

JOB POSTINGS – WEEK OF August 1, 2011

- ACCOUNT EXECUTIVE
- ASSIGNMENT EDITOR/WEB PRODUCER
- CAPTIONING ASSISTANT (P/T)
- MULTIMEDIA JOURNALIST
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCER/NEWS WRITER (P.M.)
- P/T GRAPHIC ARTIST
- P/T MASTER CONTROL OPERATOR
- P/T PRODUCTION TECHNICIAN
- P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)
- SALES ASSOCIATE

TO APPLY, PLEASE FORWARD RESUME TO:
 Human Resources
 WTIC/WCCT-TV Television
 285 Broad Street
 Hartford, CT 06115
 Or E-mail to resumes@ctnow.com
NO PHONE CALLS PLEASE
EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION:

Account Executive

DEPARTMENT:

Sales Department

REPORTS TO:

Regional Sales Manager

DATE: 8/1/11

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Assignment Editor/Web Producer **DATE:** 8/1/11

DEPARTMENT: News

REPORTS TO: Integrated Media Editor

ROLE: Gets FOX CT news staff into the field to cover important news events. Produces and posts local content for FOX CT's web site, ctnow.com and takes an active role in developing the site's content. This position will edit and post text, photographs and video, as well as content generated by site users.

RESPONSIBILITIES

- Research, generate, develop and organize daily and future story content for FOX CT and its website, ctnow.com
- Provide crew with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Play a strong role in providing daily online content to the ctnow.com website, including writing stories, assessing the competition and expediting the flow of information from journalists in the field to the web and mobile sites
- Compile web packages that include text, photographs, video and other interactive elements
- Assist other producers in completing various web projects

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree in Journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Strong computer skills; broad understanding of the Internet and social media
- Excellent written and oral communication skills
- Sharp news judgment and the ability to write clearly and accurately under deadline pressure
- Experience in online content management and design a plus.
- Creative and versatile in the online presentation of news and information
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY: None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 8/1/11

Captioning Assistant

POSITION:
DEPARTMENT: Closed Captioning Center

REPORTS TO: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media - home of FOX CT (WTIC - TV), The CT (WCCT - TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality - ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

WTIC/WCT – TV POSITION DESCRIPTION

DATE: 8/1/11

POSITION: Multimedia Journalist
DEPARTMENT: News
REPORTS TO: Assistant New Director

ROLE: Responsible for reporting, shooting and editing video news stories and producing still content from video for use in print and on-line. Regularly conducts interviews both live and pre-taped, appears on camera and on-line via streaming video when applicable, writes own material, takes ownership of story from start to finish.

RESPONSIBILITIES

- Shoot, edit, write and produce news stories including vo's vo/sot's and packages
- Capture and edit stills from video for newspaper and on-line use
- Report news stories on camera; conduct interviews both live and pre-taped
- Establish and maintain news contacts in the community
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to perform live shots on very short notice
- Must be able to work under pressure
- Drive and maintain company vehicles
- Care and maintenance of company equipment
- Suggest story ideas
- Read newspapers, competitive websites and follow social media daily
- Produce content for CT1 Media platforms
- Attend community events
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years news experience in broadcast or print
- Must have valid driver's license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut Pro a plus
- Must be able to produce compelling video and still products that tell a story
- Effective writer in Broadcast, Print and On-line mediums
- Able to appear live in a broadcast or on-line to deliver reports in a professional and effective manner
- Must be able to work in a fast-paced environment, have a good attitude and be a team player, all under deadline pressure
- Must be flexible and willing to change and learn new skills
- Must be able to work alone or as part of a team
- Varied Schedule: Usually 8-hour workday, 5 days a week; may be required to work additional hours or days including nights, weekends and holidays

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

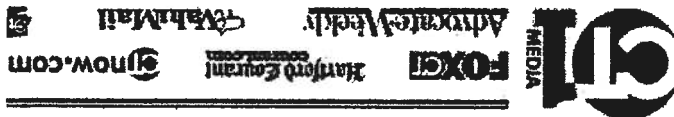
ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
 - Electronic media sales experience preferred
 - Direct sales skills
 - Negotiation and presentation skills
 - Excellent verbal and written communication skills
 - Strong communications skills, in person and phone
 - Team player
 - Goal oriented self-motivator
 - Must have valid drivers license and own transportation
 - Proficient with basic computer skills. (Microsoft Word and Excel)
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:**
- Responsible for a portion of the established Local Sales Department's budget.
 - Responsible to maximize revenue generation from the assigned account list



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer (P.M.)

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT-TV POSITION DESCRIPTION

POSITION:

Graphic Artist

DEPARTMENT:

Creative Services

REPORTS TO:

Design Director

ROLE: The successful candidate will join an award winning team of artists designing and creating graphics for a fast-paced, graphics intensive news product, local programming and commercial spots

- RESPONSIBILITIES:**
- Design/create graphics for newscasts, specials, commercial and promotional spots, and other projects
 - Work closely with news producers and reporters to insure complete and accurate graphics
 - Provide assistance during news pre-production edit sessions
 - Work with production crews during live and pre-taped productions
 - Maintain graphics library including animation and still files
 - Position requires performance of other job related duties as assigned

- REQUIREMENTS/QUALIFICATIONS:**
- Adobe Photoshop experience a must
 - Experience with Adobe After Effects highly a must
 - Art/Design education required
 - Must provide sample reel of work
 - Must be able to work weekends and holidays
 - Proven ability to work under pressure, meet strict deadlines, and manage multiple assignments
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:** None

ORGANIZATION STRUCTURE:
An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Master Control Operator

DEPARTMENT: Operations

REPORTS TO: Operations Supervisor

ROLE: The Master Control Operator is directly responsible for maintaining our on-air look, executing the log, and monitoring the output of the station

RESPONSIBILITIES:

- Quality Assurance of program and spot material
- Verify all entries on the log and record discrepancies
- Operation of transmitter within the FCC specification
- Steer, tune and record satellite feeds
- Dubbing commercial inventory into the spot playback equipment
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Four year Communication degree preferred
- Attention to detail and good organizational skills
- Automation experience a plus

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Production Technician

DATE: 8/1/11

DEPARTMENT: News Production

REPORTS TO: News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Sales Associate

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



View / Modify / Expire
Current Job Listings

S. Doyle, this page allows you to:

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Current job listings for WTIC (FOX), Hartford, CT									
Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		

Multimedia Journalist	7/29/2011	8/31/2011	4	223	30	S. Doyle	Modify	Expire	
P/T Master Control Operator	7/25/2011	8/31/2011	8	10	30	S. Doyle	Modify	Expire	
P/T Weekend Producer/News Writer (A.M.)	7/25/2011	8/31/2011	8	25	30	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	8/31/2011	19	30	30	S. Doyle	Modify	Expire	
P/T Graphic Artist	6/27/2011	8/31/2011	36	3	30	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	8/31/2011	124	9	30	S. Doyle	Modify	Expire	
Sales Associate	3/31/2011	8/31/2011	124	5	30	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	8/31/2011	124	5	30	S. Doyle	Modify	Expire	
Assignment Editor/Web Producer	3/31/2011	8/31/2011	124	110	30	S. Doyle	Modify	Expire	
P/T Production Technician	3/31/2011	8/31/2011	124	23	30	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	8/31/2011	124	14	30	S. Doyle	Modify	Expire	

