

NPT posted the opening for a **Community Engagement Manager** on October 18, 2019.

Details regarding this posting were included on our **Public EEO Public File Report covering the period from April 2019 – March 2020.**

NPT does retain copies off all notices sent to all sources used. (See attached.)

The scanned documents following this page appear in this order:

1. **Summary Page** – indicating posting/hiring dates, # of applicants and interviewees and “recruitment source #'s” used.
2. **Recruitment Sources** – Numbered. These numbers are referenced on their corresponding “notice copies” that follow.
3. **Notice copies** – screen shots and email copies of all notices regarding the open position. Numbered to reference their appropriate location on the Recruitment Sources list.

**Nashville Public Television**  
**Vacancies Filled**  
**April 1, 2019 to March 31, 2020**

Job Title	Date Posted/ Date Filled	No. of Applicants	No. of Interviews	Recruitment Sources for Interviewees (if provided – see enclosed list for corresponding sources/numbers)	Recruitment Source for Hired Applicant (if provided)	Recruitment Sources (See enclosed list for corresponding sources/numbers)
Visual Designer	12/14/2018, 5/1/2019	20	5	1, 2, 29, 30	1	1-34, 36-40, 48-54
Development/Marketing Associate	6/4/2019, 8/19/2019	48	6	1, 2, 29	1	1-34, 36-40, 48-54
Community Engagement Manager	10/18/2019, 1/21/2020	30	5	1, 2, 32	2	1-34, 36-40, 48-54

## NASHVILLE PUBLIC TELEVISION Recruitment Sources

Recruitment Source	Address	Contact/Phone	Email/Website
1. NPT Website	161 Rains Avenue Nashville, TN 37203	Charles Degenhart, Accounting Manager 615-259-9325 Ext 2030	<a href="http://www.wnpt.org">www.wnpt.org</a>
2. Station Employee/Freelancer/NPT Bulletin Board	161 Rains Avenue Nashville, TN 37203	Charles Degenhart, Accounting Manager 615-259-9325 Ext 2030	<a href="http://www.wnpt.org">www.wnpt.org</a>
3. Nashville State Community College	120 White Bridge Road Nashville, TN 37209	Janice Dennis, Human Resources 615-353-3304 or 615-353-3333	<a href="http://www.nscce.edu">www.nscce.edu</a>
4. Tennessee State University	3500 John Merritt Blvd. Nashville, TN 37209	Rita Williams-Seay, Employment Manager, 615-963-5285	<a href="http://www.tnstate.edu">www.tnstate.edu</a> <a href="http://joinhandshake.com">joinhandshake.com</a>
5. Lipscomb University	3901 Granny White Pike Nashville, TN 37204	Monica Whitworth, Career Center 615-966-1000	<a href="http://joinhandshake.com">joinhandshake.com</a>
6. UT Martin	250 University Center Martin, TN 38238	Renard Miles, Coordinator, Office of Career Planning and Development 901-587-7740	<a href="https://app.joinhandshake.com/login">https://app.joinhandshake.com/login</a>
7. Tennessee Tech University	Campus Box 5021 Cookeville, TN 38501	Lillian Moore, Career Services 931-372-3101	<a href="http://joinhandshake.com">joinhandshake.com</a>
8. University of TN at Knoxville	915 Volunteer Blvd. Knoxville, TN 37996	Heather Harrison, Career Placement 865-974-5435	<a href="http://joinhandshake.com">joinhandshake.com</a>
9. Vanderbilt University	110 Alumni Hall Nashville, TN 37240	Penny Baga, Employer Relations Specialist Vanderbilt University Career Center 615-875-8475	<a href="http://www.vanderbilt.edu/career/explore-doreways/">www.vanderbilt.edu/career/explore-doreways/</a>
10. Middle TN State University	1301 East Main Street Murfreesboro, TN 37132	Martha Turner, Placement Director (Retired) 615-898-2300	<a href="http://www.mtsu.edu/career/">http://www.mtsu.edu/career/</a>
11. Trevecca University	333 Murfreesboro Rd. Nashville, TN 37210	Jan Harvey, Placement Services 615-248-1237	<a href="http://joinhandshake.com">joinhandshake.com</a>
12. University of Memphis	417 University Center Memphis, TN 38152	Tammy Haley, Employer Relations Specialist 901-678-2239	<a href="https://app.joinhandshake.com/login">https://app.joinhandshake.com/login</a>
13. Austin Peay University	601 College Street Clarksville, TN 37044	Billy Boyd, Career Placement 931-221-7011	<a href="https://apsu-csm.symplicity.com/employers">https://apsu-csm.symplicity.com/employers</a>
14. UT Chattanooga	615 McCallie Ave Chattanooga, TN 37403		<a href="https://app.joinhandshake.com/login">https://app.joinhandshake.com/login</a>
15. Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066	Allegra Montgomery, Career Services 615-452-8600	<a href="http://www.volstate.edu/areajobs">www.volstate.edu/areajobs</a>

