

December 14, 2023

EEO Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, N.E.  
Washington, DC 20554

**Re: WHBQ-TV, Memphis, Tennessee (FID 12521)**

Dear Sir or Madam:

Imagicomm Memphis, LLC (“Imagicomm” or “Licensee”), the licensee of WHBQ-TV, Memphis, Tennessee (FID 12521) (“WHBQ” or the “Station”) hereby responds to your letter of October 30, 2023 requesting information about the Station’s EEO Program. The questions submitted and our responses are as follows:

**Question 2. Audit Data Requested.**

**(b) If the Unit employs five or more full-time employees, provide the following information:**

- (i) Copies of the Unit’s two most recent EEO Public File Reports, described in section 73.2080(c)(6).**

**Response:**

Please find attached the Station’s most recent Public File Report covering the period August 1, 2022 to March 31, 2023. Please note that the Station was acquired by Imagicomm on August 1, 2022, FCC File No. 0000189166. Accordingly, only one Public File Report has been filed by Licensee since its acquisition of the Station.

- (ii) For each station in the Unit that maintains a website, the website address. If the Unit’s most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit’s most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).**

**Response:**

WHBQ is the only station in the Station’s Employment Unit. The website for the Station’s Unit is located at [fox13memphis.com](http://fox13memphis.com). The Station has posted its most recent Public File Report on its website and in the Station’s online public file.

**(iii) For each of the Unit’s full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii). Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit’s job openings, as described in section 73.2080(c)(1)(ii).**

**Response:**

**1) August 1, 2022 – March 31, 2023 EEO Public File Report Dates of Hire**

<u>Position</u>	<u>Date of Hire</u>
Promotions Producer	January 23, 2023
Graphic Design	January 9, 2023
Photographer	January 9, 2023
Production Assistant	December 1, 2022
Production Assistant	January 16, 2023
Production Assistant	January 23, 2023
Production Assistant	October 17, 2022
Production Assistant	September 26, 2022
Digital Content Producer	October 24, 2022
Chief Meteorologist	November 2, 2022
Content Center Lead	October 10, 2022
Digital Content Producer	October 24, 2022
Digital Content Producer	January 30, 2023
Executive Producer	September 7, 2022
Photographer	January 25, 2023
Production Assistant	January 25, 2023
Sales Assistant	December 12, 2022
Traffic Assistant	February 7, 2023
Digital Operations Specialist	August 31, 2022
Digital Operations Specialist	October 31, 2022

<u>Position</u>	<u>Date of Hire</u>
General Manager	November 28, 2022
Producer	February 6, 2023
Producer	February 27, 2023

Except as noted below, attached are dated Job Announcements for each of the positions specified above. Also attached is a chart listing the sources to which each such notice was distributed. Pursuant to Section 73.2080(c)(5)(iii), copies of all job postings are retained. No organizations have asked Licensee to be notified of any of the Station's job openings pursuant to Section 73.2080(c)(1)(ii).

There were no job announcements for the following hires since they were either internal promotions or employee referrals:

- Photographer (Date of Hire January 9, 2023)
- Production Assistant (Date of Hire January 16, 2023)
- Executive Producer (Date of Hire September 7, 2022)
- Photographer (Date of Hire January 25, 2023)
- Production Assistant (Date of Hire January 25, 2023)
- Digital Operations Specialist (Date of Hire August 31, 2022)

- (iv) **As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.**

**Response:**

**August 1, 2022 – March 31, 2023 EEO Public File Report Dates of Hire**

<u>Position</u>	<u>Total Interviewees</u>	<u>Referral Source</u>
Promotions Producer	7	Indeed.com
Graphic Design	6	LinkedIn
Photographer	1	Internal Promotion
Production Assistant	19	Indeed.com
Production Assistant	6	Employee Referral
Production Assistant	6	Indeed.com
Production Assistant	12	Indeed.com
Production Assistant	12	Indeed.com
Digital Content Producer	4	Journalismjobs.com
Chief Meteorologist	7	News Director Contact
Digital Content Producer (2x)	10	LinkedIn

Content Center Lead	4	Journalismjobs.com
Executive Producer	3	Employee Referral
Photographer	3	Employee Referral
Production Assistant	1	Employee Referral
Sales Assistant	4	LinkedIn
Traffic Assistant	3	LinkedIn
Digital Operations Specialist	2	Employee Referral
Digital Operations Specialist	7	LinkedIn
General Manager	7	Employee Referral
Producer	6	LinkedIn
Producer	5	Journalismjobs.com

**(v) Dated documentation demonstrating performance of the Unit’s recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit’s total number of full-time employees and state whether the population of the market in which any of the Unit’s stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission’s rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth, sixth and eighth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation provided appears inadequate, e.g., it is not dated or does not clearly prove the Unit’s participation, the Commission may ask for additional verification.**

**Response:**

WHBQ employs 112 full-time employees and is located in a market with a population of 250,000 or more. Accordingly, WHBQ is required to complete four recruitment initiatives in a two year period.

