

# Radio Host/ Digital Content Writer- WLHT

Grand Rapids, MI  
Job Status: Closed

< Back

## Job setup

Overview

Job Info

Job Kickoff

**Job Posts**

Forms

Scorecard

Interview Plan

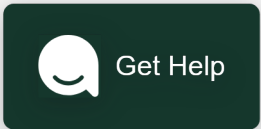
Stage Transitions

Hiring Team

Notifications

Approvals

Activity Feed



## Edit your job post

### Post details

Job name \*

Post to \*

Townsquare Media

Location \*

This location will be visible to candidates on the job post.

Pay transparency rules \* ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

This selection will not be visible to candidates on the job post.

Application language

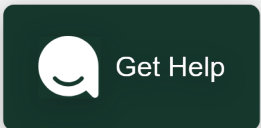
English

Custom description ?



Inclusive job descriptions motivate candidates from all backgrounds to apply, broadening your talent pool and making it more diverse. Consider:

- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



### Basic application information

Personal information

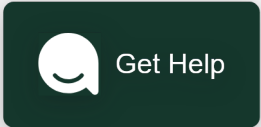
Hide

Optional

























Required

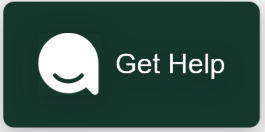


Last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Resume	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Education</b>	<b>Hide</b>	<b>Optional</b>	<b>Required</b>
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



### Custom application questions

Please submit a video introducing yourself, and tell a funny or moving story. (Required)	 
Please submit a radio aircheck if you have one.	 
Do you inform or entertain audiences anywhere else? (Youtube, Social Media, TikTok, Podcast, etc). Please show us: (Required)	 
Please include a writing sample. (Required)	 
Do you have any written content published anywhere? Please show us:	 
LinkedIn Profile	 
Website	 
How did you hear about this job? (Required)	 
Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)	 
If yes, please, explain:	 
Have you ever been disciplined or fired from a job? (Required)	 
If yes, please, explain:	 





If so, please, provide dates and position:



Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)



If yes, please, explain:



Provide a copy of such agreement:



Do you have a valid driver's license and state minimum required auto insurance? (Required)



Are you related to any current employee of Townsquare Media? (Required)



If so, please, explain relationship:



Are you legally authorized to work in the U.S.? (Required)



Do you now need or will you need sponsorship in the future? (Required)



Add custom question

Copy from another job

### Settings

Send confirmation email to candidates

Default Candidate Auto Reply



Get Help

Recently Viewed

Application confirmation page

- Default
- Customize

- Include EEOC questions

*Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.*

- Include 'Apply with SEEK' button

*This will only appear for external job boards with a saved SEEK Client ID.*

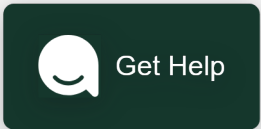
### Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed
- LinkedIn Limited
- ZipRecruiter

Location

- Remote



## **Account Executive**

At Townsquare we are a team of driven individuals who push ourselves and those around us to grow personally and professionally. You can expect a dynamic and competitive work environment that fosters success, training, development and unlimited earning potential.

Are you driven by customer success and finding the perfect solution for your clients? Do you want to grow your career with the industry leader in digital space, make money and have fun while doing it? Then we want to talk to you!

We're looking to build out a team of driven individuals to bring our best-in-class marketing solutions to local business in the Grand Rapids Market. This team is at the forefront of establishing and maintaining client relationships by leveraging our cross-platform advertising solutions to develop successful marketing campaigns for our clients.

### **What the role will look like?**

- Determine strategy for identifying, connecting and closing new opportunities in your local market
- Prospect and identify potential clients using our proprietary data and analytics
- Build and maintain close working relationships with internal teams to identify upsell and cross sell opportunities
- Using your influencing and relationship-building skills, you provide world class client service, research and market analysis to create a successful campaign for our clients.
- Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the Grand Rapids market
- Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship and much more

### **Qualifications:**

- Proven track record of meeting and exceeding aggressive sales goal
- Strong marketing acumen
- Effective verbal and written communications essential.
- Experience selling or working with digital and or multimedia advertising solutions
- 1+ year of sales or marketing experience is preferred, but not required
- Goal-oriented, strong work ethic and a desire to learn and grow a career in Sales
- Valid Driver's license, auto insurance, and vehicle
- Bachelor's Degree preferred but not required

### **Benefits:**

- Competitive compensation package with uncapped earning potential
- Tech package for laptop and cell phone
- Monthly car allowance

- 4-week long sales training program
- 3 weeks of PTO + 9 paid holidays
- Medical, Dental, Vision and Pet Insurance
- 401(K) Retirement Plan
- Casual, high-energy work environment
- Unlimited growth opportunities!

## **About Us**

Townsquare is a community-focused digital media, digital marketing solutions, and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing websites, search engine optimization, social platforms, and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such as [WYRK.com](#), [WJON.com](#), and [NJ101.5.com](#), along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#), and [Loudwire.com](#).

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

**#LI-EB1**







# Account Executive - Grand Rapids1

Grand Rapids, MI  
Job Status: Closed

< Back

Job setup

Overview

Job Info

Job Kickoff

Job Posts

Forms

Scorecard

Interview Plan

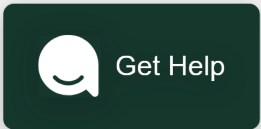
Stage Transitions

Hiring Team

Notifications

Approvals

Activity Feed



## Edit your job post

### Post details

Job name \*

Post to \*

Townsquare Media

Location \*

This location will be visible to candidates on the job post.

Pay transparency rules \* ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

This selection will not be visible to candidates on the job post.

Application language

English

Recently Viewed

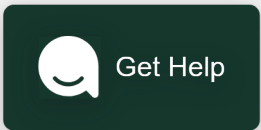


Custom description ?



Inclusive job descriptions motivate candidates from all backgrounds to apply, broadening your talent pool and making it more diverse. Consider:

- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



### Basic application information

Personal information

Hide

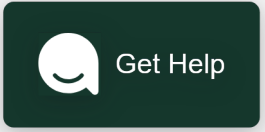
Optional

Required





Last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Education</b>	<b>Hide</b>	<b>Optional</b>	<b>Required</b>
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Custom application questions

LinkedIn Profile		
Website		
How did you hear about this job? (Required)		
Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)		
If yes, please, explain:		
Have you ever been disciplined or fired from a job? (Required)		
If yes, please, explain:		
Have you ever been employed by our company or predecessor? (Required)		
If so, please, provide dates and position:		
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)		
If yes, please, explain:		
Provide a copy of such agreement:		



Recently Viewed

Are you related to any current employee of Townsquare Media? (Required)



If so, please, explain relationship:



Are you legally authorized to work in the U.S.? (Required)



Do you now need or will you need sponsorship in the future? (Required)



Add custom question

Copy from another job

## Settings

Send confirmation email to candidates

Default Candidate Auto Reply

[Customize](#) your auto-reply templates.

