

**Annual EEO Public File Report**  
**KMSP Fox 9/WFTC My29/KFTC IS AN EQUAL OPPORTUNITY EMPLOYER**

**Coverage Period:** December 1, 2013-November 30, 2014

**Station's Comprising Station Employment Unit:** KMSP Fox 9 / WFTC My29 /KFTC

Full-time Positions Filled by Job Title	Date of Hire	Recruitment Source of Hire
Associate Producer	12/17/2013	TV Jobs P.O. Box 4116 Oceanside, CA 92052
VP Engineering	1/27/2014	Myfox9.com 11358 Viking Drive Eden Prairie, MN 55344
Executive Producer	1/27/2014	Internal Candidate 11358 Viking Drive Eden Prairie, MN 55344
Assignment Desk Editor	1/27/2014	Internal Referral 11358 Viking Drive Eden Prairie, MN 55344
Anchor	2/2/2014	Greg Willinger Agency 875 Avenue of the Americas, Suite 1601 New York, NY 10001
Account Executive/Account Manager	3/30/2014	External Referral 11358 Viking Drive Eden Prairie, MN 55344
Photojournalist	4/7/2014	TV Jobs P.O. Box 4116 Oceanside, CA 92052
Account Executive/Account Manager	4/28/2014	External Referral 11358 Viking Drive Eden Prairie, MN 55344
Account Executive/Account Manager	5/20/2014	Previous Intern 11358 Viking Drive Eden Prairie, MN 55344
Reporter	7/1/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
Producer	7/1/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
Senior Promotion Producer	7/1/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
On The Fly Show Producer	7/22/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
Promotion Producer	7/22/2014	Indeed.com 470 West Ave. Suite 2002

		Stamford, CT 06902
Associate Producer	9/15/2014	Myfox9.com 11358 Viking Drive Eden Prairie, MN 55344
Technician	11/3/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
Technician	11/3/2014	Internal Promotion 11358 Viking Drive Eden Prairie, MN 55344
Associate Producer	11/10/2014	Myfox9.com 11358 Viking Drive Eden Prairie, MN 55344

Total Number of Persons Interviewed During Applicable Period: 41

<b>Recruitment Source</b> (Company, Address, Telephone #, Contact Person)	<b>Total Number of Interviewees</b> This Source Has Provided During this Period (If Any)	<b>Full-time Positions For Which Source Was Utilized</b>
Agents (Various Talent Agencies)	0	Evening Anchor, Reporter
Craigslist P.O. Box 225159 San Francisco, CA 94122 (415) 566-6394 <a href="http://www.craigslist.com">www.craigslist.com</a>	0	VP Engineering
External Referrals	2	Account Executive/Account Manager
Employee Referrals 11358 Viking Drive Eden Prairie, MN 55344	3	VP Engineering, Assignment Desk Editor
Internal Candidates 11358 Viking Drive Eden Prairie, MN 55344	18	6pm Producer, Senior Promotion Producer, VP Engineering, Promotion Producer, Photojournalist, Technician, Technician, Assign Desk Editor
Job Dig - AGGREGATOR 10300 Valley View Rd. Eden Praire, MN 55344 <a href="http://www.jobdig.com">www.jobdig.com</a>	0	VP Engineering
LinkedIn 2029 Stierlin Ct. Mountain View, CA 94043 (650) 687-3600 <a href="http://www.linkedin.com">www.linkedin.com</a>	1	VP Engineering, Account Executive/Account Manager, Account Executive/Account Manager, Account Executive/Account Manager
MinnesotaWorks 332 Minnesota Street, Suite E200 Saint Paul, MN 55101 (651) 259-7114 <a href="http://www.minnesotaworks.net">www.minnesotaworks.net</a>	0	All positions, except Senior Promotion Producer
Fox Careers	0	Reporter, On The Fly Producer, Promotion Producer, Associate Producer, Technician, Technician
TV Jobs P.O. Box 4116 Oceanside, CA 92052 (760) 754-8117 <a href="http://www.tvjobs.com">www.tvjobs.com</a>	5	Associate Producer, Executive Producer, Assignment Desk Editor, Anchor, Photojournalist, Reporter, Producer, On The Fly Show Producer, Associate Producer, Associate Producer
AWRT 3415 University Ave. St. Paul, MN 55114 <a href="mailto:alotz@awrt.org">alotz@awrt.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account executive/Account Manager Account executive/Account Manager Account executive/Account Manager

