcasting -dclark@beonair.com- (02/20/17 08:38:02 AM)
PPL-LNB Community Center -angie.willardson@ppl-inc.org- (02/20/17 08:38:02 AM)
Rasmussen College -Elizabeth.Lintelman@rasmussen.edu- (02/20/17 08:38:02 AM)
Rasmussen College-Eagan -alecia.spagnoletti@rasmussen.edu- (02/20/17 08:38:02 AM)
ReelzChannel -llung@reelzchannel.com- (02/20/17 08:38:02 AM)
Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (02/20/17 08:38:03 AM)
St Cloud State University-Multicultural Student Svcs -jcrucz@stcloudstate.edu- (02/20/17 08:38:03 AM)
St Mary's University -mhagarty@smumn.edu- (02/20/17 08:38:03 AM)
Tasks Unlimited -kcoleman@tasksunlimited.org- (02/20/17 08:38:03 AM)
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U of MN-Crookston -morr0582@crk.umn.edu- (02/20/17 08:38:03 AM)
U of Wisconsin-River Falls -nora.l.koch@uwrf.edu- (02/20/17 08:38:03 AM)
University of St Thomas- Career Development Center -career@stthomas.edu- (02/20/17 08:38:03 AM)
Urban League-Minneapolis -mdavis@ul.org- (02/20/17 08:38:03 AM)
UW-La Crosse Career Services -career@uwlax.edu- (02/20/17 08:38:03 AM)
WDIO-TV -vkaping@wdio.com- (02/20/17 08:38:03 AM)
WHEC-TV -kknnox@whcc.com- (02/20/17 08:38:03 AM)

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POSTING DATE: January 03, 2017
JOB#: 1-17
JOB TITLE: TV Sales Office Administrator
COMPANY: KSTP-TV/KSTC-TV, Sales-General
SCHEDULE: M-F, 8:30 am - 5:00 pm
STATUS: Full Time, Hourly



QUALIFICATIONS:

- Excellent administrative skills with demonstrated ability to handle multiple tasks, prioritizing, organization, and managing time sensitive material
- Strong computer skills including working knowledge of MS Word, PowerPoint, and Excel; superior keyboarding skills for order entry
- Must have a pleasant, customer service oriented style face-to-face, over the phone and electronically
- Must have energy, enthusiasm and positive attitude
- Effective oral and written communication skills, high attention to detail, and interpersonal skills required
- Previous administrative experience, preferably in a sales setting or relevant experience required

DUTIES:

- Provide overall administrative support to Account Managers, Sales Management, Traffic and Research
- Perform a variety of clerical/administrative/data entry tasks
- Create and customize sales packages and proposals
- Answer phones, maintain client files and lists, order entry, event planning and maintain office equipment

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.

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1-17 TV Sales Office Administrator

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- Alliance for Women in Media-MN -Cfherty@moneymailer.com- (01/03/17 09:53:40 AM)
- American Indian Occupational Industrial Ctr -dawnp@aioic.org- (01/03/17 09:53:40 AM)
- Art Institute International Minnesota -bbates@aai.edu- (Pending Sending)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (01/03/17 09:53:40 AM)
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- Hubbard Radio-Phoenix -skaiser@hubbardradio.com- (01/03/17 09:53:41 AM)
- Hubbard Radio-Seattle -ldosterman@hubbardradio.com- (01/03/17 09:53:41 AM)
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (01/03/17 09:53:41 AM)