During the eight month period from August 1, 2022 (the date on which Licensee acquired the Station) – March 31, 2023, WHBQ performed, among others, the following recruitment initiatives:

**Initiative 8** – Establish a training program designed to enable station personnel to acquire skills that could qualify them for higher-level positions –

- September 7-8, 2022 – Ongoing training for investigative team (reporters, news director, news producer, creative services director) from the Magid consultants. They

reviewed previous investigative stories and received critiques and suggestions for improvement. Also discussed techniques for future investigative reports.

- November 2-3, 2022 – Ongoing training for newsroom leaders (photographer, news director, producer, anchor and news manager) regarding major research study into journalism trust. The study helped explain what viewers are looking for from their news providers and why they do and do not trust various news outlets. The information was then disseminated to the rest of the news staff to focus on as they move forward pitching stories and creating content.

**Initiative 10** – Participate in at least four events or programs relating to career opportunities in broadcasting, sponsored by educational institutions –

- October 24, 2022 – One of the Station’s news reporters spoke to students during Kipp Collegiate Academy’s Career Day, providing insights on his career as a reporter and the educational steps he took to get there.
- October 26, 2022 – University of Mississippi Partnership Meeting – The Station’s news director, assistant news director and digital content manager met with the public relations team from the University. Discussions included new and upcoming initiatives at the University, how the Station approaches story development and how the Station can work with the university’s experts and journalism students to enhance the Station’s news content.
- January 18, 2023 – The Station’s Production Manager and News Operations Manager spoke to a Journalism class at the University of Memphis about careers in television and available jobs at WHBQ.
- January 27, 2023 – The Station’s Meteorologist and Community Affairs Director guided a station tour for students from Rozelle Elementary School. The students are studying weather and had a question and answer session about weather and news, they also watched the mid-day newscast.

**Initiative 16** – Participate in Additional Activities that the Licensee has Designed to Further the Goal of Disseminating Information about Employment Opportunities –

- August 3–7, 2022 – Station staff members attended the National Association of Black Journalists Convention and Career Fair. This is the premier conference for journalism education, career development, networking, and industry innovation, attracting leaders and influencers in journalism, media, technology, business, health, arts, and entertainment. The nation’s top journalists, media executives, journalism educators, public relations professionals, and students gathered to experience innovative programs, expert presenters, and networking opportunities.

- March 24, 2023 -- The Station's Community Affairs Director and staff members sponsored a booth and participated in the City of Memphis' Career and Technical Expo.

See attached documentation.

**(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that the Unit must report all complaints, regardless of their status or disposition.**

**Response:**

No complaints have been filed against the Station during Licensee's tenure.

**(vii) In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and program.**

**Response:**

In accordance with Section 73.2080(b), Imagicomm's Vice President of Human Resources is ultimately responsible for adhering to and implementing WHBQ's EEO policy with assistance from the Senior Vice President of Broadcast Television, Local Markets, and WHBQ-TV's General Manager. All Managers are required to adhere to the FCC's EEO rules and policies. Employees and potential employees are informed that WHBQ is an EEO Employer in all advertisements of job openings, both in the Employee Handbook and on WHBQ's Job Application. Managers are reminded periodically by the Vice President of Human Resources not to engage in any form of discrimination or prejudice. The Vice President of Human Resources makes periodic visits to the station to review staffing and open positions with the hiring manager and to review the Station's recruiting process.

**(viii) In accordance with section 73.2080(c)(3), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.**

**Response:**

In accordance with Section 73.2080(c)(3), WHBQ analyzes its recruitment efforts on an ongoing basis to ensure that those efforts are effective. For every open position, an interviewee log is kept and a variety of diverse candidates are interviewed or considered before any job offer is made. WHBQ is extremely diverse in its workforce and believes that the diversity of its team demonstrates that its recruitment efforts are effective.

**(ix) As required by section 73.2080(c)(4), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.**

**Response:**

In accordance with Section 73.2080(c)(4), Imagicomm has checks and balances on compensation equity. When advertising and filling new positions at WHBQ-TV, the General Manager and the Hiring Manager agree on compensation, and the General Manager submits the proposed compensation to Imagicomm's Vice President of Human Resources and Senior Vice President of Broadcast Television, Local Markets, who review the proposed compensation to ensure appropriate internal compensation equity.

Benefits for full-time employees are the same for all employees in the same job class, except that employees accrue vacation and sick leave based on tenure with the company and job classification. Promotions are offered based on a combination of seniority and merit without regard to race, gender or religious belief.

WHBQ does not have a union agreement.

**(x) If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules, the Unit should indicate that status in its response and provide data as applicable to its EEO program. For example, for those full-time hires subject to a religious qualification, you must provide only a record of the hire listed by job title**

and date filled, the recruitment sources used for the opening, and the source that referred the person hired. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

**Response:**

WHBQ is not a religious broadcaster and does not use religious belief or affiliation as a qualification for hire or promotion.