		On The Fly Show Producer Technician Technician
Minneapolis American Indian Center 1530 Franklin Ave. Minneapolis, MN 55404 <a href="http://www.maicnet.com">www.maicnet.com</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
American Indian LRC/UofM 106 Pleasant St. SE 125 Minneapolis, MN 55407 <a href="mailto:aminstud@umn.edu">aminstud@umn.edu</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
American Indian Services 2200 Park Avenue South Minneapolis, MN 55404 <a href="mailto:ais@americanindianservices.com">ais@americanindianservices.com</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
American Indian OIC 1845 E. Franklin Ave. Minneapolis, MN 55404 <a href="mailto:info@aioic.com">info@aioic.com</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Centro 1915 Chicago Avenue Minneapolis, MN 55404 <a href="mailto:infocenter@centromn.org">infocenter@centromn.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
University of Minnesota Department of Chicano & Latino Studies 19 Scott Hall, 72 Pleasant Street SE Minneapolis, MN 55455 <a href="mailto:chicstud@umn.edu">chicstud@umn.edu</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician

		Technician
East Side Neighborhood Services 1700 Second St. NE Minneapolis, MN 55418 <a href="http://www.esns.org">www.esns.org</a> <a href="mailto:Agencyinfo@esns.org">Agencyinfo@esns.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Minneapolis Urban League 411 E 38 <sup>th</sup> Street Minneapolis, MN 55409 <a href="mailto:landerson@mul.org">landerson@mul.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Minnesota Women's Consortium 550 Rice Street St. Paul, MN 55103 <a href="mailto:info@mnwomen.org">info@mnwomen.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
National Urban League 120 Wall St. New York, NY 10005 <a href="mailto:Recruitment@nul.org">Recruitment@nul.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
National Hispanic Media Coalition 55 S. Grand Ave. Pasadena, CA 91105 <a href="mailto:info@nhmc.org">info@nhmc.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Southeast Asian Community Council 555 Girard Terrace N. Ste. 110 Minneapolis, MN 55405 <a href="mailto:seaccphilip@yahoo.com">seaccphilip@yahoo.com</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Suicide Prevention Resource Center	0	VP Engineering

PO Box 64882 St. Paul, MN 55164 <a href="mailto:info@sprc.org">info@sprc.org</a>		Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Women's Advocates, Inc. <a href="mailto:sellis@wadvocates.org">sellis@wadvocates.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Women's Work <a href="mailto:susan@wwork.com">susan@wwork.com</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
YWCA 1130 Nicollet Mall Minneapolis, MN 55403 <a href="mailto:ywca@ywcampis.org">ywca@ywcampis.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Women Venture 2324 University Ave. W. St. Paul, MN 55114 <a href="mailto:amays@womenventure.org">amays@womenventure.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Upper Midwest American Indian Center 1035 W. Broadway Minneapolis, MN 55411 <a href="mailto:info@maicnet.org">info@maicnet.org</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
Summit Academy OIC 935 Olson Memorial Highway Minneapolis, MN 55405	0	VP Engineering Executive Producer Assignment Desk Editor

info@saoic.org		Account Executive/Account Manager Account executive/Account Manager Account executive/Account Manager On The Fly Show Producer Technician Technician
University of Minnesota 200 Donhowe Building, 319 15 <sup>th</sup> Ave. SE Minneapolis, MN 55455 <a href="mailto:mlkdesk@umn.edu">mlkdesk@umn.edu</a>	0	VP Engineering Executive Producer Assignment Desk Editor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager Technician Technician
WNYW/WWOR 205 E. 67th Street New York, NY 10065 Iris Sierra 212-452-5702 <a href="http://www.myfoxny.com">www.myfoxny.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
KTTV/KCOP 1999 S. Bundy Drive Los Angeles, CA 90025 Vivian Rodriguez 310-584-2287 <a href="http://www.myfoxla.com">www.myfoxla.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WTFX 330 Market St. Philadelphia, PA 19106-2796 Megan Yamin-Afshar 215-982-5215 <a href="http://www.myfoxphilly.com">www.myfoxphilly.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager

		6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
KDFW/KDFI 400 N. Griffin St Dallas, TX 75202 Ilesha Mason 214-720-3149 <a href="http://www.Myfoxdallas.com">www.Myfoxdallas.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WFXT 25 Fox Dr. Dedham, MA 02026 Marqueritte Kerr 781-467-1490 <a href="http://www.myfoxboston.com">www.myfoxboston.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WAGA 1551 Briarcliff Rd, NE Atlanta, GA 30306 Regina Davis 404-898-0269 <a href="http://www.myfoxtlanta.com">www.myfoxtlanta.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer



		Associate Producer Technician Technician Multi-Platform Associate Producer
WTTG/WDCA 5151 Wisconsin Ave NW Washington, DC 20016 Diana Pike 202-895-3175 <a href="http://www.myfoxdc.com">www.myfoxdc.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
KRIV/KTXH 4261 Southwest Fwy Houston, TX 77027 Roberta Hudson 713-479-2720 <a href="http://www.myfoxboston.com">www.myfoxboston.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WJBK 16550 W. Nine Mile Rd. Southfield, MI 48075 Cynthia Smith 248-552-5233 <a href="http://www.myfoxdetroit.com">www.myfoxdetroit.com</a>	1	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
KSAZ/KUTP	0	Associate Producer

511 W. Adams St. Phoenix, AZ 85003 602-262-5150		Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WTVT 3213 W. Kennedy Blvd. Tampa, FL 33609 Cynthia Armstrong 813-870-9636	1	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
FSS 205 E. 67th Street New York, NY 10065 Dorian Kasuba 212-452-5702 <a href="http://www.myfoxny.com">www.myfoxny.com</a>	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WOFL/WRBW 35 Skyline Dr. Lake Mary, FL 32746 Jean Fromm 407-741-5140	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager

		Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WHBQ 485 S. Highland Memphis, TN 38111 Tracey Rivers 901-320-1355	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
KTBC 119 E. 10th St Austin, TX 78701 Lisa Cordes 512-495-7024	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WOGX 1551 SW 37th St Ocala, FL 34474 Jean Fromm 407-741-5169	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer

		Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WFLD/WPWR 205 N. Michigan Ave. Chicago, IL 60601 Sharming Scott-Nathan 312-565-3015	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
WJZY-WMYT 3501 Performance Road Charlotte, NC 28214 Reginald Higgins 704-9443372	0	Associate Producer Assignment Desk Editor Executive Producer VP Engineering Anchor Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Reporter 6pm Producer Senior Promotion Producer Promotion Producer On The Fly Show Producer Associate Producer Technician Technician Multi-Platform Associate Producer
Broadcast Engineering (Penton Media) 606 N Larchmont Blvd Los Angeles, CA <a href="mailto:Julie.dahlstrom@penton.com">Julie.dahlstrom@penton.com</a>	0	VP Engineering Technician Technician
Myfox9.com 11358 Viking Drive Eden Prairie, MN 55344 (952) 944-9999	6	Associate Producer Assignment Desk Editor Executive Producer Vice President Engineering Anchor Photojournalist Account Executive/Account Manager Account Executive/Account Manager Account Executive/Account Manager 6pm Producer 6pm Reporter

		Promotion Producer Senior Promotion Producer Multi-Platform Associate Producer
Indeed.com 470 West Ave. Suite 2002 Stamford, CT 06902 203-564-2418	1	Jobs Aggregator, No web announcements were sent directly to Indeed.com
Society of Broadcast Engineers 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 <a href="http://www.sbe.org">www.sbe.org</a>	2	VP Engineering Technician Technician
Former Intern/Employee	1	Account Executive

In addition to the above recruitment source information, job openings are sent to the Human Resources contact for each owned and operated Fox Television Stations nationwide in an effort to increase the opportunity for company internal promotions and expand the recruiting area.