Recruitment Source	Address	Contact/Phone	Email/Website
16. Western Kentucky University	1 Big Red Way Bowling Green, TN 42101	Judy Owens, Career Placement 270-745-0111	Joinhandshake.com
17. East TN State University	Box 70718 Johnson City, TN 37614	Jeanette Hill, Career Placement 423-439-4441	Tnstate.joinhandshake.com
18. Fisk University	1000 17 <sup>th</sup> Avenue North Nashville, TN 37208	Ingrid Collier, Career Placement 615-329-8597	<a href="http://Purplebriefcase.com">Purplebriefcase.com</a>
19. Belmont University	1900 Belmont Blvd. Nashville, TN 37212	Charlsie Matthews, Placement 615-460-6000	Joinhandshake.com
20. Tennessee Technology Center of Nashville	100 White Bridge Road Nashville, TN 37209	Sherita Denton, Student Services Coordinator 615-425-5560, sherita.denton@tcnashville.edu	<a href="http://www.tcnashville.edu/">http://www.tcnashville.edu/</a> sherita.denton@tcnashville.edu
21. TN Career Centers	665 Mainstream Drive Nashville, TN 37243	615-253-8920 Shavonne Meneese (615-770-1906)	JOBS4TN.gov
22. NAACP	1308 Jefferson Street Nashville, TN 37208	Keith Certain, President 615-329-0999 (office), 615-419-4214 (Keith Certain, cell)	<a href="mailto:keithcertain@gmail.com">keithcertain@gmail.com</a>
23. TN Association of Broadcasters	Two International Plaza Drive Suite 507 Nashville, TN 37217	615-365-1840	<a href="mailto:brenda@tabn.org">brenda@tabn.org</a>
24. American Advertising Federation (Send Via E-Mail Only)	P.O. Box 293327 Nashville, TN 37229	Mark Farrar, Executive Director 615-469-4040	<a href="mailto:mark@aaftnashville.com">mark@aaftnashville.com</a>
25. National Organization for Women	P.O. Box 120523 Nashville, TN 37212	Toby Abrams 615-269-7141	TennesseeNOW@comcast.net
26. 100 Black Men of TN	P.O. Box 140789 Nashville, TN 37214	615-248-2721 Mrs. Lori Adukeh, Executive Director	<a href="mailto:info@the100.org">info@the100.org</a>
27. Urban League of Middle Tennessee	50 Vantage Way, Suite 201 Nashville, TN 37228	Patricia Stokes, President and CEO 615-254-0525	Former email address no longer valid. Left voicemail for "Workforce Manager" on 10/15/2019.
28. TN Disability Coalition	955 Woodland Street Nashville, TN 37206	Carol Westlake, Director 615-383-9442	JOBS4TN.gov Also send to <a href="mailto:intake@tndisability.org">intake@tndisability.org</a>