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7	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-C
158	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-C
29	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-C
41	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle	WTIC-TV US-C
245	2010-16519	Sales Associate	Janet Robinson	Diane Holznagel	WTIC-TV US-C
172	2010-16677	Assignment Editor/Web Producer	Andrew Julien	Shayna Doyle	WTIC-TV US-C
85	2011-16746	P/T Production Technician	Francis Zakrzewski	Shayna Doyle	WTIC-TV US-C
61	2011-17515	P/T Master Control Operator	William Raymond	Shayna Doyle	WTIC-TV US-C
40	2011-17756	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle	WTIC-TV US-C
5	2011-18479	P/T Graphic Artist	Chris Moran	Shayna Doyle	WTIC-TV US-C
7	2011-18606	Producer/News Writer (P.M.)	Coleen Warren	Shayna Doyle	WTIC-TV US-C
1	2011-18749	Multimedia Journalist	Coleen Warren	Shayna Doyle	WTIC-TV US-C

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Title & Location	Apps Received	Company	Expires	Job ID	Auto Renew?	Site
Account Executive	21	Tribune Company	8/20/2011		Yes	careerbuilder.com

Assignment Editor/Web Producer	173	Tribune Company	8/6/2011	16677	Yes	careerbuilder.com
Captioning Assistant (P/T)	168	Tribune Company	8/9/2011	15529	Yes	careerbuilder.com

Multimedia Journalist	7	Tribune Company	8/28/2011	18749	Yes	careerbuilder.com
New Business Development Account Executive	45	Tribune Company	8/20/2011		Yes	careerbuilder.com

P/T Graphic Artist	0	Tribune Company	8/26/2011	18479	Yes	careerbuilder.com
P/T Master Control Operator	60	Tribune Company	8/7/2011	17515	Yes	careerbuilder.com
P/T Production Technician	95	Tribune Company	8/6/2011	16746	Yes	careerbuilder.com
P/T Weekend Producer/News Writer (A.M.)	91	Tribune Company	8/4/2011	17756	Yes	careerbuilder.com
Producer/News Writer (P.M.)	36	Tribune Company	8/13/2011	18606	Yes	careerbuilder.com
Sales Associate	242	Tribune Company	8/9/2011	16519	Yes	careerbuilder.com

- Select task -

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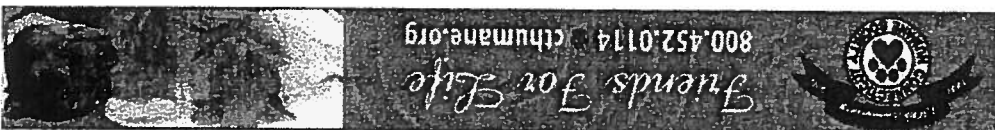
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FOX CT & CTNow.COM CAREERS

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WTIC/WCCT - TV POSITION DESCRIPTION
- Assignment Editor/Web Producer
WTIC/WCCT - TV POSITION DESCRIPTION
- Closed Captioning Assistant (P/T)
TRIBUNE BROADCASTING POSITION DESCRIPTION
- Multi-Media Journalist
POSITION: Multimedia Journalist
- New Business Development Account Executive
WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Graphic Artist
WTIC/WCCT-TV POSITION DESCRIPTION
- P/T Master Control Operator
WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Production Technician
WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Weekend Producer/ News Writer (A.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- Producer/News Writer (P.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- Sales Associate
WTIC/WCCT - TV POSITION DESCRIPTION

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285 Broad Street
Hartford, CT 06115

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- Creative Services - Marketing/Communications
- Creative Services - On-air Promotion
- Sales
- News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
- Interactive - Web
- Production - in-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

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- ☐ UCONN MEN'S BASKETBALL
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 WTC/WTCT - Internship Application
 Intern EEO Form

Then send forms to:
 FOX CT & CTNow.com
 285 Broad Street
 Hartford, CT 06115
 Attn: Maggie Pedraza

Deadlines for Internships applications are as follows:
 Summer: April 1
 Fall: August 1
 Spring: December 1

EEO Reports 2010

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A Tribune Broadcasting Website

JOB POSTINGS - WEEK OF August 8, 2011

- ACCOUNT EXECUTIVE
 - CAPTIONING ASSISTANT (P/T)
 - MULTIMEDIA JOURNALIST
 - NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
 - PRODUCER/NEWS WRITER (P.M.)
 - P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)
 - SALES ASSOCIATE

TO APPLY, PLEASE FORWARD RESUME TO:
 Human Resources
 WTIC/WCCT-TV Television
 285 Broad Street
 Hartford, CT 06115
 Or E-mail to resumes@ctnow.com
NO PHONE CALLS PLEASE
 EOE M/F/N/D

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 8/8/11

Captioning Assistant

POSITION:

Closed Captioning Center

DEPARTMENT:

Closed Captioning Supervisor

REPORTS TO:

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

WTIC/WCT – TV POSITION DESCRIPTION

DATE: 8/8/11

POSITION: Multimedia Journalist
DEPARTMENT: News
REPORTS TO: Assistant New Director

ROLE: Responsible for reporting, shooting and editing video news stories and producing still content from video for use in print and on-line. Regularly conducts interviews both live and pre-taped, appears on camera and on-line via streaming video when applicable, writes own material, takes ownership of story from start to finish.

RESPONSIBILITIES

- Shoot, edit, write and produce news stories including vo's/sot's and packages
- Capture and edit stills from video for newspaper and on-line use
- Report news stories on camera; conduct interviews both live and pre-taped
- Establish and maintain news contacts in the community
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to perform live shots on very short notice
- Must be able to work under pressure
- Drive and maintain company vehicles
- Care and maintenance of company equipment
- Suggest story ideas
- Read newspapers, competitive websites and follow social media daily
- Produce content for CT1 Media platforms
- Attend community events
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years news experience in broadcast or print
- Must have valid driver's license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut Pro a plus
- Must be able to produce compelling video and still products that tell a story
- Effective writer in Broadcast, Print and On-line mediums
- Able to appear live in a broadcast or on-line to deliver reports in a professional and effective manner
- Must be able to work in a fast-paced environment, have a good attitude and be a team player, all under deadline pressure
- Must be flexible and willing to change and learn new skills
- Must be able to work alone or as part of a team
- Varied Schedule: Usually 8-hour workday, 5 days a week; may be required to work additional hours or days including nights, weekends and holidays

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
 - Electronic media sales experience preferred
 - Direct sales skills
 - Negotiation and presentation skills
 - Excellent verbal and written communication skills
 - Strong communications skills, in person and phone
 - Team player
 - Goal oriented self-motivator
 - Must have valid drivers license and own transportation
 - Proficient with basic computer skills. (Microsoft Word and Excel)
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:**
- Responsible for a portion of the established Local Sales Department's budget.
 - Responsible to maximize revenue generation from the assigned account list

WTIC/WCTV POSITION DESCRIPTION

POSITION:

Producer/ News Writer (P.M.)

DATE: 8/8/11

DEPARTMENT:

News

REPORTS TO:

Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

DATE: 8/8/11

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Sales Associate

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



View / Modify / Expire
Current Job Listings

- "P/T Production Technician" listing was just Expired! -

S Doyle, this page allows you to:

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Current job listings for WTIC (FOX), Hartford, CT									
Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
Multimedia Journalist	7/29/2011	8/31/2011	11	325	23	S. Doyle	Modify	Expire	
Online Producer II	7/27/2011	8/31/2011	13	34	23	S. Doyle	Modify	Expire	
P/T Weekend Producer/News Writer (A.M.)	7/25/2011	8/31/2011	15	28	23	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	8/31/2011	26	30	23	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	8/31/2011	131	9	23	S. Doyle	Modify	Expire	
Sales Associate	3/31/2011	8/31/2011	131	5	23	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	8/31/2011	131	5	23	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	8/31/2011	131	15	23	S. Doyle	Modify	Expire	

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10	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
160	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-CT-I
35	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
41	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle	WTIC-TV US-CT-I
264	2010-16519	Sales Associate	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
40	2011-17756	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle	WTIC-TV US-CT-I
8	2011-18606	Producer/News Writer (P.M.)	Coleen Marren	Shayna Doyle	WTIC-TV US-CT-I
13	2011-18749	Multimedia Journalist	Coleen Marren	Shayna Doyle	WTIC-TV US-CT-I