- KMSP and WFTC open positions are posted together on the [www.myfox9.com](http://www.myfox9.com) website.
- 

### **Section 3: Supplemental Outreach Activities – December 1, 2013-November 30, 2014**

- **(i) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.**

KMSP/WFTC participates in local and national career/job fairs. Job Fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations, Inc. and the job opportunities and internship/mentoring programs available within the group. A list of job openings and station contact information is available upon request

KMSP/WFTC participated in the following job fairs during the reporting period:

- NATAS – Upper Midwest Regional Student Production Awards Career Fair – Bloomington, MN  
March 30, 2014  
Attended by: Kate O'Hara
- Emma Bowen Career Fair – New York, NY  
June 25, 2014  
Attended by: Roselyn Barranda  
Dorian Kasuba
- IRTS Multicultural Career Workshop-New York, NY  
March 1, 2013  
Attended by: Roselyn Barranda  
Heather Frascella
- National Association of Hispanic Journalists – San Antonio, TX  
August 7 – August 9, 2014  
Attended by: Iris Sierra  
Iesha Mason  
Mike McClain  
Pam Vaught
- Asian American Journalists Association – Washington DC  
August 14 – August 15, 2014  
Attended by: Diana Pike

Margie Ruttenberg

- **(iv) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.**

#### **Staff Appearances and Community Involvement**

On going outreach efforts are supported by public speaking engagements by our staff which includes, but is not limited to schools, local college/universities, civic, non-profit organizations and similar events.

Rush Creek Elementary Weather Talk  
Fernbrook Elementary School Weather Talk  
Women in Business  
Women in Business  
Diversity in Business Awards  
Diversity in Business Awards

Steve Frazier  
Keith Marler  
Randy Meier  
Kelcey Carlson  
Tom Butler  
Alix Kendall

#### **Girls & Science**

FOX 9's Girls and Science will be held at the Science Museum of Minnesota on November 15<sup>th</sup>. Area children and their families have the opportunity to take part in hands-on, interactive experiments with leading female scientists. Community members can also register for FOX 9 Meteorologists' Ian Leonard and Keith Marler's Weather 101 course or try their forecasting skills at the FOX 9 Weather Wall Green Screen. This community event attracts thousands of visitors each year. Girls & Science is also promoted prominently on [www.myfox9.com](http://www.myfox9.com) and during newscasts.

#### **Women in Business Awards**

FOX 9 partners with the Minneapolis/St. Paul Business Journal for events that promote economic vitality. The first event of the season was the Women in Business Awards. The event celebrates and recognizes women entrepreneurs and executives in our local community. In addition to promotional support, the event received news coverage, web support and FOX 9 News anchor Randy Meier and Kelcey Carlson emceed the event. The following is the promotion for the Women in Business Awards.

- **(v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.**

#### **Internship Program**

KMSP/FOX 9 & WFTC/MY 29 continue to offer an academic credit internship program for college/university, junior, senior, and graduate students. Generally, internships are available in the following departments: News (including Sports), Creative Services (including Promotions and Graphic Design), Research/Programming, Human Resources, Marketing, and Community Affairs.

Kate O'Hara, the HR Director at KMSP/WFTC/KFTC, is the coordinator and lead for the internship program at the station.

The objectives of the program are to:

- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to receive on-site exposure to and training from experienced television broadcast professionals who are in job positions to which students aspire.
- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to garner practical application experience and exposure to a work environment in their desired career.
- Identify students for the Station's job applicant pool for employment opportunities.

#### Eligibility Criteria:

- Students selected for KMSP/WFTC-TV Minneapolis Internship Program must be either a junior or senior in an accredited university or 2-year college.
- Internships are for approximately 12 - 16 weeks per semester, 16 hours per week.
- Students must receive course credit and KMSP/WFTC will need prior approval by the college or university.
- There will be no financial remuneration for interns. Interns are expected to maintain the same high professional ethics as the rest of the KMSP/FOX 9 & WFTC/MY 29 staff.