Recruitment Source	Address	Contact/Phone	Email/Website
29. Center for Nonprofit Management	44 Vantage Way, Suite 230 Nashville, TN 37228	Amberly Dzieszinski 615-259-0100	cnm.org
30. Watkins Film School	2298 Rosa L. Parks Blvd. Nashville, TN 37228	Valorie Stover Quarles 615-383-4848	<a href="https://www.watkins.edu/campus-life/career-services/for-employers/">https://www.watkins.edu/campus-life/career-services/for-employers/</a> info@watkins.edu
31. NATAS	161 Rains Avenue Nashville, TN 37203	Geneva Brignolo	<a href="http://jobbank.emmyonline.org">http://jobbank.emmyonline.org</a> or send e-mail to <a href="mailto:Emmyrnash@aol.com">Emmyrnash@aol.com</a>
32. Nashville Chamber of Commerce	211 Commerce Street, Suite 100 Nashville, TN 37201	Debby Dale Mason 615-743-3082	<a href="http://www.nashvillechamber.com">http://www.nashvillechamber.com</a>
33. TVJobs.com	TVJobs.com	Fax: 760-754-2115	<a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a>
34. CSB School of Broadcasting		Amanda Maher	<a href="mailto:amaher@gocsb.com">amaher@gocsb.com</a>
35. Society of Broadcast Engineering		Send e-mail to <a href="mailto:sbc.org">sbc.org</a> (engineering positions only)	<a href="mailto:sbc.org">sbc.org</a>
36. Nashville Black Journalists Association	P.O. Box 24174 Nashville, TN 37202	Ivan Roman, National Executive Director 202-662-7145	<a href="mailto:nashvillenabj@gmail.com">nashvillenabj@gmail.com</a>
37. National Association of Hispanic Journalists	Atlanta, GA		<a href="mailto:nahj@nahj.org">nahj@nahj.org</a>
38. Nashville Area Hispanic Chamber of Commerce	P.O. Box 40541 Nashville, TN 37204	Yuri Cunza, President 615-216-5737	Email – <a href="mailto:JOBS@NASHVILLEHISPANICCHAMBER.COM">JOBS@NASHVILLEHISPANICCHAMBER.COM</a>
39. Asian American Journalists Association	<a href="http://aaja.com">aaja.com</a>	Jacqueline Gulleedge, President, Atlanta Chapter <a href="http://aaja.com">aaja.com</a>	<a href="mailto:Jacqueline.Gulleedge@gmail.com">Jacqueline.Gulleedge@gmail.com</a>
40. National Council on Aging	1161 Murfreesboro Rd, Suite 360 Nashville, TN 37217	Vivian Smith 615-360-9797 (ext 102)	<a href="mailto:Vsmith.ncoactn@gmail.com">Vsmith.ncoactn@gmail.com</a>
41. NAMMA – Nashville Chapter of American Marketing Assoc.	<a href="http://Jobs.nashvilleama.org/employer">Jobs.nashvilleama.org/employer</a>		\$150 for non-members; \$50 for members to post a job
42. Chronicle of Philanthropy	<a href="http://Philanthropy.org">Philanthropy.org</a>	Jerin 202-466-1229	<a href="http://Philanthropy.com">Philanthropy.com</a> (web only) - \$175
43. Association of Fundraising Professionals	Nashville, TN		<a href="mailto:info@afpnashville.org">info@afpnashville.org</a> \$50 Charge