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<input type="checkbox"/> Account Executive US-CT-Hartford Assistant (P/T) Captioning US-CT-Hartford Multimedia Journallist New Business Development Account Executive US-CT-Hartford P/T Weekend Producer/News Writer (A.M.) + 30+	51	Tribune Company	8/20/2011	Yes	careerbuilder.com	Yes	careerbuilder.com
<input type="checkbox"/>	228	Tribune Company	8/8/2011	15529	Yes	careerbuilder.com	careerbuilder.com
<input type="checkbox"/>	57	Tribune Company	8/28/2011	18749	Yes	careerbuilder.com	careerbuilder.com
<input type="checkbox"/>	83	Tribune Company	8/20/2011	Yes	careerbuilder.com	Yes	careerbuilder.com
<input checked="" type="checkbox"/> Producer/News Writer (A.M.) US-CT-Hartford P/T Weekend Executive Account Development Sales Associate US-CT-Hartford	+ 30+	Tribune Company	9/4/2011	17756	Yes	careerbuilder.com	careerbuilder.com
<input type="checkbox"/>	56	Tribune Company	8/13/2011	18606	Yes	careerbuilder.com	careerbuilder.com
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Account Executive
WTIC/WVCT - TV POSITION DESCRIPTION

Closed Captioning Assistant (P/T)
TRIBUNE BROADCASTING POSITION DESCRIPTION

Multi-Media Journalist
POSITION: Multimedia Journalist

New Business Development Account Executive
WTIC/WVCT - TV POSITION DESCRIPTION

P/T Weekend Producer/ News Writer (A.M.)
WTIC/WVCT-TV POSITION DESCRIPTION

Producer/News Writer (P.M.)
WTIC/WVCT-TV POSITION DESCRIPTION

Sales Associate
WTIC/WVCT - TV POSITION DESCRIPTION

How to apply for a job at WTIC-TV/WVCT-TV
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Regular Mail

ATTN: Human Resources
285 Broad Street
Hartford, CT 06115

E-mail
resumes@ctnow.com

FOXCT & CTNow.com Internships

FOXCT & CTNow.com offer college internship opportunities in the following areas:

"Weather

"Sports

"Creative Services - Marketing/Communications

"Sales

"News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)

"Production - In-studio camera operation (opportunity for additional education in other areas of

production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit

for your work to be accepted.

--- CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES ---

To apply, please complete the following internship application forms:
WTIC/WVCT - Internship Application

Intern EEO Form

Then send forms to:
FOX CT & CTNow.com
285 Broad Street
Hartford, CT 06115
Attn: Maggie Pedraza

<http://www.ctnow.com/about/jobs/>

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- ☐ UCONN MEN'S BASKETBALL
- ☐ CTNOW ENTERTAINMENT NEWS
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Deadlines for internships applications are as follows:
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Fall: August 1
Spring: December 1

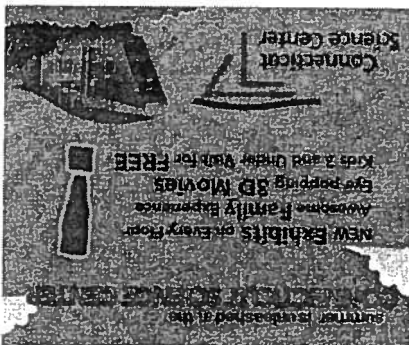
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FOX CT and CTnow.com, 285 Broad St., Hartford, CT 06115

A Tribune Broadcasting website

JOB POSTINGS – WEEK OF August 15, 2011

- ACCOUNT EXECUTIVE
- CAPTIONING ASSISTANT (P/T)
- MULTIMEDIA JOURNALIST
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCER/NEWS WRITER (P.M.)
- P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)
- SALES ASSOCIATE

TO APPLY, PLEASE FORWARD RESUME TO:
 Human Resources
 WTIC/WCCT-TV Television
 285 Broad Street
 Hartford, CT 06115
 Or E-mail to resumes@ctnow.com
NO PHONE CALLS PLEASE
 EOE M/F/V/D

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 8/15/11

Captioning Assistant

POSITION:

Closed Captioning Center

DEPARTMENT:

Closed Captioning Supervisor

REPORTS TO:

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

DATE: 8/15/11

POSITION: Multimedia Journalist
DEPARTMENT: News
REPORTS TO: Assistant New Director

ROLE: Responsible for reporting, shooting and editing video news stories and producing still content from video for use in print and on-line. Regularly conducts interviews both live and pre-taped, appears on camera and on-line via streaming video when applicable, writes own material, takes ownership of story from start to finish.

RESPONSIBILITIES

- Shoot, edit, write and produce news stories including vo's vo/sot's and packages
- Capture and edit stills from video for newspaper and on-line use
- Report news stories on camera; conduct interviews both live and pre-taped
- Establish and maintain news contacts in the community
- Must be able to carry 50 lbs. of equipment (camera, tripod, lighting and audio equipment)
- Must be able to perform live shots on very short notice
- Must be able to work under pressure
- Drive and maintain company vehicles
- Care and maintenance of company equipment
- Suggest story ideas
- Read newspapers, competitive websites and follow social media daily
- Produce content for CT1 Media platforms
- Attend community events
- Position requires performance of other job-related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree preferred
- Two years news experience in broadcast or print
- Must have valid driver's license and good driving record
- Experience in shooting and editing stories on a daily deadline basis
- Familiarity with Final Cut Pro a plus
- Must be able to produce compelling video and still products that tell a story
- Effective writer in Broadcast, Print and On-line mediums
- Able to appear live in a broadcast or on-line to deliver reports in a professional and effective manner
- Must be able to work in a fast-paced environment, have a good attitude and be a team player, all under deadline pressure
- Must be flexible and willing to change and learn new skills
- Must be able to work alone or as part of a team
- Varied Schedule: Usually 8-hour workday, 5 days a week; may be required to work additional hours or days including nights, weekends and holidays

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 8/15/11

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

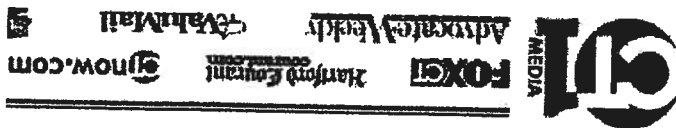
- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list



WTIC/WCCT-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer (P.M.)
DEPARTMENT: News
REPORTS TO: Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

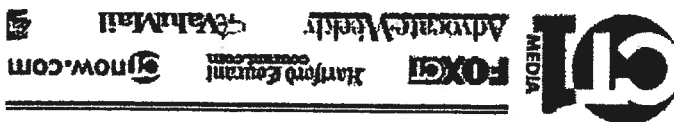
- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newsroom with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY: None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D



Sales Associate

Sales Department

Regional Sales Manager (with a dotted line to other Sales Managers)

RESPONSIBILITIES:

- ## REQUIREMENTS/QUALIFICATIONS:

- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

ORGANIZATION STRUCTURE:

EOE M/F/V/D



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Current Job Listings

- "Online Producer II" listing was just Expired! -

S Doyle, this page allows you to:

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Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
Multimedia Journalist	7/29/2011	8/31/2011	25	387	9	S. Doyle	Modify	Expire	
P/T Weekend Producer/News Writer (A.M.)	7/25/2011	8/31/2011	29	34	9	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	8/31/2011	40	30	9	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	8/31/2011	145	9	9	S. Doyle	Modify	Expire	
Sales Associate	3/31/2011	8/31/2011	145	5	9	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	8/31/2011	145	6	9	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	8/31/2011	145	15	9	S. Doyle	Modify	Expire	