#### Program Requirements & Design:

- Your internship is presently scheduled for one semester. Occasionally, we will extend internships to more than one semester, but in this case, we will handle it on an individual basis.
- Interns will frequently meet with their supervisor and receive a written evaluation at the end of their internship. We will certainly oblige you as to any written evaluation required by your college and/or university.
- When the internship is completed, an exit interview will be conducted by the Internship Coordinator of KMSP/FOX 9 & WFTC/MY 29 in the Human Resources Department. Please be sure to contact the Human Resources Department to schedule this interview prior to your departure.
- Attendance is a top priority here at KMSP/FOX 9 & WFTC/MY 29. We expect you to be on time and if you must be out or tardy, please notify your department as soon as possible.
- Since KMSP/FOX 9 & WFTC/MY 29 welcomes interns as staff members, interns are given a wide variety of assignments, according to the expertise of the student. It is not up to the student to decide what he or she may do while on duty. Interns will be dismissed for any kind of insubordinate behavior but also will be treated fairly if a conflict between a regular staff member and student occurs.
- Each intern is provided with a picture ID on the first day of his or her internship. This badge is to be worn, either on the pocket or around the neck while conducting business for KMSP/WFTC. This means in the building as well as on location. No exceptions. If you lose it, come to H.R. for a replacement.
- This is a professional business and we want you to dress accordingly. We are not asking you to purchase a new wardrobe, but you should wear clothing that is acceptable to the business community. On Fridays, casual days, jeans are allowed.
- Other
  - Be aware of the news. Watch television news and read the daily newspaper.
  - Do not be afraid to ask questions; even ones you may consider too commonplace.
  - Learn how to photocopy, fax and handle mail/express mail early.
  - If necessary, learn where the files are located for easy access.
  - Make an appointment with the Tape Librarian for a library lesson.
  - Interns are seldom allowed to produce audition tapes.
  - Use of station equipment will be supervised at all times.
  - Interns may apply for any job opening. Jobs are posted in the copy room, lunch room and main corridor of the station.
  - Please do not bring friends to the station without advanced permission.

#### Application Process:

Send application material to:  
 KMSP/WFTC-TV MINNEAPOLIS  
 Attn: Internship Coordinator  
 11358 Viking Drive  
 Minneapolis, MN 55344

**NEWS DEPARTMENT:** Under the supervision of the Assignment Editors all News student interns will gain hands-on experience in the day-to-day operations of a fast-paced news environment. Overall, an internship with the News

Department will involve assisting the news staff with compiling packets of information, answering phones and other duties that will be useful in the news gathering process. This internship may include some field experience with News Reporters to cover developing stories. Student interns are expected to assist producer with researching, and preparing news packets for News Anchors and scanning wires. Also, student interns will assist Assignment Desk Editors and News Producers with phone calls to assist in the development of stories, as well as filing press releases, sorting scripts and writing practice scripts as needed. This internship requires learning the news computer system.

SPORTS DEPARTMENT: Under the supervision of the Sports Producers/Reporters, the student intern(s) will gain hands-on experience in the day-to-day operations of the Sports Department. Student intern(s) will be exposed to how the Sports Department covers stories; and edit and air sports for the evening newscasts and special shows. Student intern(s) will assist in all facets of production. Duties include but are not limited to: checking wire reports, logging feeds and games, preparing initial scripts, working with editors to produce high-lights, and retrieving and achieving videotapes. This internship may include some field experience to cover sports events with a camera crew and Sports caster. Student intern(s) must be self-starters, organized, and able to work evening and weekends hours.

WEATHER: Under the supervision of the Chief Meteorologist, weather interns will learn to operate weather graphics system and be capable of creating a ready-for-broadcast weather show by the end of the internship. Interns will learn the weather systems in addition to FOX 9's and be capable of assisting the on-air Meteorologists in tracking and analyzing severe storms. Interns will also learn the crawl system for weather alerts and will assist the on-air Meteorologists with preparing crawls (with strict supervision) for broadcast. Interns will study meteorological model data and create local forecast for comparison with the on-air Meteorologists forecast. As time permits, interns will practice delivering a weathercast at the Chromakey Wall and in the WeatherCenter.

PROMOTIONS DEPARTMENT: Who are the people who get you to watch T.V. shows? It's the Promotion Producers job to lure viewers to watch Fox Prime Programs, including our newscasts. Find out how they do it! Take part in the T.V. marketing process which includes writing, producing, directing, videography, and non-linear editing by watching our producers create topical promos for newscasts and entertainment programs. You will even have the chance to write and prepare your own topical promo taking your ideas through the production process.

