

B-1:	Production Technician	
	Date of Hire:	7/11/2011
	Referral Source of Hire:	Employee Referral
	# of Interviewees for position and referral sources of interviewees	4 Interviewees
		Craigslist.com 3
		Career Builder Internal 1



**UNIVISION 62 KAKW-TV
JOB POSTING NOTICE**

Job Title: Production Tech- Part time
Department: Production
FLSA Status: Part-time, Non-Exempt
Supervisor: Operations Manager
Location: Austin, TX
Job Number: #KAKW 2011-01

JOB DESCRIPTION: KAKW TV 62 in Austin, Texas has an immediate opening for a part-time Production Tech. This position works with the Production Department and the News Department.

Essential Job Functions and Responsibilities:

- Provide technical support for daily newscasts, local shows, live updates, and special recordings
- Create news graphic elements for shows, records segments for newscasts, and edits as needed.
- Assist in preparation of the newscasts and shows (audio, editing, cameras, graphics, master control, etc.)
- Complete cutting and editing of in-house videos in a timely manner prior to the start of pre-show directing duties.
- Create new graphics (sports logos, new looks, etc.)
- Responsible for ingesting daily spots to the server and Master Control supervision.
- Produces/edits news promotions, news segments, and other broadcast segments required by the station.
- Track all recorded feeds and track tape archival system.
- Perform in-house editing; create graphics, linear and non-linear editor.
- Responsible for news graphics archives and ingestion of commercials with the Technical Director.
- Create news bumps and opens.
- Assist with revamping of studio shots and looks, including audio and lights set up for all on air entities.
- Must maintain a good driving record.

MINIMUM REQUIREMENTS:

Basic Skills:

- Must be able to lift, set up, operate, and take down production equipment.
- Must know how to use field and studio cameras.
- Knowledge of newsroom operations and technical requirements to have show on-air, cue terms and signals required.
- Ability to meet deadlines.
- Ability to work well under pressure, respond quickly to changes and handle simultaneous tasks.
- Ability to make solid news judgments
- Schedule must be extremely flexible; available for any last minute assignments and able to work weekends, evenings, and holidays.
- Must be able to drive and have a clean driving record.

Preferred Skills:

- Editing image software (Avid, Photoshop, Illustrator) skills is required
- Must be familiar with News Switcher, Non-linear editing and linear media
- Ability to shoot and edit

Experience Requirement:

- Must have experience in a news room with post-production equipment and procedures
- 1 year of experience in a similar position is required.

Language Requirement: Fully Bilingual (English and Spanish) written and oral communication skills required.

Education Requirement: High School diploma required

Interested parties should send resume with non-returnable audition tape (optional) to:

Production Tech Job #KAKW 2011-01

c/o Ruben Robledo

Operations Manager

KAKW TV 62

2233 W. North Loop Blvd.

Austin, TX 78756

Email: rrobledo@univision.net and put Production Tech in subject line

Fax: 512-533-2880

No phone calls please.

Please reference Job #KAKW 2011-01

We do not confirm receipt of resumes.

KAKW-TV/Univision/Telefutura/ UVN Texas LP is an equal opportunity employer

For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder For Each Vacancy At the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

Job Title: Production TechStation: KARLDate Position Opened: 5/5/11Date Position Filled: 7/11/11

Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?

Yes [] No []

II. Interviewees

1. List of people interviewed for this position:

Name	Date	Recruitment Source
Diana Luna Rodriguez	5/16/11	Employee referral / Previous Intern
Kelly Wheat	5/16/11	Craig's list
Sose Mendez	5/16/11	Craig's list
Armando Santos	5/16/11	Craig's list

2. Total number of people interviewed for this position: 4

III. Hiree

Person ultimately hired for this position: Name: Diana Luna RodriguezRecruitment Source: Employee Referrals

Approval:

General Manager: _____ Date: _____

Part B - Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 5/5/11

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: TAB

Date sent: 5/5/11

Attach proof of sending to third party. Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form 1)?

Yes ☒ No ☐

Date sent: 5/5/11

Attach a copy of the current list of such organizations. Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website?

Yes ☒ No ☐

Date posted: 5/5/11

Attach a copy of notice posted.

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: Austin Community College
 Contact Person: _____
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

b) Name of Source: Alliance for Women in Media
 Contact Person: Flora Villanueva
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

c) Name of Source: Huston-Tillotson
 Contact Person: _____
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

d) Name of Source: ITT-Tech
 Contact Person: _____
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

e) Name of Source: GAHCC
 Contact Person: Joshua Garza
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

f) Name of Source: Concordia
 Contact Person: Kevin Kerr
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

g) Name of Source: LULAC
 Contact Person: _____
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____
 How was notification given to this source? _____

How was notification given to this source? _____

i) Name of Source: Southwestern University
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

j) Name of Source: St. Edwards University
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

k) Name of Source: St. Virginia College
Contact Person: Stacie Koyer
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

l) Name of Source: TX Higher Education
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

m) Texas Workforce Commission

Chris Albrecht

From: Blanca Gaytan
Sent: Thursday, May 05, 2011 5:11 PM
To: Austin Comm College; Chris Albrecht; Gloria Villarreal; Huston - Tillotson ; ITT-Tech (jchance@itt-tech.edu); Joshua Garza-GAHCC; Kevin Kerr (careerservices@concordia.edu); Leage of United Latin American Citizens; Southwestern University; St. Edwards University; Stacie Royer-Virginia College; TAB; Texas Higher Education; Texas Workforce Commission
Attachments: KAKW #2011-01 Production Tech.doc

Hello,

Please post the attached open position.

Thank you,

Blanca Gaytan
Accounting Assistant
KAKW - Univision Austin

Chris Albrecht

From: Blanca Gaytan
Sent: Thursday, May 05, 2011 5:11 PM
To: Austin Comm College; Chris Albrecht; Gloria Villarreal; Huston - Tillotson ; ITT-Tech (jchance@itt-tech.edu); Joshua Garza-GAHCC; Kevin Kerr (careerservices@concordia.edu); Leage of United Latin American Citizens; Southwestern University; St. Edwards University; Stacie Royer-Virginia College; TAB; Texas Higher Education; Texas Workforce Commission
Attachments: KAKW #2011-01 Production Tech.doc

Hello,

Please post the attached open position.

Thank you,

Blanca Gaytan
Accounting Assistant
KAKW - Univision Austin

Blanca Gaytan

From: Teresa McAnally [teresa@tab.org]
Sent: Friday, May 06, 2011 9:41 AM
To: Blanca Gaytan
Subject: TAB Job Bank

Thank you for posting a job opening in the Texas Association of Broadcasters' Job Bank.

Visit the [TAB Job Bank](#) to:

- print a copy of the job opening for your EEO files
- Manage your job postings
- Search available candidates

Questions? Contact [Craig Bean](#) or call (512) 322-9944

Teresa McAnally
Projects Coordinator
Texas Association of Broadcasters
502 E. 11th Street, Suite 200
Austin, TX 78701
Ph: (512) 322-9944
Fax: (512) 322-0522
teresa@tab.org