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15	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
162	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-CT-I
40	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
41	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle	WTIC-TV US-CT-I
281	2010-16519	Sales Associate	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-I
40	2011-17756	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle	WTIC-TV US-CT-I
11	2011-18606	Producer/News Writer (P.M.)	Coleen Marren	Shayna Doyle	WTIC-TV US-CT-I
20	2011-18749	Multimedia Journalist	Coleen Marren	Shayna Doyle	WTIC-TV US-CT-I

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<input checked="" type="checkbox"/>	Account Executive Captioning Assistant (P/T)	24	Tribune Company	9/9/2011	Yes	careerbuilder.com
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<input checked="" type="checkbox"/>	New Business Development Account Executive	2	Tribune Company	9/20/2011	Yes	careerbuilder.com
<input checked="" type="checkbox"/>	P/T Weekend Producer/News Writer (A.M.)	96	Tribune Company	9/4/2011	Yes	careerbuilder.com
<input checked="" type="checkbox"/>	Producer/News Writer (P.M.)	0	Tribune Company	9/21/2011	No	careerbuilder.com
<input checked="" type="checkbox"/>	Sales Associate	131	Tribune Company	9/9/2011	Yes	careerbuilder.com

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- Account Executive
WTICWVCT - TV POSITION DESCRIPTION
- Closed Captioning Assistant (PT)
- TRIBUNE BROADCASTING POSITION DESCRIPTION
- Multi-Media Journalist
- POSITION: Multimedia Journalist
- New Business Development Account Executive
WTICWVCT - TV POSITION DESCRIPTION
- P/T Weekend Producer/ News Writer (A.M.)
WTICWVCT-TV POSITION DESCRIPTION
- Producer/News Writer (P.M.)
WTICWVCT-TV POSITION DESCRIPTION
- Sales Associate
WTICWVCT - TV POSITION DESCRIPTION

How to apply for a job at WTIC-TV/WVCT-TV
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Regular Mail
FOX CT & The CT
Attn: Human Resources
285 Broad Street
Hartford, CT 06115

E-mail
resumes@ctnow.com

FOXCT & CTNow.com Internships

FOXCT & CTNow.com offer college internship opportunities in the following areas:

- Weather
- Sports
- Creative Services - Marketing/Communications
- Sales
- News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
- Interactive - Web
- Production - in-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

— CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES —
To apply, please complete the following internship application forms:
WTICWVCT - Internship Application
Intern EEO Form

Then send forms to:
FOX CT & CTNow.com
285 Broad Street
Hartford, CT 06115
Attn: Maggie Pedraza

<http://www.ctnow.com/about/jobs/>

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- ☐ UCONN MEN'S BASKETBALL
- ☐ A LA CARTE DINING NEWS
- ☐ SAVVY SHOPPER DEALS
- ☐ SaveNowCT DEALS
- ☐ CTShopHere DEALS
- ☐ FOX CT / COURANT CONTESTS

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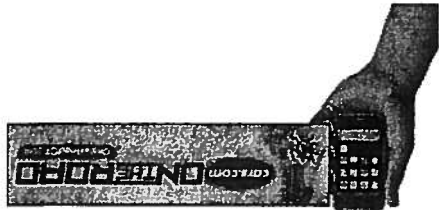
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Deadlines for internships applications are as follows:

Summer : April 1
Fall: August 1
Spring: December 1

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WTIC-TV & WCCT-TV EEO REPORT 2010
WTIC-TV & WCCT-TV EEO RECRUITMENT SOURCES 2010



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Hartford Courant | FOX CT | WCCF | Hartford Advocate | New Haven Advocate | Fairfield Weekly
FOX CT and CTnow.com, 285 Broad St., Hartford, CT 06115

A Tribune Broadcasting website

JOB POSTINGS – WEEK OF August 22, 2011

- ACCOUNT EXECUTIVE
- CAPTIONING ASSISTANT (P/T)
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCER/NEWS WRITER (P.M.)
- P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)

TO APPLY, PLEASE FORWARD RESUME TO:

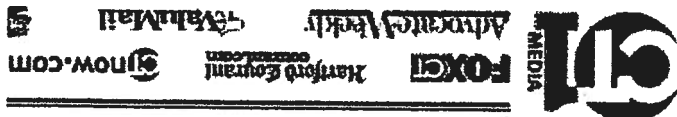
Human Resources
WTIC/WCCCT-TV Television

285 Broad Street
Hartford, CT 06115

Or E-mail to resumes@ctnow.com

NO PHONE CALLS PLEASE

EOE M/F/V/D



WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivated, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

POSITION: Captioning Assistant

DEPARTMENT: Closed Captioning Center

REPORTS TO: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 8/22/11

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

WTIC/WCCT-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer (P.M.)

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

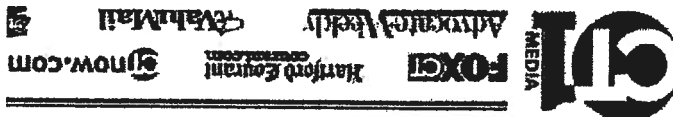
- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer
DEPARTMENT: News
REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newsroom with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D



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- "Sales Associate" listing was just Expired!

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Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
P/T Weekend Producer/News Writer (A.M.)	7/25/2011	8/31/2011	29	34	9	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	8/31/2011	40	30	9	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	8/31/2011	145	9	9	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	8/31/2011	145	6	9	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	8/31/2011	145	15	9	S. Doyle	Modify	Expire	

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162	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-CT-t
40	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT-t
41	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle	WTIC-TV US-CT-t
40	2011-17256	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle	WTIC-TV US-CT-t
11	2011-18606	Producer/News Writer (P.M.)	Coleen Warren	Shayna Doyle	WTIC-TV US-CT-t



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Title & Location	Apps Received	Company	Skills Name	Expires	Job ID	Auto Renew?	Site
Account Executive Captioning US-CT-Hartford	12	Tribune Company		9/20/2011		Yes	careerbuilder.com
Assistant (PT) New Business Development Account Executive US-CT-Hartford	24	Tribune Company		9/9/2011		Yes	careerbuilder.com
Account Executive US-CT-Hartford	7	Tribune Company		9/20/2011		Yes	careerbuilder.com
P/T Weekend Writer (A.M.) Producer/News US-CT-Hartford	96	Tribune Company		9/4/2011		Yes	careerbuilder.com
Writer (P.M.) Producer/News US-CT-Hartford	0	Tribune Company		9/21/2011		No	careerbuilder.com

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HOT TOPICS: | Kim Kardashian | Worst. Ideas. Ever. | Back To School | Where Does Your Salary Rank?

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WTIC/WCCT - TV POSITION DESCRIPTION
- Closed Captioning Assistant (P/T)
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- New Business Development Account Executive
WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Weekend Producer/ News Writer (A.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- Producer/News Writer (P.M.)
WTIC/WCCT-TV POSITION DESCRIPTION

How to apply for a job at WTIC-TV/WCCT-TV
Follow us on Facebook for additional job listings and to apply for jobs.