CREATIVE SERVICES INTERNSHIP: This internship is designed for individuals who want to gain experience in the PR and Marketing fields. This intern will write for and assist in the development of KMSP/WFTC websites like [www.weekendbuzz.tv](http://www.weekendbuzz.tv), [www.foxpreps.com](http://www.foxpreps.com), and [www.my29tv.com](http://www.my29tv.com). These interns will also support social media initiatives on Facebook, Twitter and MySpace. Further, responsibilities will include assisting the Community Services Producer with emails and production requests, work with Sales and Marketing Department with event production, support the Weekend Buzz producers with event calendars, and learn through hands on experience how outside media campaigns function.

HUMAN RESOURCES DEPARTMENT: Under the supervision of the Human Resources Director, the student intern will receive practical application experience and exposure to fundamental human resources generalist functions including applicant tracking, applicant screening and interviewing, referencing, and employee in-processing and out-processing. Administrative/clerical duties may include word-processing, assisting with the phone (e.g. answering, screening, referring, and making calls), handling incoming and outgoing mail, and maintaining jobline, job postings, mailing lists, and various administrative/clerical assignments. Student intern must be customer service oriented, highly confidential, and possess good verbal, written, organizational, and multi-tasking skills, and high level of attention to details is required.

COMMUNITY AFFAIRS: Under the supervision of the Producer/Community Coordinator the student intern(s) will participate in every aspect of the Community Affairs office. The student intern(s) will handle inquiries from the public, and will be involved in some production work. The student intern(s) will provide administrative support for community affairs campaigns, log incoming PSA tapes, write/change orders for Master Control, update mailing lists of community organizations and compile FCC Quarterly Issues Reports. This internship will also include pre-production work to develop KMSP's Community Events Calendar, write scripts for the calendar, as well as conduct control room production sessions for Public Service Announcements. Student intern(s) will recommend music for graphics, screen, and critique and recommend incoming videotapes for airing. Student intern(s) will be exposed to the practices and procedures of public relations in broadcasting. Will assist with gathering information from news talent for press releases. Student intern(s) should be self-starters, detailed-oriented, and have good phone skills.



**SALES:** The Sales Department is responsible for generating revenue via negotiations with commercial advertisers. Student intern(s) will provide administrative support to Account Executive/Account Managers and sales coordinators. Internship activities may include typing, faxing, filing, copying, etc. There will also be telephone interaction with clients and advertising agencies. There may be opportunities for the student intern(s) to spend time in the Traffic and Research departments as well. Student intern(s) must have a desire to work in Sales and enjoy working in a fast-paced environment.

**IT:** Under the supervision of the IT Manager, student interns will gain hands on IT experience helping provide basic level support to administrative and News staff on hardware/software, printers, client network connectivity problems and other interface peripherals; Student intern(s) will perform hardware/software testing and installation using Norton Ghost and assist with asset management. Student intern(s) should have good communication, client interface skills, and patient manner in dealing with user questions and problems required. Student intern should also possess good technical, multi-tasking and problem solving skills, along with superior oral and written communication skills and the ability to effectively use web applications and MS Office products.

**ENGINEERING:** If you enjoy the behind-the-scenes action, you will be interested in the technical side of news. Engineering technicians spend time both in the studio and out in the field working to bring T.V. newscasts to you! We have technicians in the studio listening on headsets as the directors call for camera shots and other studio elements such as master control and audio. Another aspect of working as a technician is speaking time in the field with a microwave or satellite "live" truck learning about what is required for a live shot and how an ENG/SNG truck operates. In this experience, you will have the opportunity to experience the many responsibilities of an Engineering technician.

**FINANCE:** Are you in school for accounting, economics, business or finance? If so, this internship would provide the opportunity to learn the many important functions of the Finance Department including the Accounts Receivable, Accounts Payable, Credit and Payroll divisions. Go through the log, reporting and month-end process. Learn how our employee appreciation committee budgets their monthly events to gain knowledge of the budgeting process.

**MARKETING:** KMSP FOX 9 / WFTC My 29 is seeking a student interested in learning the ins and outs of television marketing and promotions. This position will implement sales promotions and coordinate work events with FOX 9 and My 29 advertisers. During this internship students will have hands on experience with the full production of large scale marketing promotions and events. You will be exposed to the television sales environment. Must have strong Microsoft Office skills, great attention to detail, flexible schedule and an outgoing personality. Must be willing to work some evenings and weekends.