**3. Time Brokerage—Licensee of brokered station(s) receives audit letter.**

If any station included in the Unit is subject to a time brokerage agreement, the licensee must immediately forward a copy of this letter to the broker under each such agreement. Additionally, if the Unit employs fewer than five full-time employees, the licensee must respond by providing a list of the Unit's full-time employees listed by job title, the number of hours each employee is assigned to work, and a response to Question 2(b)(vi) above. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 2(b).

**Response:**

Not applicable. The Station does not have or participate in a time brokerage agreement.

**4. Time Brokerage—Broker receives audit letter.**

(a) Broker receives audit letter from brokered station licensee. The broker must submit information requested in 2(b) above concerning information relating only to its own full-time employees working on behalf of the brokered station, as required by section 73.2080(f)(3) of the Commission's rules. If recruitment activity for those brokered station employees is maintained with that of other stations licensed to you, and you lack the ability to separate the information, submit information pertaining to both.

(b) Broker receives audit letter directly from Commission. If any station in the Unit is licensed to you, submit information requested in 2(b) above for the Unit's EEO program. If recruitment activity pertaining to full-time employees working on behalf of another station you broker is maintained with that of the Unit, and you lack the ability to separate the information, submit information pertaining to both.

(c) Broker described in 4(a) or 4(b). If full-time employees at the station you broker, combined with full-time employees at the Station (or Unit), total fewer than five, you need only respond to this letter by submitting a list of full-time employees (identified by job title



**and number of hours regularly assigned to work per week) for both the brokered station(s) and subject Station as well as a response to Question 2(b)(vi).**

**Response:**

Not applicable. The Station does not have or participate in a time brokerage agreement.

I hereby certify that all of the facts stated herein are true and correct to the best of my knowledge, information and belief.

Please feel free to contact me at the email address below or our FCC counsel, Burt A. Braverman, of Davis Wright Tremaine LLP at [BurtBraverman@dwt.com](mailto:BurtBraverman@dwt.com) if there are any questions or if further clarification is needed.

Respectfully submitted,



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Gregory Richardson  
Senior Vice President, Legal & Business Affairs  
Imagicomm Communications, LLC,  
Parent of Imagicomm Memphis, LLC  
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**WHBQ-TV (FID 12521)**  
**Memphis, TN**

**Response to Question 2(b)(i)**  
**WHBQ-TV Annual EEO Public File Report**  
**Covering the Period August 1, 2022 (Station Acquisition Date)**  
**to March 31, 2023**

**EEO Public File Report**  
**Imagicom Communications - WHBQ-TV (Memphis)**  
**08/01/2022 to 03/31/2023**

The station changed ownership during the current reporting period. On August 01, 2022 the license of WHBQ was assigned to the station's current owner, Imagicom Communications LLC.

**Full-Time Positions Filled**

Position	Date Opened	Date Filled	Recruitment Source	Interviewed	Hired
Promotions Producer	12/5/2022	1/23/2023	Indeed.com	3	1
			Linked In	2	
			Employee Referral	2	
Graphic Design	10/4/2022	1/9/2023	Linked In	6	1
Digital Content Producer	12/14/2022	1/30/2022	Linked In	3	1
			University of Memphis	1	
Photographer		1/9/2023	Internal Promotion	1	1
Production Assistant P/T	8/24/2022	9/26/2022	Indeed	12	1
Production Assistant	11/23/2022	12/1/2022	Linked In	10	3
			Indeed	9	
Production Assistant	11/23/2022	1/16/2023	Employee Referral	1	
			U of M Visit	5	
Production Assistant	11/23/2022	1/23/2023			
Production Assistant	9/12/2022	10/17/2022	Linked In	3	1
			Indeed	8	
			U of M Referral	1	
Production Assistant	8/26/2022	9/26/2022	Indeed	12	1

Digital Content Producer	8/19/2022	10/24/2022	Journalismjobs.com	2	1
			Linked In	2	
Chief Meteorologist	8/8/2022	11/2/2022	News Director contacted	1	1
			WSOC Referral	1	
			Cox Talent Acquisition	2	
			Candidate reached out directly	1	
			Internal Candidate	1	
			Linked In	1	
Digital Content Producer (2x)	12/28/2022	2/13/2023	Linked In	8	2
			University of Memphis Referral	2	
Content Center Lead	9/7/2022	10/10/2022	Journalismjobs.com	2	1
			Linked In	2	
Executive Producer	9/1/2022	9/7/2022	Employee Referral	1	1
			Internal Candidate	2	
Photographer	12/16/2022	1/25/2023	Employee Referral	3	1
Production Assistant Interviewed for Photographer but was hired as Production Assistant	1/13/2023	1/25/2023	Employee Referral	1	1
Sales Assistant	11/2/2022	12/12/2022	Employee Referral	1	1
			Linked In	3	
Traffic Assistant	12/10/2022	2/7/2023	Employee Referral	1	1
			Linked In	2	
Digital Operations Specialist	8/15/2022	8/31/2022	Internal Candidate	2	1

Digital Operations Specialist	8/15/2022	10/31/2022	Linked In	5	1
			Internal Candidate	1	
			University of Memphis	1	
General Manager	8/25/2023	11/28/2023	Internal Candidate	6	1
			Linked In	1	
Account Executive	8/19/2022	3/6/2022	Employee Referral	2	1
			Linked In	5	
Producer	12/1/2022	2/6/2023	Linked In	6	2
Producer	12/1/2022	2/27/2023	Employee Referral	2	
			WHBQ FOX13 Website	3	

**Recruitment Sources**

Imagicomm Communications - WHBQ-TV (Memphis)

August 1, 2022 - March 31, 2023

The station changed ownership during the current reporting period. On August 01, 2022 the license of WHBQ was assigned to the station's current owner, Imagicomm Communications LLC.