Regular Mail
FOX CT & The CT
Attn: Human Resources
285 Broad Street
Hartford, CT 06115
E-mail
resumes@ctnow.com

FOXCT & CTNow.com Internships

FOXCT & CTNow.com offer college internship opportunities in the following areas:

- "Weather
- "Sports
- "Creative Services - Marketing/Communications
- "Sales
- "News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
- "Interactive - Web
- "Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

--- CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES ---
To apply, please complete the following internship application forms:
WTIC/WCCT - Internship Application
Intern EEO Form

Then send forms to:
FOX CT & CTNow.com
285 Broad Street
Hartford, CT 06115
Attn: Maggie Pedraza
Deadlines for internships applications are as follows:
Summer : April 1
Fall: August 1
Spring: December 1

<http://www.ctnow.com/about/jobs/>

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- UCONN MEN'S BASKETBALL
- CTNOW ENTERTAINMENT NEWS
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WTIC-TV & WCCT-TV EEO REPORT 2010
WTIC-TV & WCCT-TV EEO RECRUITMENT SOURCES 2010

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Hartford Courant | FOX CT | WCCT | Hartford Advocate | New Haven Advocate | Fairfield Weekly
FOX CT and CTnow.com, 285 Broad St., Hartford, CT 06115
A Tribune Broadcasting website

JOB POSTINGS – WEEK OF August 29, 2011

- ACCOUNT EXECUTIVE
- CAPTIONING ASSISTANT (P/T)
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCER/NEWS WRITER (P.M.)
- P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources
 WTIC/WCCT-TV Television

285 Broad Street
 Hartford, CT 06115

Or E-mail to resumes@ctnow.com

NO PHONE CALLS PLEASE

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivated, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

POSITION: Captioning Assistant **DATE:** 8/29/11

DEPARTMENT: Closed Captioning Center

REPORTS TO: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 8/29/11

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
 - Electronic media sales experience preferred
 - Direct sales skills
 - Negotiation and presentation skills
 - Excellent verbal and written communication skills
 - Strong communications skills, in person and phone
 - Team player
 - Goal oriented self-motivator
 - Must have valid drivers license and own transportation
 - Proficient with basic computer skills. (Microsoft Word and Excel)
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:**
- Responsible for a portion of the established Local Sales Department's budget.
 - Responsible to maximize revenue generation from the assigned account list

WTIC/WCTV POSITION DESCRIPTION

POSITION:

Producer/ News Writer (P.M.)

DATE: 8/29/11

DEPARTMENT:

News

REPORTS TO:

Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

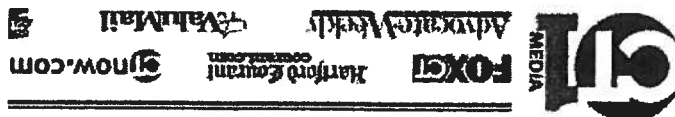
- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer
DEPARTMENT: News
REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D



View / Modify / Expire
Current Job Listings

- "Closed Captioning Assistant (P/T)" listing was just Modified! -

S. Doyle, this page allows you to:

- View a current job listing
- Modify a current job listing (only job listings that you posted)
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P/T Weekend Producer/News Writer (A.M.)	7/25/2011	9/30/2011	36	39	32	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	9/30/2011	47	30	32	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	9/30/2011	152	9	32	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	9/30/2011	152	6	32	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	9/30/2011	152	15	32	S. Doyle	Modify	Expire	

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18	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel
164	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza
42	2010-16444	Account Executive	Janet Robinson	Diane Holznagel
42	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle
41	2011-17256	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle
17	2011-18606	Producer/News Writer (P.M.)	Coleen Warren	Shayna Doyle
20	2011-18749	Multimedia Journalist	Coleen Warren	Shayna Doyle



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<input type="checkbox"/>	Account Executive	US-CT-Hartford	13	Tribune Company	9/20/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Captioning Assistant (P/T)	US-CT-Hartford	102	Tribune Company	9/9/2011	Yes	careerbuilder.com

<input type="checkbox"/>	New Business Development Account Executive	US-CT-Hartford	7	Tribune Company	9/20/2011	Yes	careerbuilder.com
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<input type="checkbox"/>	P/T Weekend Producer/News Writer (A.M.)	US-CT-Hartford	126	Tribune Company	9/4/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Producer/News Writer (P.M.)	US-CT-Hartford	22	Tribune Company	9/21/2011	Yes	careerbuilder.com

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FOX CT & CTNOW.COM CAREERS

- Account Executive
WTIC/WCCT - TV POSITION DESCRIPTION
- Closed Captioning Assistant (P/T)
TRIBUNE BROADCASTING POSITION DESCRIPTION
- New Business Development Account Executive
WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Weekend Producer/ News Writer (A.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- Producer/News Writer (P.M.)
WTIC/WCCT-TV POSITION DESCRIPTION

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- Creative Services - On-air Promotion
- Sales
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- Interactive - Web
- Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

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Intern EEO Form

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285 Broad Street
Hartford, CT 06115
Attn: Maggie Pedraza


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Fall: August 1
Spring: December 1

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Get free weather, breaking news, business news and more, sent to your mobile phone.*
NEW! Sign-up for FOX CT Severe Weather Alerts

Sign me up for the following lists:

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- ☐ FOX CT WEATHER FORECAST
- ☐ FOX CT TRAFFIC ALERTS
- ☐ CONNECTICUT BUSINESS NEWS
- ☐ UCONN FOOTBALL
- ☐ UCONN WOMEN'S BASKETBALL
- ☐ UCONN MEN'S BASKETBALL
- ☐ CTNOW ENTERTAINMENT NEWS
- ☐ A LA CARTE DINING NEWS
- ☐ SAVVY SHOPPER DEALS
- ☐ SaveNowCT DEALS
- ☐ CTShopHere DEALS
- ☐ FOX CT / COURANT CONTESTS

JOB POSTINGS – WEEK OF September 5, 2011

- ACCOUNT EXECUTIVE
- CAPTIONING ASSISTANT (P/T)
- EDITOR (*Morning News*)
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCER/NEWS WRITER (P.M.)
- PRODUCTION TECHNICIAN
- P/T WEEKEND PRODUCER/NEWS WRITER (A.M.)
- P/T WEEKEND PRODUCTION TECHNICIAN

TO APPLY, PLEASE FORWARD RESUME TO:
 Human Resources
 WTIC/WCCT-TV Television
 285 Broad Street
 Hartford, CT 06115
 Or E-mail to resumes@ctnow.com
NO PHONE CALLS PLEASE
 EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

DATE: 9/5/11

POSITION: Account Executive

DEPARTMENT:

Sales Department

REPORTS TO:

Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, Accurate projections of revenue account list will generate requires performance of other job-related duties

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

EOE M/F/V/D

TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 9/5/11

Position: Captioning Assistant

Department: Closed Captioning Center

Reports to: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

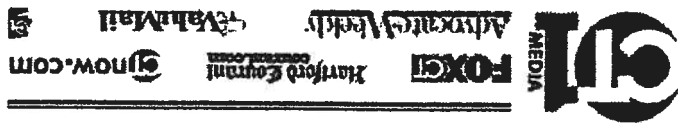
STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D



WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Morning News Editor DATE: 9/5/11

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit video vo's, vo/sot's and packages, special opens and teasers for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a video editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

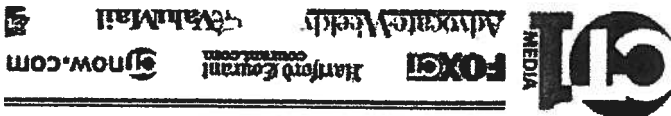
REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer (P.M.)

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Produce a creative, non-stop newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newsroom with all the resources of TV, online and print.

RESPONSIBILITIES:

- Produce and write copy for newscasts
- Assign stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories and on-line
- Research and generate stories
- Read newspapers, follow twitter, facebook and social media daily
- Suggest news stories daily
- Suggest and produce franchise reports and sweeps stories
- Produce content for CT1 Media platforms
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news producer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Production Technician

DEPARTMENT: News Production

REPORTS TO: News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

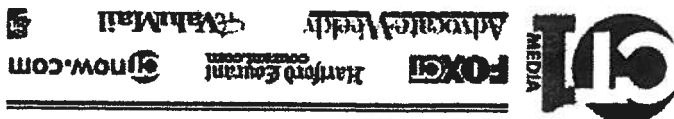
REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



WTIC/WCT-TV POSITION DESCRIPTION

POSITION: P/T Weekend Producer/ News Writer
DEPARTMENT: News
REPORTS TO: Assistant News Director

ROLE: Produce a creative newscast using all the resources the full HD FOX CT studios have to offer. Be a trendsetter, join Connecticut's newscast with all the resources of tv, online and print.