- Indian Health Board -cfields@ihb-mps.org- (01/03/17 09:53:41 AM)
- Job Book-Front Desk -shartho@hbi.com- (01/03/17 09:53:41 AM)
- KAAL-TV -dnerud@hbi.com- (01/03/17 09:53:41 AM)
- Kaplan University Career Services -brent.balkaran@kaplan.edu- (01/03/17 09:53:41 AM)
- KOB-TV -cjones@kob.com- (01/03/17 09:53:41 AM)
- KOB-TV -dkelly@kobtv.com- (01/03/17 09:53:41 AM)
- KOB-TV -icastillo@kob.com- (01/03/17 09:53:41 AM)
- KSTP-TV -apply@hbi.com- (01/03/17 09:53:41 AM)
- Lynn University -trainor@lynn.edu- (01/03/17 09:53:41 AM)
- Macalester College -cdc@macalester.edu- (01/03/17 09:53:41 AM)
- Metropolitan State University (Twin Cities) -career.services@metrostate.edu- (01/03/17 09:53:41 AM)
- Minneapolis American Indian Center -tcox@malcnet.org- (01/03/17 09:53:41 AM)
- Minneapolis Business College -serickson@minneapolisbusinesscollege.edu- (01/03/17 09:53:41 AM)
- Minneapolis College of Art & Design -careers@mcad.edu- (01/03/17 09:53:41 AM)
- Minnesota Broadcasters Association -llassere@minnesotabroadcasters.com- (01/03/17 09:53:41 AM)
- Minnesota School of Business- Richfield -dwelter@msbcollege.edu- (01/03/17 09:53:41 AM)
- Minnesota Women's Consortium -info@mnwomen.org- (01/03/17 09:53:41 AM)
- Mitchell Technical Institute -janet.greenway@mitchelltech.edu- (01/03/17 09:53:41 AM)
- Mpls Community & Tech College-Multicultural Student Svcs -janice.denny@minneapolis.edu- (01/03/17 09:53:41 AM)
- NAACP Minneapolis -NAACPPRES05@aol.com- (01/03/17 09:53:41 AM)
- NAACP St Paul -maks45@hotmail.com- (01/03/17 09:53:41 AM)
- Normandale Community College -nccjoblist@normandale.edu- (01/03/17 09:53:41 AM)
- Northland Community & Technical College -career.center@northlandcollege.edu- (01/03/17 09:53:41 AM)
- Ohio/Illinois Centers for Broadcasting -dclark@beonair.com- (01/03/17 09:53:42 AM)
- PPL-LNB Community Center -angle.willardson@ppi-inc.org- (01/03/17 09:53:42 AM)
- Rasmussen College -Elizabeth.Lintelman@rasmussen.edu- (01/03/17 09:53:42 AM)
- Rasmussen College-Eagan -aleca.spagnoletti@rasmussen.edu- (01/03/17 09:53:42 AM)
- ReelzChannel -ilung@reelzchannel.com- (01/03/17 09:53:42 AM)
- Southwest Minnesota State University-Career Svcs -careers@smsu.edu- (01/03/17 09:53:42 AM)
- St Cloud State University-Multicultural Student Svcs -jacruz@stcloudstate.edu- (01/03/17 09:53:42 AM)
- St Mary's University -mhagarty@smum.edu- (01/03/17 09:53:42 AM)
- Tasks Unlimited -kcoleman@tasksunlimited.org- (01/03/17 09:53:42 AM)
- The Leadership Institute -aharrison@leadershipinstitute.org- (01/03/17 09:53:42 AM)
- U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (01/03/17 09:53:42 AM)
- U of MN-Crookston -morr0582@crk.umn.edu- (01/03/17 09:53:42 AM)

- U of Wisconsin-River Falls - nora.l.koch@uwrf.edu- (01/03/17 09:53:42 AM)
- University of St Thomas- Career Development Center - career@stthomas.edu- (01/03/17 09:53:42 AM)
- Urban League-Minneapolis - mdavis@mul.org- (01/03/17 09:53:42 AM)
- UW-La Crosse Career Services - career@uwlax.edu- (01/03/17 09:53:42 AM)
- WDIO-TV - vkaping@wdio.com- (01/03/17 09:53:42 AM)
- WHEC-TV - kknox@whec.com- (01/03/17 09:53:42 AM)
- Winona State University-Mass Comm - dwesterman@winona.edu- (01/03/17 09:53:42 AM)
- WNYT-TV - dkinball@wnyt.com- (01/03/17 09:53:42 AM)

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POSTING DATE: June 23, 2017
JOB#: 41-17
JOB TITLE: Account Manager, myTalk107.1
COMPANY: KTMV-FM, Sales-General
SCHEDULE: M-F, 8:30 am – 5:00 pm, other times as required
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum of 2-3 years experience in sales, advertising or media required
- Must have reliable transportation and knowledge of Twin Cities area; valid drivers license and a safe driving history as determined by the Company (driving record will be checked)
- High level of initiative required
- Excellent written and oral communication skills
- Ability to work independently
- Must have a commitment to customer focused selling; not afraid to make cold calls
- Knowledge of local marketplace preferred
- Must thrive in a commission based environment
- Must have a basic understanding of digital sales and social media engagement options.