Group Email Contact List - Video Editor

<u>Source #</u>	<u>Organization</u>	<u>Contact Name</u>	<u>email address</u>
20	Tennessee Technology Center of Nashville	Sherlita Denton	<a href="mailto:sherlita.denton@tcatnashville.edu">sherlita.denton@tcatnashville.edu</a>
23	TN Association of Broadcasters	Mark Farrar	<a href="mailto:brenda@tabtn.org">brenda@tabtn.org</a>
24	American Advertising Federation	Toby Abrams	<a href="mailto:mark@aafnashville.com">mark@aafnashville.com</a>
25	National Organization for Women	Lori Adukeh	<a href="http://TennesseeNOW@comcast.net">TennesseeNOW@comcast.net</a>
26	100 Black Men of TN	Patricia Stokes	<a href="mailto:info@the100.org">info@the100.org</a>
27	Urban League of Middle TN	Carol Westlake	<a href="mailto:ssanders@urbanleagueofmidtn.org">ssanders@urbanleagueofmidtn.org</a>
28	TN Disability Coalition	Amanda Maher	<a href="mailto:intake@trndisability.org">intake@trndisability.org</a>
33	TV Jobs.Com		<a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a>
34	CSB School of Broadcasting		<a href="mailto:amaher@gocsb.com">amaher@gocsb.com</a>
36	Nashville Black Journalists Association	Ivan Roman	<a href="mailto:nashvillenabi@gmail.com">nashvillenabi@gmail.com</a>
37	National Association of Hispanic Journalists	Yuri Cunza	<a href="mailto:nahi@nahi.org">nahi@nahi.org</a>
38	Nashville Area Hispanic Chamber of Commerce	Jacqueline Gullledge	<a href="mailto:JOBS@NASHVILLEHISPANICCHAMBER.COM">JOBS@NASHVILLEHISPANICCHAMBER.COM</a>
39	Asian American Journalists Association	Vivian Smith	<a href="mailto:Jacqueline.Gullledge@gmail.com">Jacqueline.Gullledge@gmail.com</a>
40	National Council on Aging	Mark Johnson	<a href="mailto:Vsmith.ncoatn@gmail.com">Vsmith.ncoatn@gmail.com</a>
48	Joshua Maxwell		<a href="mailto:m.e.johnson.media@gmail.com">m.e.johnson.media@gmail.com</a>
49	Chris Ward		<a href="mailto:joshua.maxwell@wsmv.com">joshua.maxwell@wsmv.com</a>
50	Daphne Bugelli		<a href="mailto:cward42@hotmail.com">cward42@hotmail.com</a>
51	Pastor Carolyn Smith Goings, PhD		<a href="mailto:bugellid@msu.edu">bugellid@msu.edu</a>
52	Matthew Perkins		<a href="mailto:csgoings@gmail.com">csgoings@gmail.com</a>
54			<a href="mailto:matthewperkins@gmail.com">matthewperkins@gmail.com</a>

f. rricia @ ulmt.org

## Charlie Degenhart

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**From:** Charlie Degenhart  
**Sent:** Tuesday, October 22, 2019 3:10 PM  
**To:** (ssanders@urbanleagueofmidtn.org); Amanda Maher (amaher@gocsb.com); American Advertising Federation (mark@aafnashville.com); Asian American Journalists Association (Jacqueline.Gulledge@gmail.com); Chris Ward; Daphne Bugelli; info@the100.org; intake@tndisability.org; Joshua Maxwell; Mark Johnson (m.e.johnson.media@gmail.com); Matthew Perkins; Nashville Area Hispanic Chamber of Commerce (JOBS@NASHVILLEHISPANICCHAMBER.COM); Nashville Black Journalists Association (nashvillenabj@gmail.com); National Association of Hispanic Journalists (nahj@nahj.org); Pastor Carolyn Smith Goings, PhD; Sherlita Denton; TN Association of Broadcasters (brenda@tabtn.org); Toby Abrams (TennesseeNOW@comcast.net); TVJobs.com (jobs@tvjobs.com); Vivian Smith  
**Subject:** NPT - Community Engagement Manager  
**Attachments:** Ad - Comm Engagement Manager.pdf

Good afternoon,

NPT is currently seeking a qualified Community Engagement Manager. We would be grateful if you would share this posting with your networks.

Thank you,

Charlie Degenhart  
Accounting Manager

**Nashville Public Television**  
161 Rains Avenue  
Nashville, TN, 37203  
615.259.9325  
[www.wnpt.org](http://www.wnpt.org)



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## Charlie Degenhart

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**From:** Vivian Smith <vsmith.ncoatn@gmail.com>  
**Sent:** Wednesday, October 23, 2019 6:03 PM  
**To:** Charlie Degenhart  
**Subject:** Re: NPT - Community Engagement Manager

Thank you for this job lead. I will be happy to share it.

On October 22, 2019, at 3:09 PM, Charlie Degenhart <cdegenhart@wnpt.org> wrote:

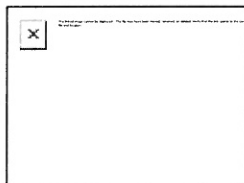
Good afternoon,

NPT is currently seeking a qualified Community Engagement Manager. We would be grateful if you would share this posting with your networks.