Application confirmation page

Default

Customize

Include EEOC questions

Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.



Get Help

Recently Viewed

This will only appear for external job boards with a saved OER Client ID.

### Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed
- LinkedIn Limited
- ZipRecruiter

Location

Grand Rapids, Michigan, United States

- Remote

Back

Preview

Save



Get Help

Recently Viewed

← ↻ 🏠 🔒 https://web.grandrapids.org/jobbank/joblistings.aspx 🔍 🏠 🔄 ⭐ 🗄️ ⋮

+ Annual Giving Assistant	Grand Valley State University
+ Associate Director of Endowed & Gift Planning	Grand Valley State University
- Media and Digital Sales Executive	Townsquare Media

[Job Details](#) [Print Job](#)

**Job Start Date:**    **Type of Position:** Multimedia Marketing  
**Number of Openings:** 1

**Job Location & Contact:**  
Grand Rapids, MI 49503  
[Email](#)

**Job Description:**  
What will the role look like? Determine a strategy for identifying, connecting, and closing new opportunities in your local market Prospect and identify potential clients using our proprietary data and analytics Build and maintain close working relationships with internal teams to identify upsell and cross-sell opportunities Using your influencing and relationship-building skills, you provide world-class client service, research, and market analysis to create a successful campaign for our clients. Responsible for bringing our premier marketing and advertising solutions to local and regional businesses in the Grand Rapids market Diversifying our clients' solutions through cross-selling a variety of marketing solutions including broadcast, digital (website design, SEO, SEM, Programmatic, Paid Search/Social, etc.), live event sponsorship, and much more

**Experience Required:**  
Qualifications: Proven track record of meeting and exceeding aggressive sales goals Strong marketing acumen Effective verbal and written communication is essential. Experience selling or working with digital and or multimedia advertising solutions 1+ year of sales or marketing experience is preferred, but not required Goal-oriented, strong work ethic, and a desire to learn and grow a career in Sales Valid Driver's license, auto insurance, and vehicle Bachelor's Degree preferred but not required

**How to Apply:**  
APPLICATIONS Detailed resume, cover letter, recent references, and salary requirements to Account Executive Position, Townsquare Media [redacted]  
49503. CONTACT: [redacted]

**Application Deadline:**  
Dec 31, 2023

[Submit your resume](#)

## ***Digital Sales Lead***

***\*This is an in-office position that requires you to work closely and collaboratively with a team.\****

As a Digital Sales Lead, you will provide cross-platform full funnel digital marketing solutions to our existing and new clients for their success and growth. Townsquare Ignite has proven to be a local leader in providing custom digital solutions for all-sized local businesses.

Your responsibility will be to identify and grow digital business with advertisers in local communities. You'll manage business relationships to ensure that the clients' needs and objectives are met. You will serve as the expert digital sales resource within a team, assisting them with closing business, as well as developing new business on your own. This is a fast-paced, client-facing role in which you will need to be able to handle multiple clients and opportunities daily.

### **Responsibilities**

- Responsible for pipeline management and meeting digital sales goals, individually and for the team
- Build relationships across local businesses and agencies to act as a trusted marketing partner, providing insights and relaying relevant guidance to the customer to meet shared objectives
- Leverage an entrepreneurial mindset to solve complex problems, with solutions tailored for each customer and made as simple as possible
- Conduct virtual and in-person meetings demonstrating subject matter expertise and a point of view on industry and/or specific advertising solutions, with deep knowledge of your customer's vision and objectives
- Cultivate new business, self-generated and with local team, and collaborate with team members to grow existing business
- Take ownership of the pre- and post-sale process, making sure that we exceed customer expectations and deliver results
- Interpret performance reports, both for our local team and our clients, use performance data to make campaign recommendations that result in incremental sales
- Be a strategic sales leader who creates future value for Townsquare, while delivering immediate results. Determine the right goals, inform decisions, and help design scalable, long-term solutions that meet shared objectives
- Coach, mentor, and train sales team on digital product offerings and digital industry trends to help them exceed in selling Full Funnel Solutions

### **Qualifications**

- Proven track record of digital sales quota achievement
- Proven track record of selling digital marketing products (Search, Social, Programmatic)
- Proven track record of success in growing new business
- Advanced knowledge and understanding of digital research tools and methodologies

- Superior presentation, interpersonal & communications skills
- IAB Certification (preferred)
- BA/BS degree
- Minimum 2 years of digital sales experience
- PowerPoint, Excel experience

## **Benefits**

- Competitive base plus **UNCAPPED** commission plan
- 3 Weeks PTO
- 9 Paid Holidays (Two personal/floating Holidays)
- Health, Dental, Vision
- 401(K)
- World Class training opportunities and client solutions, including access to our own DMP
- Unlimited Growth Potential - Ignite is the fastest growing division of Townsquare Media with upward mobility opportunities

## **Why Townsquare Ignite?**

Townsquare Ignite is a division of Townsquare Media—the third-largest broadcasting company in the country. We help business owners reach their ideal customers with a combination of programmatic advertising, search engine marketing, and more.

## **Why You'll Love Working at Townsquare Ignite**

We are a team of driven individuals who push ourselves and those around us to develop personally and professionally. You can expect a dynamic and competitive work environment. To foster your success, you'll take part in a comprehensive training program, surrounded by a positive and supportive culture that encourages everyone to develop themselves and others. We've had countless internal promotions, and our goal is to continue the rapid growth of our company. Whatever your professional goals, you'll have the opportunity to make steps toward your target and take your career to new heights!