**Recruitment Sources Used for All Openings**

No.	Recruitment Source	Contact	Address	Entitled to Notification	# Interviews
1	<a href="http://www.linkedin.com">www.linkedin.com</a>	Internet Posting	605 West Maude Avenue Sunnyvale, CA 94085 USA	N	59
2	Referrals	Imagicomm Employees	485 S. Highland, Memphis, Tn. 38111	N	14
3	<a href="http://www.indeed.com">www.indeed.com</a>	Internet Posting	7501 N Capital of Texas Hwy, Austin, TX 78791	N	44
4	University of Memphis	Marty Duell, Dr. Criag Stewart, and Roxana Gee	3720 Alumni Ave, Memphis, TN 38152	N	10
5	Internal Candidates	Mike Zikmund, Randy Wardell, Becky Swan	WHBQ TV, 485 S. Highland Memphis Tn 38111	N	12
6	WSOC Referrals	Mike Oliveira	235 W. 23rd St. Charlotte, NC 28206	N	1
7	<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>	Internet Posting	72 Plaza Dr. Berkeley, Ca. 94705	N	4
8	News Director Contacted Candidate	Randy Wardell	WHBQ TV, 485 S. Highland Memphis Tn 38111	N	1
9	Candidate Reached Out Directly	Randy Wardell	WHBQ TV, 485 S. Highland Memphis Tn 38111	N	1
10	Cox Talent Acquisition	Chris Harp, Sr Recruiter (407) 676-8494	223 Perimeter Center Pkwy NE, Atlanta, GA 30346	N	2
11	Internal Promotion	Randy Wardell	WHBQ TV, 485 S. Highland Memphis Tn 38111	N	1
12	WHBQ FOX13 Website	Randy Wardell	WHBQ TV, 485 S. Highland Memphis Tn 38111	N	3

Longer - Term Recruiting Initiatives

Implemented During Previous Year

The station changed ownership during the current reporting period. On August 01, 2022 the license of WHBQ was assigned to the station's current owner, Imagicomm Communications LLC.

Imagicomm - WHBQ-TV

August 1, 2022 - March 31, 2023

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	August 2, 2022	Network Executive Summit	Fox network presented an opportunity for station executives to hear about the creative opportunities with their entertainment and sports marketing folks. This was also an opportunity to brainstorm with colleagues from other Fox stations.	Employee Development	General Manager
2	August 3 - 7, 2022	Convention	Staff members attended the NABJ Convention and Career Fair. This is the premier conference for journalism education, career development, networking, and industry innovation, attracting leaders and influencers in journalism, media, technology, business, health, arts, and entertainment. The nation's top journalists, media executives, journalism educators, public relations professionals, and students gathered to experience innovative programs, expert presenters, and networking opportunities.	Recruitment and Employee Development	General Manager, News Anchors and Reporters
3	August 20-24, 2022	Conference	Required continuing education for employee to renew NWA Seal. Sessions were geared to personal and professional development to help enhance the viewer experience, take advantage of the tools available at the station and learn about new data and technology available for forecasting.	Employee Development	Meteorologist
4	September 8, 2022	Workshop	Training for our Investigative team from the Magid consultants. They reviewed previous investigative stories and received critiques and suggestions for improvement. Also discussed techniques for future investigative reports.	Employee Development	Reporters, News Director, News Producer, Creative Services Director
5	October 3-4, 2022	Workshop	Transitioning to new platforms, our digital content team attended training on the content management system, content creation vendors, content distribution and content syndication feeds.	Employee Development	News Director and Digital Content Staffers
6	October 24, 2022	Speaker	Reporter spoke to student during Kipp Collegiate Academy's Career Day. He provided insight on his career as a reporter and educational steps he took.	Participation in events or programs sponsored by educational institutions	News Reporter
7	October 26, 2022	Meeting	University of Mississippi Partnership Meeting -News leaders met with the public relations team from the university. Discussion included new and upcoming initiatives at the university, how we approach story development and how we can work with the university's experts and journalism students to enhance our content.	Employee Development	News Director, Assistant News Director, and Digital Content Manager