Reporting Period Internships: 6

**Other Internship/Job Shadow Opportunities:**

**Job Shadow:** A job shadow experience allows junior high and high school age students to the opportunity to come into the station for a day and spend with a department of interest. The shadow experience will give students the opportunity for a one time experience in a work setting related to the broadcast industry.

Human Resources coordinate the job shadow experience with the department identified by the student. They will be paired with an employee and have the chance to follow that employee around during a normal day of work. The length of the job shadow will be dependent on the request from the student and availability of the department.

**"Career Awareness;" Station Tours:** Throughout the reporting period, KMSP/WFTC, conducted station tours for colleges, universities and other educational institutions to explain broadcast operations and a variety of career options available in broadcasting.

- **(vi) Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).**

Job Shop at [www.myfox9.com](http://www.myfox9.com) is an ongoing initiative that allows employers to post jobs on the stations' website at no cost. The station will profile a job of the day on air and online. In addition to the job listings, reporters have aired stories regarding job interview techniques, helpful resume tips and interviews with local area recruiting experts.

- **(vii) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.**

**Work Study Scholarship Programs – Emma L. Bowen Foundation for Minority Interest in Media, Inc.**

Established in 1989, the Emma L. Bowen Foundation for Minority Interest in Media is a non-profit organization whose mission is to create career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Students in the program work in media companies each summer and during school breaks, from high school through college. The students earn both salaries and matching scholarship funds to be used for college tuition and related expenses. Over a period of up to five years, the students experience numerous aspects of corporate operation and develop professional and practical skills that will help prepare them for their careers, many of which begin at the companies where the students interned. Fox Television Stations have been a corporate partner in this program since its inception and two of the Company's executives are on the Foundation's Board.

**Eligibility Requirements:**

- Good academic standing and record
- Recommendation from principal, teachers and guidance counsels
- Interested in pursuing a career in media

**Emma L. Bowen Intern for the summer of 2014**

- Hamdi Barre
- Daphne Yuan

**Mock Interviews/Internship Screenings:** On April 2, 2014, the Director of Human Resources attended an event at Normandale College. The goal was to conduct mock interviews for students in the communications program to provide them experience interviewing with local businesses. Further, they could inquire with the business representative about internships or other opportunities at their respective businesses and provide the company with a resume for consideration.

6. **(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**

The station encourages employees to apply for promotions for which they are qualified. In an effort to increase internal promotions, the station offers many internal cross-training opportunities. This enables employees to acquire the necessary skills and experience needed to be considered for advancement opportunities. In this reporting period, the station has trained and promoted twelve (12) employees to the following positions:

- Promotion Producer to Senior Promotion Producer
- Executive Producer to Senior Executive Producer
- Special Projects Executive Producer to Evening Executive Producer
- Part-Time Technician to Full-Time Technician
- Part-Time Technician to Full-Time Technician
- Web Producer to Assignment Desk/Content Editor
- Assignment Desk Editor to 6pm Reporter
- Associate Producer to 6pm Producer
- Part-Time Assignment Desk Editor to Web Producer
- Photojournalist to Senior Photojournalist
- Associate Producer to Television Show (On The Fly Producer)
- Part-Time Technician to Full-Time Technician

Fox Stations Sales, an in-house national sales organization, maintains a program to train new sales Account Executive/Account Managers. This program consists of both coursework and hands-on training. At the end of the program, individuals are assigned to the Company's Television Stations and Sales offices throughout the United States.

**Training Management:**

The Human Resources Department facilitates ongoing management development training to include Performance Management training, Recruitment and Retention Training, and Workplace Issues Training. These sessions are conducted throughout the year and include a review of applicable policies and company practices, interactive discussion, and a distribution of relevant materials. The intent of these training sessions is to enhance the skills and abilities of our management team.

In addition, throughout the reporting period, KMSP/WFTC, provided the following training programs to its employees, to include: Records and Retention Policy to all employees, Email Communication to all employees, Standard and Business Conduct to all employees, and Enhanced Live-production Control System (ELC) to some union and non-union employees, and Miranda iTX (on-air automation) to some union employees.