DUTIES:

- Develop and sell advertising/marketing campaigns for myTalk107.1
- Prospect new accounts and secure new business
- Prepare and deliver sales presentations
- Handle copy, collections and client relations; identify and qualify advertising prospects
- Budget and forecast sales revenues
- Write proposals; analyze qualitative and quantitative data
- Service existing accounts via telephone and personal visits
- Write commercial copy

Please note this is a commissioned Sales position.

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.mytalk1071.com/pages/careers/>

Job# 41-17

Coon Rapids, MN

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- Reports
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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #
KTMJ-FM
 @ 41-17 Account Manager, myTalk107.1

- Email to**
- Alliance for Women In Media-MN -Cflaherty@moneymailer.com- (06/23/17 11:32:38 AM)
 - Art Institute International Minnesota -bbates@all.edu- (06/23/17 11:32:38 AM)
 - Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (06/23/17 11:32:38 AM)
 - Augsburg College -tilton@augzburg.edu- (06/23/17 11:32:38 AM)
 - Bethel University- Office of Career Development and Calling -career-development@bethel.edu- (06/23/17 11:32:38 AM)
 - Carleton College -akubinski@carleton.edu- (06/23/17 11:32:38 AM)
 - Central Michigan University, School of Broadcasting and Cinematic Arts -orlik1pb@cmich.edu- (06/23/17 11:32:38 AM)
 - Collective Talent -bille@michaelsmedia.com- (06/23/17 11:32:38 AM)
 - College of St Benedict/St John's -jfmiller@csbsju.edu- (06/23/17 11:32:38 AM)
 - Concordia University-St Paul -careerdevelopment@csp.edu- (06/23/17 11:32:38 AM)
 - Emma L Bowen Foundation-NY -Sandra.Rice@nbcunl.com- (06/23/17 11:32:38 AM)
 - F&F Productions -donnag@fandfproductions.com- (06/23/17 11:32:39 AM)
 - Hamline University - Career Development Center -workshop@hamline.edu- (06/23/17 11:32:39 AM)
 - Howard University - John H Johnson School of Comm -cdudley@howard.edu- (06/23/17 11:32:39 AM)
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 - Lynn University -rtrainor@lynn.edu- (06/23/17 11:32:39 AM)
 - Macalester College -cdc@macalester.edu- (06/23/17 11:32:39 AM)
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 - NAACP St Paul -maks45@hotmail.com- (06/23/17 11:32:39 AM)
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 - St Olaf College -pipercenterjobs@gmail.com- (06/23/17 11:32:39 AM)
 - Temple University Public Radio -tobias@wrti.org- (06/23/17 11:32:39 AM)
 - The Leadership Institute -aharrison@leadershipinstitute.org- (06/23/17 11:32:40 AM)
 - U of MN Multicultural Center for Academic Excellence -mcae@umn.edu- (06/23/17 11:32:40 AM)
 - U of MN-Crookston -morr0582@crk.umn.edu- (06/23/17 11:32:40 AM)
 - U of Wisconsin-River Falls -nora.lkoch@uwrf.edu- (06/23/17 11:32:40 AM)
 - University of South Dakota -michelle.vanmaanen@usd.edu- (06/23/17 11:32:40 AM)
 - University of St Thomas- Career Development Center -career@stthomas.edu- (06/23/17 11:32:40 AM)
 - UW-La Crosse Career Services -career@uwlax.edu- (06/23/17 11:32:40 AM)
 - Wayne State University Journalism Institute for Media Diversity -analls@wayne.edu- (06/23/17 11:32:40 AM)
 - WDIO-TV -vkaping@wdio.com- (06/23/17 11:32:40 AM)
 - WHEC-TV -kknnox@whcc.com- (06/23/17 11:32:40 AM)
 - Winona State University-Mass Comm -dwesterman@winona.edu- (06/23/17 11:32:40 AM)
 - WNYT-TV -ckimball@wnyt.com- (06/23/17 11:32:40 AM)