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic**



**information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

**#LI-NO1**

Last Name	First Name Applied For	Source	Application Date
	Digital Sales Lead - Grand Rapids	Applied through your website's jobs page	12/07/2022
	Digital Sales Lead - Grand Rapids	Applied through your website's jobs page	11/18/2022
	Digital Sales Lead - Grand Rapids	Employee Referral	10/06/2022
	Digital Sales Lead - Grand Rapids	Employee Referral	08/15/2022
	Digital Sales Lead - Grand Rapids	Indeed Sourced	05/06/2022
	Digital Sales Lead - Grand Rapids	Indeed Sourced	06/15/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/14/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/04/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	11/01/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/26/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/15/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/12/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/17/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/25/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/16/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	08/25/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/31/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/29/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/28/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/24/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/09/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/04/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/18/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/10/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/06/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/16/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	10/08/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	08/30/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/27/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/28/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/21/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/12/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/09/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	09/08/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	08/05/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	06/07/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	07/29/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	08/23/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	06/24/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	06/10/2022
	Digital Sales Lead - Grand Rapids	Linkedin (Ad Posting)	05/02/2022
	Digital Sales Lead - Grand Rapids	LinkedIn Sourced	10/05/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	11/04/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	11/05/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	10/24/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	10/19/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	10/16/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	06/05/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	04/29/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	04/29/2022
	Digital Sales Lead - Grand Rapids	Responded to an ad on Indeed	04/29/2022
	Digital Sales Lead - Grand Rapids	Recruited from competitor	

# Digital Sales Lead - Grand Rapids

Grand Rapids, MI  
Job Status: Closed

< Back

## Job setup

Overview

Job Info

Job Kickoff

**Job Posts**

Forms

Scorecard

Interview Plan

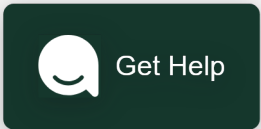
Stage Transitions

Hiring Team

Notifications

Approvals

Activity Feed



## Edit your job post

### Post details

Job name \*

Post to \*

Townsquare Ignite

Location \*

This location will be visible to candidates on the job post.

Pay transparency rules \* ⓘ

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

This selection will not be visible to candidates on the job post.

Application language

English

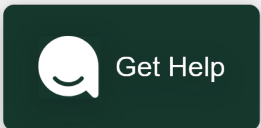
Recently Viewed

Custom description ?



Inclusive job descriptions motivate candidates from all backgrounds to apply, broadening your talent pool and making it more diverse. Consider:

- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



### Basic application information

Personal information

Hide

Optional

Required









Last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Resume	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Education</b>	<b>Hide</b>	<b>Optional</b>	<b>Required</b>
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Recently Viewed

## Custom application questions

- LinkedIn Profile  
- Website  

[Add custom question](#) [Copy from another job](#)

## Settings

Send confirmation email to candidates

Default Candidate Auto Reply

[Customize](#) your auto-reply templates.

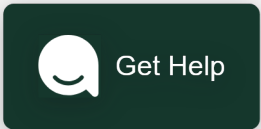
Application confirmation page

- Default
- Customize

Include EEOC questions

*Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.*

Include 'Apply with SEEK' button



## Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed
- LinkedIn Limited *i*
- ZipRecruiter *i*

### Location

- Remote *i*

[← Back](#)

[Preview](#)

[Save](#)



Get Help

Recently Viewed

## **Digital Content Writer/ Morning Show Producer in Grand Rapids at Mix 95.7**

***\*This is a Full-time in-office position working closely and collaboratively with a Team\****

Townsquare Media has an open opportunity for a strong content creator to create and produce as part of the Big Joe Show.

Townsquare is a digital-first company, built in tandem with great radio brands that emphasize great local content and community involvement. You must be excited to embrace and prioritize the digital world alongside the terrestrial and be ready to learn and grow with a world-class team.

Applicants must be social media savvy, contribute great local content on a daily basis to the station's website, mobile app, and all social platforms. Digital is not an afterthought here; it is part of our DNA - and what sets us apart.

The successful candidate must be able to connect and engage with the station's target audience on all platforms. We're in it for the long haul, and we're looking for someone that's ready to build and be part of that future.

### **Responsibilities**

- Publish a minimum of 2 original local articles per day on the station website and mobile app.
- Produce the morning show including call screening & audio production.
- Spend time each day doing daily show prep.
- Write assigned Facebook posts along with other social media platforms.
- Conduct Live Remotes and appearances and assist in special promotions and programming activities

### **Qualifications**

- History of original written digital content
- Must have superior knowledge of current events and Hot AC/CHR.
- Ability to interact with management and staff at all levels, multi-task, and handle pressures and deadlines.
- Quickly become proficient in Audio Playout systems (NexGen, Zetta, etc...) and Adobe Audition.
- Computer literacy in applicable programs and excellent verbal communication skills.
- Public speaking skills and ability to interact with listeners and clients in a public setting.
- Problem-solving ability and skill in prioritizing.

### **Benefits**

- 3 weeks of PTO (+ 9 paid holidays)
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan



- Casual, high-energy work environment
- Opportunity for upward mobility
- Company provided laptop
- Competitive salary + bonus program
- Company discounts
- Pet Insurance
- Time off for volunteering

## About Us

Townsquare is a community-focused digital media, digital marketing solutions and radio company focused outside the Top 50 markets in the U.S. Our assets include [Townsquare Interactive](#), a digital marketing services subscription business providing web sites, search engine optimization, social platforms and online reputation management for approximately 21,900 SMBs; [Townsquare IGNITE](#), a proprietary digital programmatic advertising technology with an in-house demand and data management platform; and Townsquare Media, our portfolio of 322 local terrestrial radio stations in 67 cities with corresponding local news and entertainment websites and apps including legendary brands such along with a network of national music brands including [XXLmag.com](#), [TasteofCountry.com](#), [UltimateClassicRock.com](#) and [Loudwire.com](#)

**TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.**

**Townsquare Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Townsquare Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Townsquare Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Townsquare Media's employees to perform their job duties may result in discipline up to and including discharge.**

Greenhouse report for Digital Content Writer/Morning Producer for WLHT vacancy filled 6/6/2022.

Last Name	First Name	Applied For	Source	Application Date
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	03/16/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/30/2021
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	01/26/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/26/2021
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	01/07/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	03/12/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/28/2021
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/19/2021
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/16/2021
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	01/10/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	02/12/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	03/24/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	01/26/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	01/23/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	03/31/2022
		Content Creator/AM Show Producer - WLHT Mornings	Applied through your website's jobs page	12/28/2021
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	12/20/2021
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	02/04/2022
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	02/07/2022
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	03/02/2022
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	03/11/2022
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	03/22/2022
		Content Creator/AM Show Producer - WLHT Mornings	Linkedin (Ad Posting)	05/02/2022
		Content Creator/AM Show Producer - WLHT Mornings	Responded to an ad on Indeed	03/02/2022
		Content Creator/AM Show Producer - WLHT Mornings	Responded to an ad on Indeed	03/16/2022

# Content Creator/AM Show Producer - WLHT Mornings

Grand Rapids, MI

Job Status: Draft

Request approval

< Back

## Edit your job post

Job setup

Overview

Job Info

Job Kickoff

Job Posts

Forms

Scorecard

Interview Plan

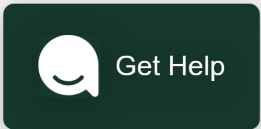
Stage Transitions

Hiring Team

Notifications

Approvals

Activity Feed



### Post details

Job name \*

Digital Content Writer/ Show Producer - WLHT Morninç

Post to \*

Townsquare Media

Location \*

Grand Rapids, MI

This location will be visible to candidates on the job post.