Thank you,

Charlie Degenhart  
Accounting Manager

**Nashville Public Television**  
161 Rains Avenue  
Nashville, TN, 37203  
615.259.9325  
[www.wnpt.org](http://www.wnpt.org)



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## JOBS AND INTERNSHIPS

### **Nashville Public Television is an EEO employer**

If you are a local organization that assists job seekers, please let us know if you would like to be included in receiving our notifications of NPT job openings by writing to:

NPT Human Resources  
Nashville Public Television  
161 Rains Avenue  
Nashville, TN 37203

or e-mail us at:

[tv8@wnpt.org](mailto:tv8@wnpt.org).

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### VIDEO EDITOR

Nashville Public Television (NPT) seeks an experienced Video Editor. Works independently and collaboratively to provide NPT with creative, efficient, high-quality post-production and editing. Provides editing services by operating non-linear edit systems to creatively assemble video/audio elements into completed segments and/or programs. Also operates electronic studio production equipment, including cameras, graphics and monitoring equipment. Executes post-production projects by creatively selecting and composing visual elements to tell compelling stories for television.

#### **Qualifications**

Bachelor's degree preferred.

Minimum one year of experience in video editing on non-linear edit systems.

Thorough understanding of post-production equipment and techniques.

Demonstrated skills in non-linear editing and graphics creation.

Experience with Photoshop, After Effects and Adobe Premiere.

Computer literacy required.



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## COMMUNITY ENGAGEMENT MANAGER

Nashville Public Television seeks a Community Engagement Manager to manage and implement NPT's community engagement initiatives, program-based education projects, and K-12 project activities.

- Develops and implements NPT's community engagement initiatives and related community involvement, including screenings and leading community engagement discussions around current NPT projects. Organizes community conversations related to development of new content for digital and broadcast.
- Researches, writes proposals and secures dedicated grant funding to support community engagement and education initiatives.
- Manages and implements NPT's community educational initiatives such as family literacy workshops and training for other groups including parents and childcare professionals.
- Manages and develops curriculum for NPT content on PBS Learning Media.
- Creates and manages departmental budgets and monitors regularly.

### **Qualifications:**

Bachelor's degree. B.A. preferably in Education and five years of related work experience including direct community engagement.

Ability to lead, motivate, and communicate effectively.

Computer literate.

Television production experience a plus.

Ability to work nights and weekends as required.

Submit cover letter and resume to [employment@wnpt.org](mailto:employment@wnpt.org); Human Resources, Attn: Community Engagement Manager, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203. Position open until filled.

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## TV PRODUCTION INTERNSHIP OPPORTUNITIES



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NPT provides unpaid internships for students who are interested in gaining hands-on experience in television production and equipment operation.

Internships may be tailored to meet specific areas of interest. However, the basic focus of the program is behind-the-scenes production work, providing students with experience in both live and taped shows. The internship also includes non-broadcast related activities, such as studio set-up and maintenance.

**Responsibilities include:**

- Run prompter
- Edit weekly promos and other non linear editing
- Grip and studio set-up work
- Assist on field shoots
- Log interviews
- Research
- Other production related tasks as time permits

Motivated and committed individuals will benefit the most from this program. A positive attitude and a willingness to learn are essential.

Interns are required to receive college credit hours in exchange for internships.

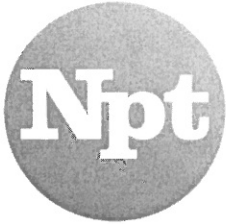
**IMPORTANT: Candidates must be available for at least two 5 hour blocks of time during normal business hours.**

If you are interested in an internship in the NPT production department, please send an email with resume including course history of television production classes and particular area of interest to: [internships@wnpt.org](mailto:internships@wnpt.org)

Or mail to:

Internship Coordinator  
Nashville Public Television  
161 Rains Avenue  
Nashville, TN 37203





Nashville Public Television  
161 Rains Ave  
Nashville, TN 37203

Phone: (615) 259-9325

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#2



Nashville Public Television

## JOB POSTING

### **Community Engagement Manager Nashville Public Television**

Nashville Public Television seeks a Community Engagement Manager to manage and implement NPT's community engagement initiatives, program-based education projects, and K-12 project activities.