RESPONSIBILITIES:

- Produce and write copy for daily newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce as necessary
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

DATE: 9/5/11

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Weekend Production Technician
DEPARTMENT: News Production
REPORTS TO: News Production Supervisor
ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

DATE: 9/5/11



View / Modify / Expire
Current Job Listings

S. Doyle, this page allows you to:

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Current job listings for WTIC (FOX), Hartford, CT

Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire
P/T Weekend Production Technician	9/6/2011	10/6/2011	1	0	30	S. Doyle	Modify / Expire
Production Technician	9/6/2011	10/6/2011	1	0	30	S. Doyle	Modify / Expire
Editor	9/6/2011	10/6/2011	1	0	30	S. Doyle	Modify / Expire
P/T Weekend Producer/News Writer (A.M.)	7/25/2011	9/30/2011	44	41	24	S. Doyle	Modify / Expire
Producer/News Writer (P.M.)	7/14/2011	9/30/2011	55	31	24	S. Doyle	Modify / Expire
New Business Development Account Executive	3/31/2011	9/30/2011	160	9	24	S. Doyle	Modify / Expire
Account Executive	3/31/2011	9/30/2011	160	9	24	S. Doyle	Modify / Expire
Closed Captioning Assistant (P/T)	3/31/2011	9/30/2011	160	15	24	S. Doyle	Modify / Expire

Sort by: (ascending) First Last

Select: [All | None | All on Page | None on Page]

20	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
164	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-CT
44	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
42	2011-17256	P/T Weekend Producer/News Writer (A.M.)	Amy Mattison	Shayna Doyle	WTIC-TV US-CT
18	2011-18606	Producer/News Writer (P.M.)	Coleen Warren	Shayna Doyle	WTIC-TV US-CT
20	2011-19050	P/T Weekend Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
	2011-19051	Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
	2011-19053	Morning News Editor	Michael Piskorski	Shayna Doyle	WTIC-TV US-CT

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WTIC/WCCT - TV POSITION DESCRIPTION
- P/T Weekend Producer/ News Writer (A.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- P/T Weekend Production Technician (A.M.)
POSITION: P/T Weekend Production Technician
Producer/News Writer (P.M.)
WTIC/WCCT-TV POSITION DESCRIPTION
- Production Technician
WTIC/WCCT - TV POSITION DESCRIPTION

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- Sales
- News - Production and Assignment Desk (occasional rotations for on-air reporting and editing)
- Interactive - Web
- Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

--- CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES ---

To apply, please complete the following internship application forms:
WTIC/WCCT - Internship Application
Intern EEO Form

Then send forms to:
FOX CT & CTNow.com

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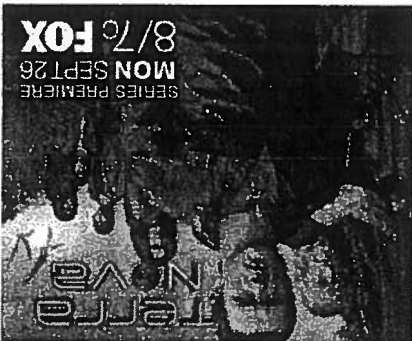
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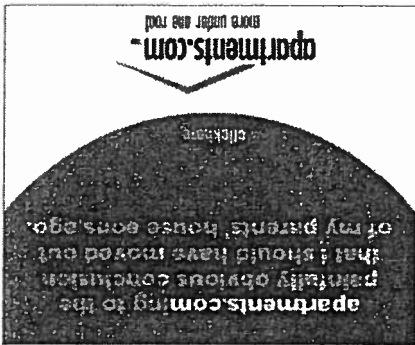
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Attn: Maggie Pedraza
Deadlines for internships applications are as follows:
Summer : April 1
Fall: August 1
Spring: December 1

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<input type="checkbox"/>	Account Executive	38	Tribune Company	9/20/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Captioning Assistant (PT)	163	Tribune Company	9/9/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Morning News Editor	8	Tribune Company	10/5/2011	Yes	careerbuilder.com
<input type="checkbox"/>	New Business Development Account Executive	28	Tribune Company	9/20/2011	Yes	careerbuilder.com
<input type="checkbox"/>	P/T Weekend Producer/News Writer (A.M.)	38	Tribune Company	10/4/2011	Yes	careerbuilder.com
<input type="checkbox"/>	P/T Weekend Producer/News Writer (P.M.)	88	Tribune Company	9/21/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Production Technician	2	Tribune Company	10/5/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Production Technician	5	Tribune Company	10/5/2011	Yes	careerbuilder.com

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TRIBUNE BROADCASTING

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 9/12/11

Captioning Assistant

POSITION:

Closed Captioning Center

DEPARTMENT:

Closed Captioning Supervisor

REPORTS TO:

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English

caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning

Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).

- Utilize a keyboard by typing proper corrections and other words as necessary.

- Maintain Closed Captioning Center quality standards for accuracy and speed.

- Work specified on-call schedule, in addition to regular schedule.

- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and

- the ability to focus.

- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes

- to programming and industry that runs 24/7/365.

- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)

- Broadcast captioning experience desirable but not required

- Must be at least 18 years of age

- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable

- Excellent reading and grammar skills

- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation

- Excellent spelling/vocabulary

- Strong memory-recall ability

- Ability to handle multiple tasks while focusing on a high amount of attention to detail

- Calm/relaxed demeanor

- Comfortable and familiar with computers and new technology

- Ability to perform under pressure with changing priorities

- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions

associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the

right to revise the job or to require that other or different tasks be performed when circumstances change, e.g.,

emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Morning News Editor

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit video vo's, vo/sot's and packages, special opens and teasers for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a video editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCCT - TV POSITION DESCRIPTION

POSITION:

 New Business Development Account Executive

DATE: 9/12/11

DEPARTMENT:

 Sales

REPORTS TO:

 Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
 - Electronic media sales experience preferred
 - Direct sales skills
 - Negotiation and presentation skills
 - Excellent verbal and written communication skills
 - Strong communications skills, in person and phone
 - Team player
 - Goal oriented self-motivator
 - Must have valid drivers license and own transportation
 - Proficient with basic computer skills. (Microsoft Word and Excel)
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:**
- Responsible for a portion of the established Local Sales Department's budget.
 - Responsible to maximize revenue generation from the assigned account list

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Production Technician

DEPARTMENT: News Production

REPORTS TO: News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Production Technician

DEPARTMENT: News Production

REPORTS TO: News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Weekend Production Technician
DEPARTMENT: News Production
REPORTS TO: News Production Supervisor
ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
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REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

DATE: 9/12/11



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- "P/T Weekend Producer/News Writer (A.M.)" listing was just Expired! -

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Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
P/T Production Technician	9/14/2011	10/14/2011	1	0	30	S. Doyle	Modify	Expire	
P/T Weekend Production Technician	9/6/2011	10/6/2011	9	5	22	S. Doyle	Modify	Expire	
Production Technician	9/6/2011	10/6/2011	9	13	22	S. Doyle	Modify	Expire	
Morning News Editor	9/6/2011	10/6/2011	9	26	22	S. Doyle	Modify	Expire	
Producer/News Writer (P.M.)	7/14/2011	9/30/2011	63	33	16	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	9/30/2011	168	9	16	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	9/30/2011	168	9	16	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	9/30/2011	168	16	16	S. Doyle	Modify	Expire	