Pay transparency rules \* ?

Select one or more rules to pull in the appropriate pay range fields. [Learn more](#)

Select...

This selection will not be visible to candidates on the job post.

Application language

English

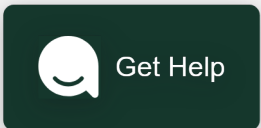
Recently Viewed

Custom description ?



Inclusive job descriptions motivate candidates from all backgrounds to apply, broadening your talent pool and making it more diverse. Consider:

- Listing only the qualifications that are necessary for the role
- Avoiding stereotypically masculine language
- Communicating a growth mindset by using language that emphasizes learning and growth over innate abilities
- Including benefits that appeal to a wide range of demographic groups



### Basic application information

Personal information

Hide

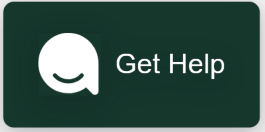
Optional

Required





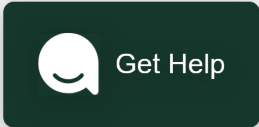
Last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Resume	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cover letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Education</b>	<b>Hide</b>	<b>Optional</b>	<b>Required</b>
School name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End year	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
End month	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



Recently Viewed

### Custom application questions

- Please submit a video introducing yourself, and tell a funny or moving story. (Required)
- Please submit a radio aircheck if you have one.
- Do you inform or entertain audiences anywhere else? (Youtube, Social Media, TikTok, Podcast, etc). Please show us: (Required)
- Please include a writing sample. (Required)
- Do you have any written content published anywhere? Please show us:
- LinkedIn Profile
- Website
- How did you hear about this job? (Required)
- Is there any reason why you could not perform any of the job duties listed in the job description for which you are applying with or without a reasonable accommodation? (Required)
- If yes, please, explain:
- Have you ever been disciplined or fired from a job? (Required)
- If yes, please, explain:



If so, please, provide dates and position:



Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work for our Company (e.g., non-compete, confidentiality, non-disclosure)? (Required)



If yes, please, explain:



Provide a copy of such agreement:



Do you have a valid driver's license and state minimum required auto insurance? (Required)



Are you related to any current employee of Townsquare Media? (Required)



If so, please, explain relationship:



Are you legally authorized to work in the U.S.? (Required)



Do you now need or will you need sponsorship in the future? (Required)

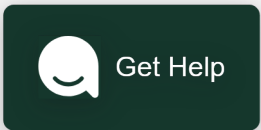


Are you able to work in the Grand Rapids office? (Required)



Add custom question

Copy from another job



### Settings

Send confirmation email to candidates



[Customize](#) your auto-reply templates.

### Application confirmation page

- Default
- Customize

- Include EEOC questions

*Collect demographic data about gender, race, veteran, and disability status to meet EEOC compliance and reporting requirements for U.S federal contractors. The language and format of these questions can't be changed.*

- Include 'Apply with SEEK' button

*This will only appear for external job boards with a saved SEEK Client ID.*

## Publish to free job boards

It can take up to 48 hours for new posts or updates to appear on these boards. [Learn more.](#)

- Indeed
- LinkedIn Limited *i*
- ZipRecruiter *i*

### Location

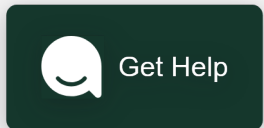
Grand Rapids, Michigan, United States

- Remote *i*



Get Help





## **Exhibit 4**

### Documentation of Outreach Initiatives

The attached materials document the initiatives included in the 2021-2022 and 2022-2023 EEO public file reports and generally are presented in the order that the initiatives appear in those reports. Note that the 2021-2022 EEO public file report is part of the 2020-2022 two-year term, and the 2022-2023 EEO public file report is part of the 2022-2024 two-year term.

**From:** handshake@mail.joinhandshake.com on behalf of <handshake@mail.joinhandshake.com> via joinhandshake.com  
**Sent:** Thursday, November 11, 2021 2:51 PM  
**To:**  
**Subject:** THANK YOU for participating (and survey)



## Thank you for participating!

### Virtual Career Fair Survey

The unfortunate part about a virtual fair is that our team is not able to wander around and check-in/visit with you. Any feedback on the event would be greatly appreciated!

As always, THANK YOU for your commitment to developing and hiring DU students/alumni!

Sincerely,  
The DU Career Services Team

**From:** @davenport.edu>  
**Sent:** 9, 2021 4:31 PM  
**To:**  
**Subject:** Career Fair Invoice due  
**Attachments:** invoice20211020-1-19ce41i.pdf

Hi  
Thank you for registering for Career Fair. We still show your invoice as outstanding, please pay before Thursday. The invoice is attached.

To pay by credit card, please click here:  
<https://epay.davenport.edu/>

When prompted for quantity, please enter "150" then proceed to checkout.  
Thanks,

**Assistant Director, Career Services**

**O:**  
**E:**

**Davenport University**  
6191 Kraft Ave. SE, Grand Rapids, MI 49512  
[davenport.edu](http://davenport.edu) | 800.686.1600 | [info@davenport.edu](mailto:info@davenport.edu)

**Post & Find Jobs in**   
**Students: [Schedule an appointment](#)**

### Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Invoice: #632



Hello,

Your invoice has arrived! Davenport University has invoiced you for your DU Virtual Career & Internship Fair career fair registration. Your total comes to \$150.00.

[View Registration](#)

**Registration Date:** October 20th 2021  
**Employer:** Townsquare Media - Sales  
**Registrant:**  
**Billing Address:** TOWNSQUARE MEDIA 37 Ottawa Ave NW Ste 500, GRAND RAPIDS, MI 49503

Please contact the career fair host for any questions:

**Name:**

**Email:** @davenport.edu

#### Itemized List

Item	Date/Time	Cost
Basic - Virtual Sessions	Thursday, Nov 11, 11:00 am - 3:00 pm EST	\$150.00
		<b>Total Cost: \$150.00</b>
		<b>Less Amount Paid: \$0.00</b>
		<b>Amount Due: \$150.00</b>

Davenport University has indicated that they'll be able to manually accept payments for this career fair.