- Develops and implements NPT's community engagement initiatives and related community involvement, including screenings and leading community engagement discussions around current NPT projects. Organizes community conversations related to development of new content for digital and broadcast.
- Researches, writes proposals and secures dedicated grant funding to support community engagement and education initiatives.
- Manages and implements NPT's community educational initiatives such as family literacy workshops and training for other groups including parents and childcare professionals.
- Manages and develops curriculum for NPT content on PBS Learning Media.
- Creates and manages departmental budgets and monitors regularly.

#### **Qualifications:**

Bachelor's degree. B.A. preferably in Education and five years of related work experience including direct community engagement. Ability to lead, motivate, and communicate effectively. Computer literate. Television production experience a plus. Ability to work nights and weekends as required.

Submit cover letter and resume to [employment@wnpt.org](mailto:employment@wnpt.org); Human Resources, Attn: Community Engagement Manager, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203. Position open until filled.

**NPT IS AN EEO EMPLOYER**

## Charlie Degenhart

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**From:** Charlie Degenhart  
**Sent:** Tuesday, October 22, 2019 12:17 PM  
**To:** Nashville State Community College (human.resources@nsc.edu); 'careerservices@nsc.edu'  
**Subject:** NPT - Job Opening, Community Engagement Manager  
**Attachments:** Ad - Comm Engagement Manager.pdf



Good afternoon,

NPT is currently seeking a qualified Community Engagement Manager.

We would be grateful if you would share this job posting with your networks.

Best,

Charlie Degenhart  
Accounting Manager

**Nashville Public Television**  
161 Rains Avenue  
Nashville, TN, 37203  
615.259.9325  
[www.wnpt.org](http://www.wnpt.org)



MASHVILLE PUBLIC TELEVISION

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# #3222056 Community Engagement ...

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Applicants

Review 0 Applicants (/jobs/3222056/applications)

View profiles and download application documents.

School	Applications	Last Update	Status	Comments
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19

Belmont University	0	Approved a day ago	Approved	0	≡
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17

East Tennessee State University	0	Approved 4 days ago	Approved	0	≡
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5

Lipscomb University	0	Approved 4 days ago	Approved	0	≡
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4

Tennessee State University	0	Approved 4 days ago	Approved	0	≡
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7

Tennessee Technological University	0	Approved 4 days ago	Approved	0	≡
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14

The University of Tennessee at Chattanooga	0	Approved 4 days ago	Approved	0	≡
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8

The University of Tennessee-Knoxville	0	Approved 4 days ago	Approved	0	≡
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12

The University of Tennessee-Martin	0	Approved a day ago	Approved 0	≡
Trevecca Nazarene University	0	Requested 4 days ago	Pending 0	≡
University of Memphis	0	Approved 4 days ago	Approved 0	≡

< 1/2 >

 **Community Engagement Manager** Favorite Job  
 (/employers/151777) Nashville Public Television (/employers/151777)

### About this Job

Nashville Public Television seeks a Community Engagement Manager to manage and implement NPT's community engagement initiatives, program-based education projects, and K-12 project activities.

- Develops and implements NPT's community engagement initiatives and related community involvement, including screenings and leading community engagement discussions around current NPT projects. Organizes community conversations related to development of new content for digital and broadcast.
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### NPT IS AN EEO EMPLOYER

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## About Nashville Public Television

NPT inspires, educates, and engages our community through excellence in public media.

Postings

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(/jobs)

### Location

Nashville, Tennessee, United States of America

Relationships

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(/students)

**Schools**

(/employer\_approvals)

**Contacts**

(/contacts)

### Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Campus

**Events**

(/events)

**Interviews**

(/interview\_schedules)

**Fairs**

(/career\_fairs)

### Company Details

COMPANY SIZE

10 - 50 employees

INDUSTRY

Movies, TV, Music industry

COMPANY TYPE

Unknown

HEADQUARTERS

161 Rains Ave, Nashville, Tennessee 37203, United States

WEBSITE

http://www.wnpt.org

SOCIAL MEDIA

(No Facebook Listed)

(No Twitter Listed)