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23	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
48	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
43	2010-16495	Captioning Assistant (P/T)	Mark Hall	Shayna Doyle	WTIC-TV US-CT
20	2011-18606	Producer/News Writer (P.M.)	Coleen Warren	Shayna Doyle	WTIC-TV US-CT
6	2011-19050	P/T Weekend Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
11	2011-19051	Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
11	2011-19053	Morning News Editor	Michael Piskorski	Shayna Doyle	WTIC-TV US-CT
	2011-19142	P/T Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT

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<input type="checkbox"/>	Account Executive	43	Tribune Company	9/20/2011	No	careerbuilder.com
<input type="checkbox"/>	Account Executive	38	Tribune Company	10/9/2011	Yes	careerbuilder.com

☐ Morning News Editor
US-CT-Hartford

<input type="checkbox"/>	New Business Development Account Executive	28	Tribune Company	10/5/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Account Executive	44	Tribune Company	9/20/2011	Yes	careerbuilder.com

☐ P/T Production Technician
US-CT-Hartford

<input type="checkbox"/>	P/T Production Technician	1	Tribune Company	10/13/2011	No	careerbuilder.com
<input type="checkbox"/>	P/T Weekend Production Technician	8	Tribune Company	10/5/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Producer/News Writer (P.M.)	115	Tribune Company	9/21/2011	Yes	careerbuilder.com
<input type="checkbox"/>	Production Technician	22	Tribune Company	10/5/2011	Yes	careerbuilder.com

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WTICWCT - TV POSITION DESCRIPTION
- New Business Development Account Executive
WTICWCT - TV POSITION DESCRIPTION
- P/T Weekend Production Technician (A.M.)
POSITION: P/T Weekend Production Technician
- Producer/News Writer (P.M.)
WTICWCT-TV POSITION DESCRIPTION
- P/T Production Technician
POSITION: P/T Production Technician
- Production Technician
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- "News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
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- "Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

--- CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES ---

To apply, please complete the following internship application forms:
WTICWCT - Internship Application
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Deadlines for internships applications are as follows:
Summer : April 1
Fall: August 1
Spring: December 1

EEO Reports 2010

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WTIC/WCT-TV Television

Human Resources

TO APPLY, PLEASE FORWARD RESUME TO:

ACCOUNT EXECUTIVE
CAPTIONING ASSISTANT (P/T)
MORNING NEWS EDITOR
NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
PRODUCTION TECHNICIAN
P/T PRODUCTION TECHNICIAN
P/T WEEKEND PRODUCTION TECHNICIAN

JOB POSTINGS – WEEK OF September 19, 2011



WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivated, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

DATE: 9/19/11

TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 9/19/11

Position: Captioning Assistant

DEPARTMENT: Closed Captioning Center

REPORTS TO: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Morning News Editor **DATE:** 9/19/11

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit video vo's, vo/sot's and packages, special opens and teasers for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a video editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: P/T Production Technician

DEPARTMENT: News Production

REPORTS TO: News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



P/T Weekend Production Technician

News Production

News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
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- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



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Current Job Listings

- "Producer/News Writer (P.M.)" listing was just Expired! -

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Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
P/T Production Technician	9/14/2011	10/14/2011	7	11	24	S. Doyle	Modify	Expire	
P/T Weekend Production Technician	9/6/2011	10/6/2011	15	5	16	S. Doyle	Modify	Expire	
Production Technician	9/6/2011	10/6/2011	15	14	16	S. Doyle	Modify	Expire	
Morning News Editor	9/6/2011	10/6/2011	15	29	16	S. Doyle	Modify	Expire	
New Business Development Account Executive	3/31/2011	9/30/2011	174	9	10	S. Doyle	Modify	Expire	
Account Executive	3/31/2011	9/30/2011	174	9	10	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	3/31/2011	9/30/2011	174	16	10	S. Doyle	Modify	Expire	

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24	2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
167	2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV US-CT
50	2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV US-CT
7	2011-19050	P/T Weekend Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
12	2011-19051	Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT
11	2011-19053	Morning News Editor	Michael Piskorski	Shayna Doyle	WTIC-TV US-CT
3	2011-19142	P/T Production Technician	Paul Tyler	Shayna Doyle	WTIC-TV US-CT



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Stats: 22679 Searches | 1181 Clicks | 170 Applications
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Search by Title, ID, or Location:
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Search

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<input checked="" type="checkbox"/>	Account Executive	43	Tribune Company	9/20/2011	Yes	careerbuilder.com	Yes
<input checked="" type="checkbox"/>	Capitoning Assistant (PM)	92	Tribune Company	10/9/2011	Yes	careerbuilder.com	Yes

<input checked="" type="checkbox"/>	Morning News Editor	39	Tribune Company	10/5/2011	Yes	careerbuilder.com	Yes
<input checked="" type="checkbox"/>	New Business Development Account Executive	47	Tribune Company	9/20/2011	Yes	careerbuilder.com	Yes

<input checked="" type="checkbox"/>	Production P/T	7	Tribune Company	10/13/2011	Yes	careerbuilder.com	Yes
<input checked="" type="checkbox"/>	Production P/T Weekend	9	Tribune Company	10/5/2011	Yes	careerbuilder.com	Yes
<input checked="" type="checkbox"/>	Production Technician	31	Tribune Company	10/5/2011	Yes	careerbuilder.com	Yes

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WTIC/WVCT - TV POSITION DESCRIPTION
- Closed Captioning Assistant (P/T)
TRIBUNE BROADCASTING POSITION DESCRIPTION
- Morning News Editor
WTIC/WVCT - TV POSITION DESCRIPTION
- New Business Development Account Executive
WTIC/WVCT - TV POSITION DESCRIPTION
- P/T Weekend Production Technician (A.M.)
POSITION: P/T Weekend Production Technician
- P/T Production Technician
POSITION: P/T Production Technician
- Production Technician
WTIC/WVCT - TV POSITION DESCRIPTION

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FOXCT & CTNow.com Internships

FOXCT & CTNow.com offer college internship opportunities in the following areas:

- Weather
- Sports
- Creative Services - Marketing/Communications
- Creative Services - On-air Promotion
- News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
- Interactive - Web
- Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

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Attn: Maggle Pedraza

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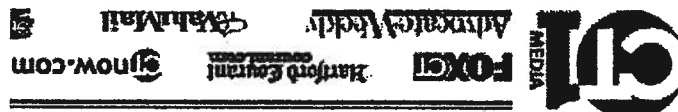


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- ACCOUNT EXECUTIVE
- CAPTIONING ASSISTANT (P/T)
- MORNING NEWS EDITOR
- NEW BUSINESS DEVELOPMENT ACCOUNT EXECUTIVE
- PRODUCTION TECHNICIAN
- P/T PRODUCTION TECHNICIAN
- P/T WEEKEND PRODUCTION TECHNICIAN

JOB POSTINGS – WEEK OF September 26, 2011



TRIBUNE BROADCASTING POSITION DESCRIPTION

DATE: 9/26/11

POSITION: Captioning Assistant

DEPARTMENT: Closed Captioning Center

REPORTS TO: Closed Captioning Supervisor

ROLE: Operate a real-time voice captioning system and associated technical equipment to perform real-time English caption of live programs. Full-time and part-time positions are non-exempt. Tribune Broadcasting's Closed Captioning Center will be located in Hartford at CT1-Media – home of FOX CT (WTIC – TV), The CT (WCCT – TV), The Hartford Courant, The Hartford Advocate, The New Haven Advocate, Fairfield County Weekly's and Valumail.