To pay by credit card (preferred): [https://epay.davenport.edu/C20659\\_ustores/web/classic/product\\_detail.jsp?PRODUCTID=515](https://epay.davenport.edu/C20659_ustores/web/classic/product_detail.jsp?PRODUCTID=515) To pay by check: Make checks payable to Davenport University. Davenport University c/o Career Services Attn: 6191 Kraft Ave. Se Grand Rapids, MI 49512 Please include the event and invoice # with the check. Davenport University, 6191 Kraft Ave. SE. Grand Rapids, MI 49512: Contact Phone Number:

Best,  
The Handshake Team

 **Handshake**

**From:** @davenport.edu <@davenport.edu>  
**Sent:** Wednesday, March 9, 2022 11:59 AM  
**To:**  
**Subject:** March 17 Career Fair - reach out to students!  
**Attachments:** Mar 17 Career Fair Registrants.pdf

Hello Employers,

Thank you for registering for our Career Fair on [Thursday, March 17 from 11 am - 3 pm](#). Students are signing up for sessions and will continue to do so until the fair. FYI - some are attending for career exploration.

The list of pre-registered students is attached to this email. An updated list will be sent next week. Please reach out to students directly (email or direct message in Handshake) to encourage them to schedule with you. **This is designed to drive traffic to your sessions through personalized messaging.**\*\* (equivalent to pulling someone to your booth at an in-person fair)

### [Review/Build your schedule](#)

Please [TEST YOUR VIDEO AND AUDIO](#) prior to the event to ensure your computer is compatible and your organization does not have a firewall preventing access.

Please let me know if you have any questions or concerns.

**\*\* Please DO NOT send a blanket/mass email to these students;** each message should be tailored to the student you want to reach. Outreach for purposes beyond the scope of the event is not allowed.

**Assistant Director,** Career Services  
Davenport University  
6191 Kraft Ave. SE, Grand Rapids, MI 49512

**O:**  
If I provided **GREAT** service, please click [HERE!](#)



**Post & Find Jobs in Handshake**  
**Students: [Schedule an appointment](#)**

### Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** handshake@mail.joinhandshake.com on behalf of via joinhandshake.com  
<handshake@mail.joinhandshake.com>  
**Sent:** Thursday, March 17, 2022 2:52 PM  
**To:**  
**Subject:** Post Fair Survey (and thank you!)



# DU CAREER FAIR

Thur. March 17 | 11am-3pm

Virtual through  Handshake

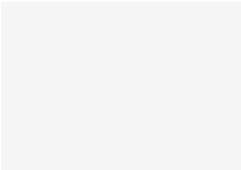
## Thank you for participating!

[Virtual Career Fair Survey](#)

The unfortunate part about a virtual fair is that our team is not able to wander around and check-in/visit with you. Any feedback on the event would be greatly appreciated!

As always, THANK YOU for your commitment to developing and hiring DU students/alumni!

Sincerely,  
The DU Career Services Team

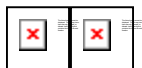


**Internet Email Warning**

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



**From:** MCEEA <accounts@mceea.org>  
**Sent:** Wednesday, June 9, 2021 12:18 PM  
**To:**  
**Subject:** Event registration confirmed for MCEEA 2021 Virtual Spring Conference



Dear

Your event registration has been completed. Thank you for registering!

Event: [MCEEA 2021 Virtual Spring Conference](#)

Date: 24 Jun 2021 9:00 AM - 2:00 PM EDT

Location: Virtual

Please join MCEEA for our 2021 Virtual Conference. We didn't want to wait another year to get together and share information between Educators and Employers in the State of Michigan.

This event is being held on Thursday, June 24<sup>th</sup> from 9am-2pm and is FREE for all who attend. This year we are utilizing Motown Digital to assist with the day and provide a seamless, interactive conference. We'll have various keynote speakers, breakout sessions for both Educators and Employers, and updates on the organization.

This year's focus is on MCEEA Moving Forward. Our call to action is that each current MCEEA member invite an Educator or Employer to this conference so they can hear all the knowledge this organization provides and see the partnerships we form with each other.

We will have registration open until Wednesday, June 23<sup>rd</sup> and will be sending a link for the conference at a later date.

Let's continue to Move MCEEA Forward!!!!!!

Additional information:

You registration data:

Last name:

First name:

Organization: Townsquare Media

e-Mail: @townsquaremedia.com

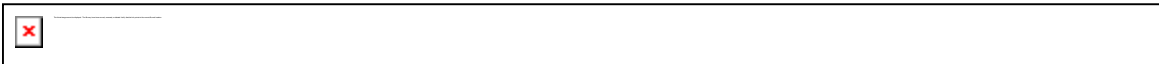
Phone:

Region: Region 4 (West of US 127 from Houghton to I-69)

## Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** mceea.org>  
**Sent:** Friday, June 25, 2021 2:36 PM  
**To:**  
**Subject:** Thank you for attending the MCEEA 2021 Virtual Conference



Dear

Thank you for attending the MCEEA 2021 Virtual Conference-MCEEA Moving Forward. We hope you enjoyed the conference and walked away with plenty of learning, the opportunity to network, and understanding how MCEEA plans to move forward in 2021-2022. Congratulations to all our award winners and those who have accepted leadership roles within the organization. We are looking forward to being in person next year for the 2022 conference in Midland, MI.

Our goal is to continue growing our conference year after year. In order to do that, please complete a brief survey by clicking [HERE](#).

Enjoy the rest of your summer. See you in Q1.

MCEEA

---

This message was sent to you by MCEEA  
If you no longer wish to receive these emails, you can [unsubscribe](#) at any time

**Internet Email Warning**

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Emails confirming On-Air Host's participation in Kent ISD career chat on January 27, 2022.

On Feb 2, 2022, at 7:49 PM,

[@kentisd.org](#)> wrote:

Hi

Thank you so much for being an awesome Career Chat mentor last week! I really enjoyed hearing your story and learning more about your industry. I received great feedback from folks that joined us live. It has been placed in our Career Chat archive for more students, teachers, and parents to access.

I thought you might enjoy seeing our interview. You were terrific!!

I really appreciate you sharing your valuable time with us. I certainly will reach out for help networking when I have a need in your field of work.

Thanks again!

-----Original Message-----

From: [@Mix957GR.com](#)>

Sent: Thursday, January 27, 2022 2:54 PM

To: [@kentisd.org](#)>

Cc: [@kentisd.org](#)>

Subject: Re: Career Chat w/

See you soon.

On Jan 27, 2022, at 12:44 PM,

[@kentisd.org](#)> wrote:

The meeting will open at 3:15. See you then!