55 Records

POSTING DATE: April 14, 2017
JOB#: 28-17
JOB TITLE: Account Manager, myTalk107.1
COMPANY: KTMY-FM, Sales-General
SCHEDULE: M-F, 8:30 am – 5:00 pm, other times as required
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Minimum of 2-3 years experience in sales, advertising or media required
- Must have reliable transportation and knowledge of Twin Cities area; valid drivers license and a safe driving history as determined by the Company (driving record will be checked)
- High level of initiative required
- Excellent written and oral communication skills
- Ability to work independently
- Must have a commitment to customer focused selling; not afraid to make cold calls
- Knowledge of local marketplace preferred
- Must thrive in a commission based environment
- Must have a basic understanding of digital sales and social media engagement options.

DUTIES:

- Develop and sell advertising/marketing campaigns for myTalk107.1
- Prospect new accounts and secure new business
- Prepare and deliver sales presentations
- Handle copy, collections and client relations; identify and qualify advertising prospects
- Budget and forecast sales revenues
- Write proposals; analyze qualitative and quantitative data
- Service existing accounts via telephone and personal visits
- Write commercial copy

Please note this is a commissioned Sales position.

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.mytalk1071.com/pages/careers/>

Job# 28-17

Coon Rapids, MN

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #

KTMY-FM

28-17 Account Manager, myTalk107.1

Email to

- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (04/14/17 11:03:05 AM)
- Art Institute International Minnesota -bbates@aii.edu- (04/14/17 11:03:05 AM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (04/14/17 11:03:05 AM)
- Augsburg College -tilkon@augzburg.edu- (04/14/17 11:03:05 AM)
- Bethel University- Office of Career Development and Calling -career-development@bethel.edu- (04/14/17 11:03:05 AM)
- Brown College -ckleckner@browncollege.edu- (04/14/17 11:03:05 AM)
- Carleton College -akubinski@carleton.edu- (04/14/17 11:03:05 AM)
- Central Michigan University, School of Broadcasting and Cinematic Arts -orflk1pb@cmich.edu- (04/14/17 11:03:05 AM)
- Collective Talent -bille@michaelsmedia.com- (04/14/17 11:03:05 AM)
- College of St Benedict/St John's -jmillier@csbsju.edu- (04/14/17 11:03:05 AM)
- Concordia University-St Paul -careerdevelopment@csp.edu- (04/14/17 11:03:05 AM)
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- F&F Productions -donnag@fandfproductions.com- (04/14/17 11:03:05 AM)
- Hamline University - Career Development Center -workshop@hamline.edu- (04/14/17 11:03:05 AM)
- Howard University - John H Johnson School of Comm -cdudley@howard.edu- (04/14/17 11:03:05 AM)
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- Hubbard Radio-Phoenix -skaiser@hubbardradio.com- (04/14/17 11:03:05 AM)
- Hubbard Radio-Seattle -lcosterman@hubbardradio.com- (04/14/17 11:03:06 AM)
- Hubbard Radio-St. Louis -bjoyce@hubbardradio.com- (04/14/17 11:03:06 AM)
- Job Book-Front Desk -shartha@hbi.com- (04/14/17 11:03:06 AM)
- KAAL-TV -dnerud@hbi.com- (04/14/17 11:03:06 AM)
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- KOB-TV -icastillo@kob.com- (04/14/17 11:03:06 AM)
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- LSU Manship School of Mass Communication -htaylor@lsu.edu- (04/14/17 11:03:06 AM)
- Lynn University -trainor@lynn.edu- (04/14/17 11:03:06 AM)