RESPONSIBILITIES

- Multi-task (hear audio, voice what was heard, proof-read developing captions - all simultaneously).
- Utilize a keyboard by typing proper corrections and other words as necessary.
- Maintain Closed Captioning Center quality standards for accuracy and speed.
- Work specified on-call schedule, in addition to regular schedule.
- Ability to sit, hear, talk, use hands and fingers. Specific vision abilities include close vision, depth perception and the ability to focus.
- Must be punctual, dependable, flexible and possess a team attitude and willingness to adapt to last-minute changes to programming and industry that runs 24/7/365.
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- High school diploma or equivalent (Bachelor's degree preferred)
- Broadcast captioning experience desirable but not required
- Must be at least 18 years of age
- Knowledge of Caption Mic or Eclipse Captioning Software highly desirable
- Excellent reading and grammar skills
- Strong voicing skills/voice quality – ability to speak quickly with clear enunciation
- Excellent spelling/vocabulary
- Strong memory-recall ability
- Ability to handle multiple tasks while focusing on a high amount of attention to detail
- Calm/relaxed demeanor
- Comfortable and familiar with computers and new technology
- Ability to perform under pressure with changing priorities
- Ability to work flexible shifts (AM, PM, Weekends)

STATEMENT ABOUT OTHER DUTIES:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: Morning News Editor

DEPARTMENT: News

REPORTS TO: Chief Photographer

ROLE: Edits the newscast and prioritizes edit needs as the newscast crunch approaches

RESPONSIBILITIES:

- Edit video vo's, vo/sot's and packages, special opens and teasers for fast-paced morning newscast
- Edit special projects
- Manage news edit crunch. Prioritize schedule so every story makes the newscast on time.
- Edit daily webcast and send to web as needed
- Archive news tape
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Bachelors Degree preferred
- At least 2 years experience as a video editor in a news operation
- Familiarity with Final Cut a plus
- Creativity
- Ability to take control and manage the news edit crunch
- Must be a take charge, team player, with a good attitude

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive

DEPARTMENT: Sales

REPORTS TO: Multi-Media Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for CT.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and CT.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

EOE M/F/V/D

EOE M/F/V/D

WTIC/WCT - TV POSITION DESCRIPTION

POSITION:

P/T Weekend Production Technician

DEPARTMENT:

News Production

REPORTS TO:

News Production Supervisor

ROLE: Serve in a variety of production crew positions during live and taped, studio and remote productions

RESPONSIBILITIES:

- Operate robotic, studio, and remote cameras
- Perform floor manager duties during live and taped productions
- Operate teleprompter
- Operate tape machines for both playback and record
- Operate jib camera and Steadi cam
- Assist in set and light of both studio and remote projects
- Regular maintenance of studio facilities and remote equipment
- Other duties as assigned by the Production Manager

REQUIREMENTS/QUALIFICATIONS:

- Minimum 1 year studio and/or remote production experience with a broadcast or production facility
- Demonstrated ability to perform all responsibilities for both live and taped productions
- Knowledge of studio lighting techniques desirable

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request

EOE M/F/V/D



View / Modify / Expire
Current Job Listings

- "Closed Captioning Assistant (P/T)" listing was just Reinstated!

S. Doyle, this page allows you to:

- View a current job listing
- Modify a current job listing (only job listings that you posted)
- Expire a current job listing (only job listings that you posted)

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Current job listings for WTIC (FOX), Hartford, CT									
Job Title (Click on the link to view job)	Posted On	Expires On	On-line # Days	Viewed # Times	Remaining # Days	Posted By	Modify / Expire		
New Business Development Account Executive	9/26/2011	11/25/2011	1	0	60	S. Doyle	Modify	Expire	
Account Executive	9/26/2011	11/25/2011	1	0	60	S. Doyle	Modify	Expire	
Closed Captioning Assistant (P/T)	9/26/2011	11/25/2011	1	0	60	S. Doyle	Modify	Expire	
P/T Production Technician	9/14/2011	10/14/2011	13	13	18	S. Doyle	Modify	Expire	
P/T Weekend Production Technician	9/6/2011	10/6/2011	21	5	10	S. Doyle	Modify	Expire	
Production Technician	9/6/2011	10/6/2011	21	14	10	S. Doyle	Modify	Expire	
Morning News Editor	9/6/2011	10/6/2011	21	30	10	S. Doyle	Modify	Expire	

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ID	Title	Hiring Manager	Recruiter	Company : Name
2009-1286	New Business Development Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV
2010-15529	Captioning Assistant (P/T)	Mark Hall	Magaly Pedraza	WTIC-TV
2010-16444	Account Executive	Janet Robinson	Diane Holznagel	WTIC-TV
2011-19050	P/T Weekend Production Technician	Paul Tyler	Magaly Pedraza	WTIC-TV
2011-19051	Production Technician	Paul Tyler	Magaly Pedraza	WTIC-TV
2011-19053	Morning News Editor	Michael Piskorski	Magaly Pedraza	WTIC-TV
2011-19142	P/T Production Technician	Paul Tyler	Magaly Pedraza	WTIC-TV

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Search by Title, ID, or Location:

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careerbuilder.com

Title / Location ▼ Apps Received Company Skin Name Expires Job I

<input checked="" type="checkbox"/>	Morning News Editor	49	Tribune Company	10/5/2011	1905
<input type="checkbox"/>	P/T Weekend				
<input type="checkbox"/>	Production Technician	9	Tribune Company	10/5/2011	1905
<input type="checkbox"/>	Account Executive	21	Tribune Company	10/20/2011	
<input type="checkbox"/>	New Business Development Account	9	Tribune Company	10/20/2011	
<input type="checkbox"/>	Executive				
<input type="checkbox"/>	US-CT-Hartford				
<input type="checkbox"/>	Production Technician	10	Tribune Company	10/13/2011	1914
<input type="checkbox"/>	Production Technician	37	Tribune Company	10/5/2011	1905
<input type="checkbox"/>	Assistant Captioning	124	Tribune Company	10/9/2011	1552
<input type="checkbox"/>	US-CT-Hartford				

CHECK ALL | UNCHECK ALL

- Select task -

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FOX CT & CTNow.COM CAREERS

Account Executive
WTTW/CCT - TV POSITION DESCRIPTION

Closed Captioning Assistant (P/T)
TRIBUNE BROADCASTING POSITION DESCRIPTION

Morning News Editor
WTTW/CCT - TV POSITION DESCRIPTION

New Business Development Account Executive
WTTW/CCT - TV POSITION DESCRIPTION

P/T Weekend Production Technician (A.M.)
POSITION: P/T Weekend Production Technician

P/T Production Technician
POSITION: P/T Production Technician

Production Technician
WTTW/CCT - TV POSITION DESCRIPTION

How to apply for a job at WTTW-TV/WCT-CT
Follow us on Facebook for additional job listings and to apply for jobs.

Regular Mail
FOX CT & The CT
Attn: Human Resources
285 Broad Street
Hartford, CT 06115

E-mail
resumes@ctnow.com

FOXCT & CTNow.com Internships

FOXCT & CTNow.com offer college internship opportunities in the following areas:

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Sports
Creative Services - Marketing/Communications

Sales
Creative Services - On-air Promotion

News - Producing and Assignment Desk (occasional rotations for on-air reporting and editing)
Interactive - Web

Production - In-studio camera operation (opportunity for additional education in other areas of production for advanced interns)

All internships with FOXCT & CTNow.com are non-salaried. You must be able to earn college credit for your work to be accepted.

— CLICK HERE TO LEARN MORE ABOUT THE JOB DUTIES —

To apply, please complete the following internship application forms:
WTTW/CCT - Internship Application
Intern EEO Form

Then send forms to:
FOX CT & CTNow.com
285 Broad Street
Hartford, CT 06115
Attn: Maggie Pedraza

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Deadlines for internships applications are as follows:

Summer : April 1
Fall: August 1
Spring: December 1

EEO Reports 2010

WTC-TV & WCCT-TV EEO REPORT 2010
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