8	November 2, 2022	Workshop	Investigative Journalism Workshop Magid -Training for our Investigative team from the Magid consultants. They reviewed previous investigative stories and received critiques and suggestions for improvement. Also discussed techniques for future investigative reports.	Employee Development	Photog, Reporters, and Producer
9	November 3, 2022	Conference	Newsroom leaders took part in a presentation about a major research study into journalism trust. The study helped explain what viewers are looking for from their news providers and why they do and do not trust various outlets. The information was then disseminated to the rest of the news staff to focus on as we move forward pitching stories and creating content.	Employee Development	Photog, News Director, Producer, Anchor, and News Manager
10	January 9, 2023	Training	Annual Antitrust Compliance Training to ensure employees with access to non-public sales and pricing information are trained on aspects of US antitrust law. Thereafter, company provides the training monthly to new employees with access to non-public sales and pricing information.	Employee Development	Admin Assit, GM, and AE. Other staffers attended the training earlier in December.
11	January 10, 2023	Training	Digital Sales training with Affinity AX to show and advise the team on how to utilize the new Advisor products to better serve advertiser's digital marketing needs	Employee Development	WHBQ Sales Team and Sales Managers
12	January 18, 2023	Speaker	Spoke to Journalism class at University of Memphis about careers in television and available jobs at WHBQ	Recruitment	Production Manager and News Operations Manager
13	January 25, 2023	Webinar	The "Unity in Black Media" webinar presented media leaders that highlighted what steps our industry needs to take in expanding Black media's share of the total advertising market. The goal is to establish parity on rates and the promise of non-guaranteed sponsorships which will help foster new, original program development.	Employee Development	General Manager
14	January 27, 2023	Station Tour	Students from Rozelle Elementary School toured the TV station. They are studying weather and met with our Meteorologist. They asked questions about weather and news. They also watched the Mid Day newscast.	Participation in events or programs sponsored by educational institutions	Meteorologist and Community Affairs Dir
15	February 28-March 1, 2023	Meeting	Corporate HR team was at the station to conduct meetings to familiarize managers with Imagicomm policies and procedures. Some areas covered included EAP, vacation, job placement procedures, and steps to take if disciplinary action is needed.	Employee Development	Station management
16	March 7-8, 2023	Training	Meteorologist attended the Magid Weather Institute where the following topics were covered: Audience research findings regarding local TV weather coverage, weather insights, platforms and presentation/storytelling methods, and weather tech such as augmented and virtual reality for more engaging weather displays and severe weather coverage for public safety.	Employee Development	Meteorologists
17	March 22, 2023	Station Tour	Students from East High School's Audio/Visual department toured the station. They had the opportunity to ask questions and watch a newscast.	Participation in events or programs sponsored by educational institutions	Production Manger and Operations Manager



18	March 23, 2023	Speaker	Creative Services Director spoke at University of Memphis' mass media capstone class about working in creative services in broadcast television.	Participation in events or programs sponsored by educational institutions	Creative Services Dir
19	March 24, 2023	Recruitment	We had a booth at the City of Memphis' Career and Technical Expo.	Career Fair Participant and Sponsor	Community Affairs Dir and WHBQ staff members
20	March 28-29, 2023	Training	Magid Producer Academy: Online workshop conducting several seminars that included breaking news coverage, producing for the morning viewer, tease writing, how to produce weather.	Employee Development	News Producers
21	March 30, 2023	Station Tour	Elmore Park Middle School students toured the station and watched a newscast.	Participation in events or programs sponsored by educational institutions	Community Affairs Director

**WHBQ-TV (FID 12521)  
Memphis, TN**

**Response to Question 2(b)(iii)**

**Copies of Job Announcements for WHBQ-TV's Full-Time Positions  
Filed During the Period Covered by the EEO Public File Report  
(August 1, 2022 (Station Acquisition Date) – March 31, 2023)**

**and**

**List of Sources to Which Job Announcements Were Distributed**

Posted December 5, 2022  
Date of Hire January 23, 2023



**Promotions Producer**

FOX13 Memphis · Memphis, Tennessee, United States (On-site)

Closed · Closed 11 months ago · Free job post · 94 views

[View applicants](#)

[Repost job](#)

[Job Info](#) [Settings](#)

### Job description

The Promotions Producer for Creative Services at FOX13 is an opportunity to explore all aspects of television marketing. This position offers candidates the opportunity to be a part of an award winning team of creative writers, producers, editors and graphic artists while expanding their creative abilities and growing their talents. The ideal applicant is someone who can create new, unique and innovative content promoting news content in a competitive market. As Promotions Producer, you will work closely with the Creative Services Team to produce image, topicals, special reports, proof-of-performance and a variety of station commercial branding for on air, digital, social and OTT.

Great candidates excel at writing, editing and cinematography. You must be a self-motivator, highly organized and willing to juggle multiple projects. An eye for detail and learning new skills is key to success. If you've wanted to create high-end, award winning content, with the right equipment and team, this is the position for you.

The primary job duties and responsibilities include, but are not limited to:

- Write, edit and produce News TSRs, Image and Proof of Performance promos.
- Film talent in-house and on location including b-roll for projects.
- Attend meetings regarding ratings and research to help execute marketing strategy.
- Work closely with reporters and producers on special assignments.
- Create content for internal and external media platforms including digital, social and radio.
- Compelling writer. Recognizes how to craft an engaging message focused on viewer benefit.
- Experience with DSLR & Cinema cameras and audio equipment.
- Experience with Adobe Creative Suite, focusing on Premier and After Effects.
- Familiar with marketing research. Understands the importance of targeting a specific audience.