- Macalester College - cdc@macalester.edu - (04/14/17 11:03:06 AM)
- Medialine - medialine@medialine.com - (04/14/17 11:03:06 AM)
- Metropolitan State University (Twin Cities) - career.services@metrostate.edu - (04/14/17 11:03:06 AM)
- Minnesota Broadcasters Association - lasere@minnesotabroadcasters.com - (04/14/17 11:03:06 AM)
- NAACP Minneapolis - NAACPPRES05@aol.com - (04/14/17 11:03:06 AM)
- NAACP St Paul - maks45@hotmail.com - (04/14/17 11:03:06 AM)
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- ReelzChannel - ilung@reelzchannel.com - (04/14/17 11:03:06 AM)
- Southwest Minnesota State University-Career Svcs - careers@smsu.edu - (04/14/17 11:03:06 AM)
- St Cloud State University-Multicultural Student Svcs - jecruz@stcloudstate.edu - (04/14/17 11:03:06 AM)
- St Mary's University - mhagarty@smum.edu - (04/14/17 11:03:06 AM)
- St Olaf College - pipercentagejobs@gmail.com - (04/14/17 11:03:06 AM)
- Temple University Public Radio - tobias@wrti.org - (04/14/17 11:03:06 AM)
- The Leadership Institute - aharrison@leadershipinstitute.org - (04/14/17 11:03:06 AM)
- U of MN Multicultural Center for Academic Excellence - mcae@umn.edu - (04/14/17 11:03:06 AM)
- U of MN-Crookston - morro582@crk.umn.edu - (04/14/17 11:03:06 AM)
- U of Wisconsin-River Falls - nora.l.koch@uwrf.edu - (04/14/17 11:03:06 AM)
- University of South Dakota - michelle.vanmaanen@usd.edu - (04/14/17 11:03:06 AM)
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- Wayne State University Journalism Institute for Media Diversity - anais@wayne.edu - (04/14/17 11:03:06 AM)
- WDIO-TV - vkaping@wdio.com - (04/14/17 11:03:06 AM)
- WHEC-TV - kknnox@whnc.com - (04/14/17 11:03:06 AM)
- Winona State University-Mass Comm - dwesterman@winona.edu - (04/14/17 11:03:07 AM)
- WNYT-TV - ckimball@wnyt.com - (04/14/17 11:03:07 AM)

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POSTING DATE: February 02, 2017
JOB#: 15-17
JOB TITLE: Network Coordinator/Producer
COMPANY: KTMY-FM, Production
SCHEDULE: Monday - Friday, 1p-9p, but can vary
STATUS: Full Time, Hourly



QUALIFICATIONS:

Previous radio experience required. Must have at least two years of experience with radio automation systems; NexGen experience preferred. You will be in charge of a radio network and must be responsible, reliable, able to think and act quickly, possess exemplary customer service skills and be ready to join a professional and cutting-edge radio team.

DUTIES:

- myTalk HD Network Producer: Understand, participate in design and troubleshooting the myTalk HD Network. Watch the network at night until 1500ESPN personnel take over. Watch for issues or problems and keep the network transmitting smoothly to affiliates. Field affiliate calls and troubleshoot any issues.
- Weekend and producer scheduling: Handle the schedule for weekend producers and fill-in producer when myTalk is on remote broadcast.
- myTalk 107.1 and Podcast One MN podcast development: Assist in the development of new podcasts for Podcast One MN and myTalk branded podcasts. Assist podcasters in understanding the operation of the administrator and assisting in posting podcasts if needed.

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.mytalk1071.com/pages/careers/>

Job# 15-17

Coon Rapids, MN

No Telephone Calls Please

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Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #

KTMY-FM

15-17 Network Coordinator/Producer

Email to

- Alliance for Women in Media-MN -Cflaherty@moneymailer.com- (02/02/17 11:36:47 AM)
- Art Institute International Minnesota -bbaates@aii.edu- (02/02/17 11:36:47 AM)
- Asian American Journalists Association-MN -nancy.c.yang@gmail.com- (02/02/17 11:36:47 AM)
- Augsburg College -tilton@augzburg.edu- (02/02/17 11:36:47 AM)
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