Thank you,

Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Internet Email Warning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Internet Email Warning**

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** @townsquaremedia.com>  
**Sent:** Wednesday, March 17, 2021 12:28 PM  
**To:**

**Cc:** DiversityCouncil  
**Subject:** Women's Mentoring Program

Mentors and Mentees,

Thank you for your patience while we have finally been able to take the next step in our Women's Mentoring program. Below is the list of women who raised their hand to request a mentor and the women with whom we have paired them. We had more mentors volunteer than mentees so if you have not been selected as a mentor, please hang on, because my guess is that as more women hear about the mentoring program, more will want to join and our goal is to take full advantage of your generous offer to be a mentor. Also, we will be having meetings for mentors and everyone who wanted to mentor should join.

Next steps are:

1. We'll have a meeting for **mentors** on Wednesday, March 24<sup>th</sup> at 4:30 EST to provide information. Mentors will receive this invite shortly.
2. We'll have a kick off meeting with **all mentors and mentees** on Tuesday, March 30<sup>th</sup> at 3:00 EST to introduce everyone and talk about how we envision this working. Look out for this meeting planner too.

Please be sure to join this Friday's, [Women in Sales Panel](#) at 1:00 EST. I guarantee you will find it very informative and useful.

Let me know if you have any questions and thank you in advance.

and the Diversity Council

Mentee	Title	Mentor
	Associate Paid Social & Search Manager	
	Morning Show Co-host	
	digital sales manager	
	Digital Managing Editor	
	Promotion Director	
	Regional ignite sales director	

Assistant Director of Content, Brand Manager, and On-Air Talent
Digital Marketing Specialist
Recruiting Training Manager
Digital Managing Editor and Promotions Director
Director of Sales
Regional Operations Manager
Senior National Account Executive #8
Account Manager
On Air-Personality
Account Executive
Account Executive
Content Specialist
Morning Show Co-Host and Brand Manager
Web Designer
VP, Live Events
Programmatic Media Buyer
Market President/ Chief Revenue Officer

**Human Resources/YOU MATTER**

**Townsquare Media**

One Manhattanville Road, Suite 202

Purchase, NY 10577

Tel: | Cell:

Email: [@Townsquaremedia.com](mailto:@Townsquaremedia.com)

For comments, thoughts, concerns on how you matter at Townsquare, email

[@townsquaremedia.com](mailto:@townsquaremedia.com).



**From:** @townsquaremedia.com>  
**Sent:** Friday, March 26, 2021 11:36 AM  
**To:**

**Subject:** Women's Mentoring Kick Off for Mentors  
**Attachments:** What Is a Mentor and Qualities of a Good Mentor.docx; Mentoring Packet for Starters and Monthly Topics.docx; Potential Mentoring Topics.docx; Mentoring Expectations Template.docx

Mentors,

For those of you who were able to make yesterday's meeting, so great to see everyone and I've super-charged by the talent who is participating in this program. For those of you who couldn't make it, below is a link to the first session. I'm also attaching documents that were shared as well as one new one, "What Is a Mentor and Qualities of a Good Mentor." For the record, everyone participating has the qualities of a good mentor so you've passed that test already if there was a test to pass.

[Women's Mentoring Kick Off Session for Mentors](#)

Happy Friday, have a great weekend and I'll speak to you on Tuesday!

Best,

**Human Resources/YOU MATTER**

**Townsquare Media**

One Manhattanville Road, Suite 202

Purchase, NY 10577

Tel: | Cell:

Email: [@Townsquaremedia.com](mailto:@Townsquaremedia.com)

For comments, thoughts, concerns on how you matter at Townsquare, email [@townsquaremedia.com](mailto:@townsquaremedia.com).





**From:** @townsquaremedia.com>  
**Sent:** Tuesday, May 4, 2021 10:40 AM  
**To:**

**Subject:** Mentor Follow Up  
**Attachments:** 75-Things-To-Do-With-Your-Mentees.pdf

Good morning, Mentors.

I was going to schedule a meeting with you, but I think it would be better to schedule it with the mentees, which I am going to do this Friday. It will be a brief meeting, where I'm going to focus on what is covered in the article below.

[I'd Meet With My Mentor, But I Don't Know What to Talk About \(anl.gov\)](#)

I'm also sharing this random article I read below, which may feel a little over the top (I'm not sure any of us has the ability to introduce our mentee to a former US president or Oprah), but you'll get the idea. I think we need to make sure our mentees are focusing on an area our mentees want to develop in and how we can help them to do so. Remember, you don't have to have all the answers, but you are pretty smart and you got where you are somehow, so believe in your own ability to ask questions and suggest actions, activities, resources and people who can help our mentees grow. I'm also attaching another article that might give you some ideas.

[How to mentor and support other women — and help them succeed | \(ted.com\)](#)

I was also reading an article about promoting women in IT and when I came across this section, which really resonated. If your mentee is searching for an opportunity for development, I suspect at least 50% or more of our participants could do a better job at self-promotion.

#### **Encourage Self Promotion.**

Humility is a virtue only to a point. If she does the heavy lifting on a project but stays behind the scenes or downplays her role, a woman's contributions go unnoticed. Encourage your protégée to promote herself, be strategic about information sharing, take credit for her work, and become more visible. Advise her to:

- Volunteer for high-profile tasks and take credit for the results.
- Take a leadership role and pen reports or memos that senior staff will read.
- Host informal gatherings to celebrate team accomplishments. Invite everyone who contributed and be generous in thanking them. Invite senior staff.
- Practice using "I" language appropriately.
- Role-play situations and conversations to practice self promotion without boasting. Discuss how men approach self-promotion. If asked, "Can you do that?" a man is likely to state "I've never done it but I am sure I can," while a woman may say "I've never done it so I don't know if I can."

Lastly, the assignment of mentees to mentors was somewhat random being that I didn't have the luxury of knowing everyone who raised their hand well (and some not at all). If you are having difficulty connecting with your mentor or feel it might not be a match, please let me know. There has to be a connection in order for this to work and if there isn't that's okay. It's better to pivot and correct than stay with something that isn't right.

Have a great day and feel free to reach out if there is anything you want to discuss.

**Human Resources/YOU MATTER**

**Townsquare Media**

One Manhattanville Road, Suite 202

Purchase, NY 10577

Tel: | Cell:

Email: [@Townsquaremedia.com](mailto:@Townsquaremedia.com)

(she/her/hers)

For comments, thoughts, concerns on how you matter at Townsquare, email [@townsquaremedia.com](mailto:@townsquaremedia.com).



**From:** @heart.org>  
**Sent:** Thursday, December 16, 2021 7:53 PM  
**To:**  
**Subject:** Just a quick thank you note to !

He helped us with the Go Red PSA today with of Consumers CU and our Forest Hills Northern job shadow student today. He did so great with both! He even was kind enough to show our student a bit more about the editing process. had fun, and as a former radio person, it brought back good memories for her!

Appreciate the help, !