Qualifications:

- BA in Journalism, Marketing, Film/Video or other related field is preferred. 2+ years experience in news, media marketing, advertising, or promotion.

**Industry**

Broadcast Media

**Employment Type**

Full-time

[Show less](#)

### Screening question

#### Preferred qualifications

How many years of work experience do you have with Adobe Creative Suite?  
Ideal answer: 2

How many years of work experience do you have with Videography?  
Ideal answer: 1

How many years of work experience do you have with Copywriting?  
Ideal answer: 1

**30**  
Applicants

**94**  
Views

Hiring for more roles?

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Posted October 4, 2022  
Date of Hire January 9, 2023



Graphic Artist

FOX13 Memphis · Memphis, Tennessee, United States (On-site)

Closed · Closed 1 year ago · Free job post

View applicants

Repost job

Job Info

Settings

### Job description

FOX13 Memphis has a rare job opportunity for a Graphic Designer to join its dynamic creative team. The position includes a diverse mix of media experiences for an enterprising designer. Create still and animated graphics for a variety of cross-platform projects including one of the top ranked FOX affiliates in the country, as well as projects for a variety of digital properties.

Requirements:

- Bachelor of Arts or equivalent training
- Ability to work under tight deadlines while maintaining a high quality of work
- Working knowledge of Adobe Creative Suite, primarily Photoshop, Illustrator, and After Effects. 3D design experience is a plus.
- Excellent communication skills
- A great attitude and desire to collaborate
- Strong project management skills and ability to prioritize
- Self-motivation
- A strong graphic design portfolio (resumes without a link demonstrating your work will not be considered.)

Preferred:

- 1 year of professional design experience in a broadcast environment or equivalent
- Knowledge of Chyron, or other graphic playback systems

Imagicom Communications is an Equal Opportunity Employer

Industry

Broadcast Media

Employment Type

Full-time

Show less

### Screening question

No screening questions yet. Add them to identify qualified applicants.

33

Applicants

0

Views

Hiring for more roles?

Post new job



Posted August 26, 2022  
Date of Hire September 26, 2022;  
October 17, 2022; December 1, 2022;  
and January 23, 2023

## Job description

### Production Assistant

WHBQ FOX13 Memphis, TN is looking for Full and Part Time Production Assistants to join our growing team! Production Assistants are trained to perform any one of the various production roles during live newscasts.

Positions include Camera, TelePrompTer, Floor Manager, Audio Operator and Graphic/Video Playback operator.

### Job Knowledge, Skills and Abilities

- Must be able to work flexible hours including early mornings, evenings, weekends and holidays
- Applicants must demonstrate problem solving abilities, creativity, initiative, and a desire to grow within the organization
- Attention to detail is a must in the execution of each of the roles as one of the final gatekeepers before our product is transmitted over the air
- Willingness to learn new and challenging roles
- Ideal candidate would be working toward a degree in related field
- Editing, writing, graphic creation and other assistant roles in the newsroom as required

### Physical Demands

- Required to sit or stand for long periods of time
- May be required to do some lifting and or moving of equipment (less than 50lbs)

### Qualifications:

- Some College and or experience working in live production environment

Job Types: Part-time, Full-time

Salary: \$12.50 - \$16.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Memphis, TN 38111: Reliably commute or planning to relocate before starting work (Preferred)

Experience:

- Journalism: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: In person



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Post

Posted August 19, 2022  
Date of Hire October 24, 2022



### Digital Content Producer

FOX13 Memphis · Memphis, Tennessee, United States (On-site)  
Closed · Closed 11 months ago · Free job post · 49 views

[View applicants](#)

[Repost job](#)



[Job Info](#)

[Settings](#)

#### Job description

WHBQ FOX13 Memphis has an opening for a Full Time Content Creator. The ideal candidate is someone who loves to gather content and see it through from online and on-air, to social distribution. The applicant needs to have good communication skills, work well with newsroom staff and have technical knowledge of news gathering. Strong editorial judgement is a must, possess strong organizational skills and be digitally savvy. You must be able to work under pressure, meet strict deadlines, be aggressive on breaking news and self-motivated

#### Responsibilities

You will be responsible gathering stories and working with your manager to determine the best platform to share those stories.  
You will write web content, handle crew logistics, working directly with reporters, photographers, producers and other newsroom managers to stay on top of the news of the day.  
Because Memphis is a hub for major news events, you will work with FOX affiliates, CNN, local partners and other media organizations across the country. You must have working knowledge of live trucks, LiveU, and other broadcast feed paths.  
You are responsible for monitoring content resources like station email, phones, scanners, social media and handling logistics for field crews.  
You will need to see the big picture and understand the significance of editorial content.  
Schedule may include nights, weekends, holidays and overnights.

#### Qualifications

At least 1-year of newsroom experience  
BA or equivalent professional experience  
Strong understanding of AP-style writing  
Strong knowledge of social media platforms  
Ability to multi-task, strong organizational and communication skills  
Knowledge of the Memphis market is a plus

Email your resume to [ryan.glover@fox13memphis.com](mailto:ryan.glover@fox13memphis.com)

Imagicomm Communications is an Equal Opportunity Employer.