(No LinkedIn Listed)

### Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS  
US work authorization is required

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- (/)
- My Profile**
- (/users/4517801)
- Company Profile**
- (/employers/151777)

### Contact Information

CONTACTS  
Human Resources  
Charles Degenhart

Postings

**Jobs**  
(/jobs)

## Attachments (/jobs/3222056/attachments)

Relationships

- Search Students**
- (/students)
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Campus

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- (/career\_fairs)

New Attachment (/jobs/3222056/attachments/new)

---

Posted to 11 Schools

---

**9 approved postings**

**2 pending postings**

This job is live to students until December 31, 2019 at 2:00pm.

---

[✎ Target More Schools \(/jobs/3222056/edit?initial\\_page=3\)](/jobs/3222056/edit?initial_page=3)

### Labels

No labels have been added.

Select a label...

Create New Label

 View & Add Notes

### Tracking Code

No tracking code added

Social Media

**Home**

(/)

**My Profile**

(/users/4517801)

**Company Profile**

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# #3222056 Community Engage...

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Job Details (/jobs/3222056) Edit (/jobs/3222056/edit)

Applicants (/jobs/3222056/applications)

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Relationships

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Fairs (/career\_fairs)

Job Preview job posting (/jobs/3222056/edit?initial\_page=4)

Edit Details (/jobs/3222056/edit)

Duplicate job (/jobs/3222056/duplicate?job\_id=3222056)

Applicants

Review 5 Applicants (/jobs/3222056/applications)

View profiles and download application documents.

School	Applications	Last Update	Status	Comments
Western Kentucky University	0	Expired 2 months ago	Expired	0

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(/employers/151777)

**Community Engagement Manager** Favorite Job

Nashville Public Television (/employers/151777)

## About this Job

Nashville Public Television seeks a Community Engagement Manager to manage and implement NPT's community engagement initiatives, program-based education projects, and K-12 project activities.

- Develops and implements NPT's community engagement initiatives and related community involvement, including screenings and leading community engagement discussions around current NPT projects. Organizes community conversations related to development

**PAY RATE**  
Not Specified

**DURATION**  
Permanent

**Home**

(/)

**My Profile**

(/users/4517801)

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**ALLOWED MAJORS**  
All majors allowed

**WORK AUTHORIZATION REQUIREMENTS**  
US work authorization is required

## Contact Information

**CONTACTS**  
Human Resources  
Charles Degenhart

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# Job Postings

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## Position Information

ID

72409

Position Type

Post Graduate Job

Restrict Applications

No

Title

Development/Marketing Associate

### Job Description

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

- Coordinates administrative functions of on-air fundraising campaigns
- Ordering and fulfillment of all premiums related to NPT's on-air fundraising
- Data entry related to premiums and general data entry into NPT's fundraising databases
- Responds to member inquiries regarding the status of thank you gifts
- Assists in development of online fundraising and marketing initiatives
- Oversees NPT volunteer programs; recruits volunteer groups for NPT's on-air fundraising campaigns

NPT contact for concert ticket offerings

Assists with NPT fundraising events and community events as needed

Job Function

Marketing

Default email address for resumes

employment@wnpt.org

Resume Receipt

E-mail

Required Documents

Cover Letter

Additional Documents

Cover Letter

Requested Document Notes

Submit cover letter and resume to Human Resources, Attn:  
Development/Marketing Associate, Nashville Public Television, 161 Rains  
Avenue, Nashville, TN 37203; or submit e-mail to employment@wnpt.org.  
Position open until filled.

NPT IS AN EEO EMPLOYER

Posting Date

June 10, 2019

Expiration Date

July 10, 2019

Approximate Hours Per Week

40


Class Level

Alumnus/a

Qualifications

Qualifications: Bachelor's degree preferred; high comfort level working with Microsoft Excel and large databases; one to two years relevant experience, ability to work evenings and weekends; strong verbal, written, and interpersonal communication skills; ability to multi-task, while paying close attention to detail; customer service experience.

Salary Level

varies with experience 

Location

Nashville, Tennessee United States

Automatic Application Packet Generation

No

Degree Level

Bachelor

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