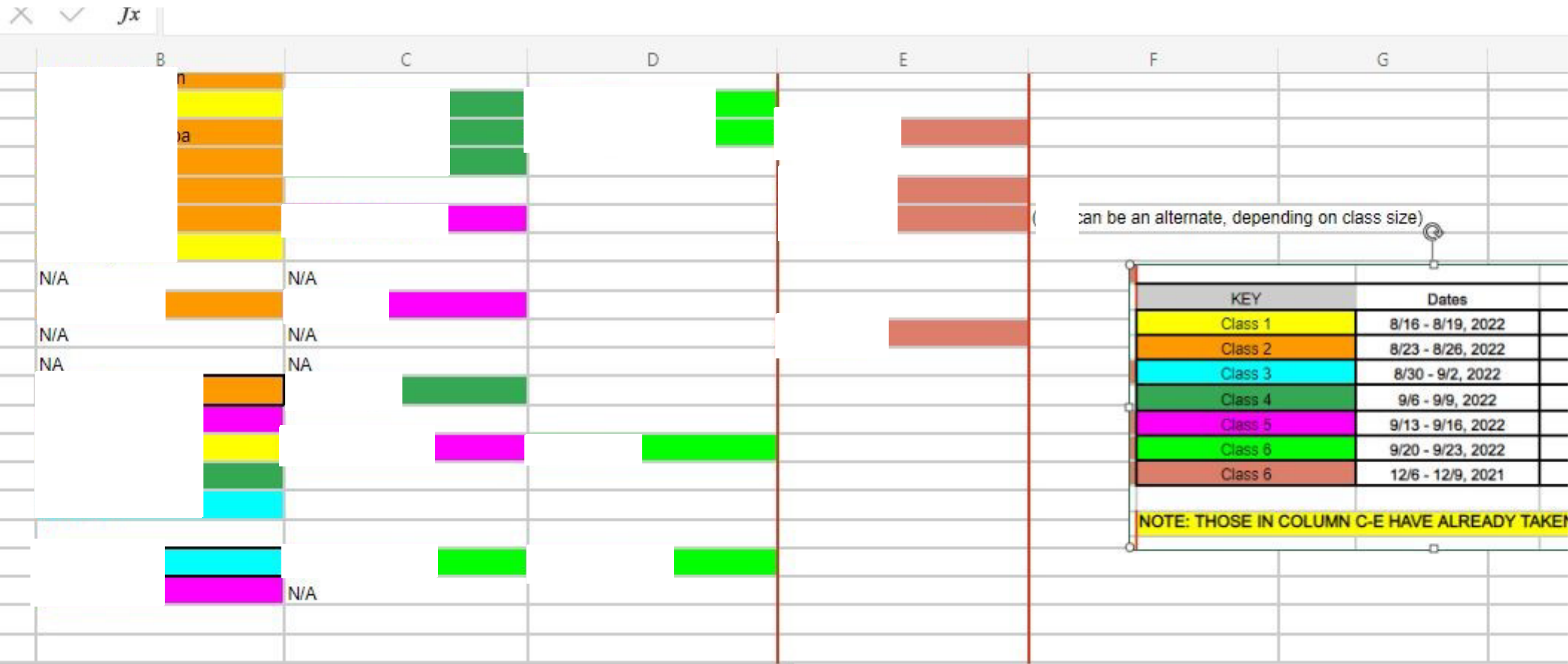
Communications Director, Outstate MI  
**American Heart Association**  
O | M

Learn how the AHA is helping parents, students and workplaces understand how to [minimize coronavirus risk](#) when out and about, [stay active, eat healthy](#) and [be well](#) when at home.

**Internet Email Warning**

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Schedule depicting Top Gun training showing one AE scheduled for the August 23-26, 2022, program and another scheduled for the September 13-16, 2022, program.



**From:**  
**To:**

**Cc:**  
**Subject:** RE: Top Gun Academy Sessions: Townsquare DNA - Deep Dive  
**Date:** Wednesday, August 24, 2022 1:56:45 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Team,

Thank you for your time in class today as we covered Townsquare DNA! Feel tor reach out with any questions!

[Top Gun AE Training.pptx](#)

You'll find tutorials for the platforms here:

E

## Corporate VP Digital Solutions & Training

Mobile:

[Townsquare Media](#) | [Townsquare Ignite](#)

Townsquare Media does not discriminate in advertising sales based on race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be rejected.

*"Progress is impossible without change, and those who cannot change their minds cannot change anything"*

*~ George Bernard Shaw*



-----Original Appointment-----

**From:**

**Sent:** Tuesday, August 2, 2022 8:14 AM

**To:**

**Cc:**

**Subject:** Top Gun Academy Sessions: Townsquare DNA - Deep Dive

**When:** Wednesday, August 24, 2022 10:30 AM-12:00 PM (UTC-07:00) Mountain Time (US & Canada).

**Where:** Microsoft Teams Meeting

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 216 931 549 271

Passcode: cMUoJJ

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

United States, New York City

Phone Conference ID: 618 230 396#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

---

**From:**

**To:**

**Cc:**

**Subject:** RE: Top Gun Academy Sessions: The Pitch

**Date:** Friday, August 26, 2022 4:40:23 PM

**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image003.jpg](#)

---

(Bows deeply) You are all WORTH it... now go crush the competition and your budgets!!!

E

## Corporate VP Digital Solutions & Training

Mobile:

[Townsquare Media](#) | [Townsquare Ignite](#)

Townsquare Media does not discriminate in advertising sales based on race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be rejected.

*"Progress is impossible without change, and those who cannot change their minds cannot change anything"*

*~ George Bernard Shaw*



---

**From:** @townsquaremedia.com>

**Sent:** Friday, August 26, 2022 2:17 PM

**To:**

**Cc:**

**Subject:** Re: Top Gun Academy Sessions: The Pitch

This is some of the best and amazing training at TSM!!! Thank you for taking your time to set this up