#### Industry

Broadcast Media

#### Employment Type

Full-time

[Show less](#) ^

#### Screening question

##### Must-have qualifications

Do you have a valid driver's license?  
Ideal answer: Yes



**Preferred qualifications**

How many years of work experience do you have with Editorial? Ideal answer: 1	Are you willing to undergo a background check, in accordance with local law/regulations? Ideal answer: Yes
How many years of work experience do you have with AP writing? Ideal answer: 1	How many years of Writing/Editing experience do you currently have? Ideal answer: 1

<b>10</b> Applicants	<b>49</b> Views
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Post

Posted August 8, 2022  
Date of Hire November 2, 2022



### Meteorologist

FOX13 Memphis · Memphis, Tennessee, United States (On-site)  
Closed · Closed 1 year ago · \$310.66 spent

[View applicants](#)

[Repost job](#)



[Job Info](#)

[Settings](#)

### Job description

From tornadoes to snowstorms, the Mid-South is home to some of the nation's most extreme weather. WHBQ-TV is looking for a Meteorologist to join our team in Severe Weather Center 13. We need more than a meteorologist. We need a weather journalist who can unfold the climate and forecast in a meaningful way to our viewers.

The successful candidate will have a meteorology degree and is expected to have the ability to forecast accurately, to live storm track, create and develop detailed and easy to understand graphics and to ad lib flawlessly on TV and across social media and radio.

#### WHAT YOU WILL DO:

- Degreed Meteorologist must create and deliver the FOX13 weather forecast following researched formats and action plans.
- Work with a team of meteorologists to deliver life-saving weather information to our audiences 24/7.
- Must have the ability not only to forecast in weather market, but live storm track, using your skills to communicate not just data, but a forecast and its impact, in a way viewers and listeners will understand.
- Qualified candidates will be proficient in creating digital videos, social media engagement, ad-libbing live on TV, radio, live streams and Facebook Live.
- Must be willing to work extended hours during impactful, severe weather events
- Must be able to pitch and create original weather content and environmental investigative journalism for television and digital platforms.

#### WHAT YOU WILL BRING:

- Degree in Journalism, Communications, Science, or Other
- 2+ years television weathercaster, live storm tracking experience
- Certified Broadcast Meteorology (CBM) completion preferred
- Requires strong computer skills, communication skills, social media skills

Please email your reel and resume to [randy.wardell@fox13memphis.com](mailto:randy.wardell@fox13memphis.com)

#### Industry

Broadcast Media

#### Employment Type

Full-time

[Show less](#) ^

### Screening question

#### Must-have qualifications

How many years of experience do you have tracking storms on television?

Ideal answer: 1

#### Preferred qualifications

Have you completed the following level of education: Bachelor's Degree?

Ideal answer: Yes

Do you have the following license or certification: Certified Broadcast

Meteorologist?  
Ideal answer: Yes

9  
Applicants

0  
Views

\$310.66  
Spent

\$26.00 daily budget

Billing information ?

[Payment method](#)

[Purchase history](#)

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Date of Hire November 2, 2022

# Meteorologist

**FOX13**

Memphis, Tennessee



Date Posted	August 26, 2022
Industry	Television
Specialty	Weather
Required Education	Bachelor's Degree
Job Status	Full-time

## Description:

From tornadoes to snowstorms, the Mid-South is home to some of the nation's most extreme weather. WHBQ-TV is looking for a Meteorologist to join our team in Severe Weather Center 13. We need more than a meteorologist. We need a weather journalist who can unfold the climate and forecast in a meaningful way to our viewers.

The successful candidate will have a meteorology degree and is expected to have the ability to forecast accurately, to live storm track, create and develop detailed and easy to understand graphics and to ad lib flawlessly on TV and across social media and radio.

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- Work with a team of meteorologists to deliver life-saving weather information to our audiences 24/7.
- Must have the ability not only to forecast in weather market, but live storm track, using your skills?to communicate not just data, but a forecast and its impact, in a way viewers and listeners will understand.
- Qualified candidates will be proficient in creating digital videos, social media engagement, ad-libbing live on TV, radio, live streams and Facebook Live.
- Must be willing to work extended hours during impactful, severe weather events
- Must be able to pitch and create original weather content and environmental investigative journalism for television and digital platforms.