***Kind Regards,***

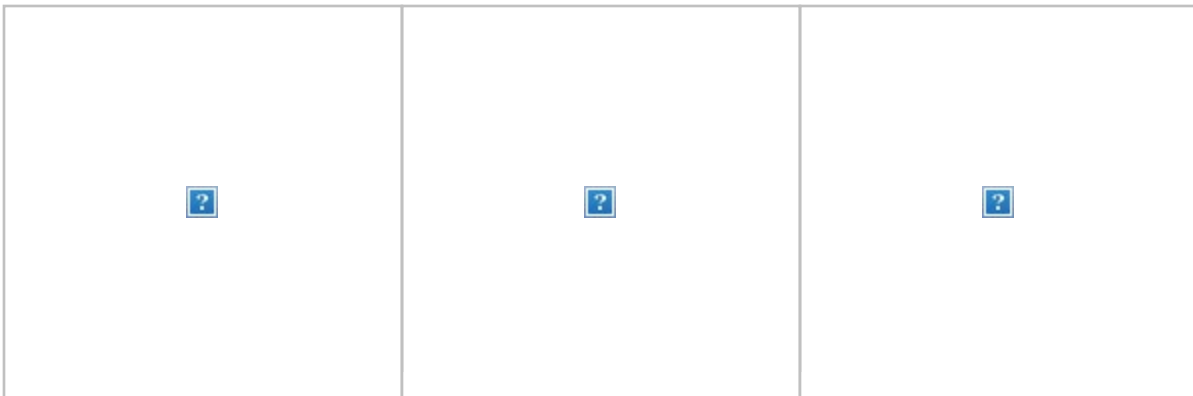


**Account Executive / Recruiting Consultant**


**Townsquare Media Casper**

**Office:** | **Mobile:** | **Fax**

**DOWNLOAD OUR APPS**





---

**From:**

**Sent:** Friday, August 26, 2022 2:14 PM

**To:**

**Cc:**

**Subject:** RE: Top Gun Academy Sessions: The Pitch

Thank you for the phenomenal training ! As I expected, you killed it and I learned some great information!

Thanks so much,



, **Multimedia Marketing Consultant and Recruitment Specialist**

Townsquare Media

[@townsquaremedia.com](mailto:info@townsquaremedia.com)

Office:

Cell:

[WBKR](#) | [WDKS](#) | [WGBF-AM](#) | [WGBF-FM](#) | [WKDQ](#) | [WJLT](#) | [WOMI](#)

+ web + events + mobile = Main Street's Growth Engine

**Townsquare Media does not discriminate in advertising sales based on race or ethnicity.**

**Any provision in any order or agreement for advertising that purports to discriminate on**

**the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be rejected.**

---

**From:**

**Sent:** Friday, August 26, 2022 3:09 PM

**To:**

**Cc:**

**Subject:** RE: Top Gun Academy Sessions: The Pitch

Thank you for much for your time and brains this week! SO appreciate the participation! Below you will find the links to decks as well as the survey to give me some feedback!

Make it a great weekend and hit me up if you need anything!

[Top Gun AE Training.pptx](#)

[Objection Handling \(3-buckets slides 9 – 12\)](#)

[Close and Objections.pptx](#)

Feedback Survey:

E

## Corporate VP Digital Solutions & Training

Mobile:

[Townsquare Media](#) | [Townsquare Ignite](#)

Townsquare Media does not discriminate in advertising sales based on race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be rejected.

*“Progress is impossible without change, and those who cannot change their minds cannot change anything”*

*~ George Bernard Shaw*



-----Original Appointment-----

**From:**

**Sent:** Tuesday, August 2, 2022 8:16 AM

**To:**

**Cc:**

**Subject:** Top Gun Academy Sessions: The Pitch

**When:** Friday, August 26, 2022 10:00 AM-11:30 AM (UTC-07:00) Mountain Time (US & Canada).

**Where:** Microsoft Teams Meeting

---

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 246 524 899 259  
Passcode: rwaUWV  
[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

United States, New York City

Phone Conference ID: 551 870 566#  
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

---

Email correspondence and calendar invitation for day 4 of September 13-16, 2022, "Top Gun" training program.

**From:**  
**To:**  
**Cc:**  
**Subject:** RE: Top Gun Academy Sessions: The Pitch  
**Date:** Friday, September 16, 2022 1:26:21 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Thank you SO much for your time today and this week! It has been a true pleasure working with this team! Below you will find the materials from class and the short survey. Give me some feedback which may help me to craft Top Gun 2.0 and make it EVEN BETTER than this!

[Top Gun AE Training.pptx](#)

[Platform Resource.xlsx](#)

[Top Gun Training Feedback](#)

[Desert Rivers CU Digital Marketing Presentation, from Townsquare Ignite-20220826\\_130620-Meeting Recording.mp4](#)

Make it a great rest of your Friday and have a FANTASTIC weekend all!

E

## Corporate VP Digital Solutions & Training

Mobile:

[Townsquare Media](#) | [Townsquare Ignite](#)

Townsquare Media does not discriminate in advertising sales based on race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be rejected.

*"Progress is impossible without change, and those who cannot change their minds cannot change anything"*

*~ George Bernard Shaw*



-----Original Appointment-----

**From:**

**Sent:** Friday, September 2, 2022 2:47 PM

**To:**

**Cc:**

**Subject:** Top Gun Academy Sessions: The Pitch

**When:** Friday, September 16, 2022 10:00 AM-11:30 AM (UTC-07:00) Mountain Time (US & Canada).

**Where:** Microsoft Teams Meeting

---

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 270 696 636 711

Passcode: KRhPA9

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

United States, New York City

Phone Conference ID: 414 672 992#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

---

Email correspondence regarding student job shadow on November 30, 2022.

**From:**  
**To:**  
**Subject:** Kent ISD Student Visit with 11/30/22  
**Date:** Monday, January 9, 2023 9:23:20 AM  
**Attachments:** [WMAAmorningshow.jpg](#)  
[WMAAmorningshow2.jpg](#)  
[WMAAmorningshow3.jpg](#)

---

Sorry this took so long to email.

We had 3 students from Kent ISD job shadow us on 11/30/22  
They sat in the studio and job shadowed us and how we did a morning show.  
They also got to talk to to learn about the sales side.  
Pics are attached.

This is the email from explaining what the kids came into Job Shadow

My name is and I am a Career Readiness Consultant with Kent ISD. The primary purpose of my role is to connect students in Kent County with career exploration opportunities.

I have two seniors at West Michigan Aviation Academy seeking job shadow opportunities related to music and sound engineering and I hoped Townsquare Media might be able to connect me with individuals who would be able to share information about the industry, job opportunities, training and even personal career journey to help the students better plan for their future. This is an assignment for their English 12 class and it does need to be completed by Friday, December 2; however, it could be as little as one-hour commitment in total.

If you feel this might be a possibility, please let me know and I would love to help facilitate a connection. Thank you so much for your time and I look forward to hearing from you!

Thanks,

Mix 95.7 Morning Host / The Big Joe And Laura Show  
Townsquare Media Grand Rapids  
All Social  
Email: @mix957gr.com

*Townsquare media does not discriminate in advertising sales based on race or ethnicity. Any provision in any order in agreement for advertising that purports to discriminate on the basis of race or ethnicity, even if handwritten, typed or otherwise made a part of a particular contract, will be omitted.*