## WHAT YOU WILL BRING:

- Degree in Journalism, Communications, Science, or Other
- 2+ years television weathercaster, live storm tracking experience
- Certified Broadcast Meteorology (CBM) completion preferred
- Requires strong computer skills, communication skills, social media skills

Please email your reel and resume to [randy.wardell@fox13memphis.com](mailto:randy.wardell@fox13memphis.com)

**When applying, mention you saw this opening listed at JournalismJobs.com.**





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Post

Posted August 26, 2022  
and Reposted December 9, 2022  
Date of Hires October 10, 2022;  
October 24, 2022; and January 30, 2023



### Digital Content Producer

FOX13 Memphis · Memphis, Tennessee, United States (On-site)  
Closed · Closed 11 months ago · Free job post · 49 views

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[Job Info](#)

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#### Job description

WHBQ FOX13 Memphis has an opening for a Full Time Content Creator. The ideal candidate is someone who loves to gather content and see it through from online and on-air, to social distribution. The applicant needs to have good communication skills, work well with newsroom staff and have technical knowledge of news gathering. Strong editorial judgement is a must, possess strong organizational skills and be digitally savvy. You must be able to work under pressure, meet strict deadlines, be aggressive on breaking news and self-motivated

#### Responsibilities

You will be responsible gathering stories and working with your manager to determine the best platform to share those stories.  
You will write web content, handle crew logistics, working directly with reporters, photographers, producers and other newsroom managers to stay on top of the news of the day.  
Because Memphis is a hub for major news events, you will work with FOX affiliates, CNN, local partners and other media organizations across the country. You must have working knowledge of live trucks, LiveU, and other broadcast feed paths.  
You are responsible for monitoring content resources like station email, phones, scanners, social media and handling logistics for field crews.  
You will need to see the big picture and understand the significance of editorial content.  
Schedule may include nights, weekends, holidays and overnights.

#### Qualifications

At least 1-year of newsroom experience  
BA or equivalent professional experience  
Strong understanding of AP-style writing  
Strong knowledge of social media platforms  
Ability to multi-task, strong organizational and communication skills  
Knowledge of the Memphis market is a plus

Email your resume to [ryan.glover@fox13memphis.com](mailto:ryan.glover@fox13memphis.com)

Imagicomm Communications is an Equal Opportunity Employer.

#### Industry

Broadcast Media

#### Employment Type

Full-time

[Show less](#) ^

#### Screening question

##### Must-have qualifications

Do you have a valid driver's license?  
Ideal answer: Yes

**Preferred qualifications**

How many years of work experience do you have with Editorial? Ideal answer: 1	Are you willing to undergo a background check, in accordance with local law/regulations? Ideal answer: Yes
How many years of work experience do you have with AP writing? Ideal answer: 1	How many years of Writing/Editing experience do you currently have? Ideal answer: 1

<b>10</b> Applicants	<b>49</b> Views
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Post



**Mike Zikmund**

General Manager- The Delta News Broadcast Group

[View full profile](#)

Posted November 1, 2022  
Date of Hire December 12, 2022



**Mike Zikmund** • 1st

General Manager- The Delta News Broadcast Group

1yr •

**WHBQ-TV Fox 13 Memphis TV Sales Assistant**

WHBQ, Fox 13 in Memphis, TN is looking for a TV Sales Assistant!

Do these statements describe you?

- § I thrive working in a fast-paced environment and deadline driven
- § I work well with all types of people
- § I can keep track of a lot of details and never drop the ball
- § I am great looking at an issue from various perspectives
- § I enjoy solving problems
- § I am cool, calm & collected in a crisis
- § I love Television

This is an outstanding opportunity to work and grow in the multi-media industry. We are looking for an outgoing self-starter, to work in our Sales Department at WHBQ. We are looking for someone who has the ability to work with a team of Sales professionals in achieving their sales goals at our television station and be flexible in an ever-changing environment. The ideal candidate will possess a "can-do" attitude, great attention to detail, knows how to work and communicate well with others, and can take direction as well as work independently.

If interested email your resume to; [Mike.zikmund@fox13memphis.com](mailto:Mike.zikmund@fox13memphis.com)

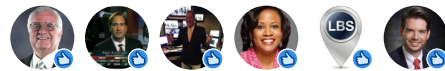




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Post



### Mike Zikmund

General Manager- The Delta News Broadcast Group

[View full profile](#)

Posted December 10, 2022  
Date of Hire February 7, 2023



#### Mike Zikmund • 1st

General Manager- The Delta News Broadcast Group

1yr • Edited •



#### WHBQ FOX13 MEMPHIS TRAFFIC ASSISTANT\*\*\*JOB OPENING

Do these statements describe you?

§ I thrive working in a fast-paced environment and deadline driven

§ I work well with all types of people

§ I can keep track of a lot of details and never drop the ball

§ I am great looking at an issue from various perspectives

§ I enjoy solving problems

§ I am cool, calm & collected in a crisis

§ I love Television

If you can answer "yes" to these questions, WHBQ TV FOX13 Memphis has the job for you as a Traffic Assistant. This is an outstanding opportunity to work in the multi-media industry. We are looking for an outgoing self-starter, to work in our traffic department at WHBQ. We are looking for someone who has the ability to work effectively with all the departments at our television station and be flexible in an ever-changing environment. The ideal candidate has a "can-do" attitude, great attention to detail, knows how to build successful relationships; can take direction as well as work independently.

- Bachelor's degree from four-year college or university preferred but will also consider experience; at least 2-4 years in radio, television. WideOrbit experience preferred but will train.

- Must be detail oriented with good organizational skills. Must be able to work under pressure and multi-task.

If you want to join our team, please email a resume

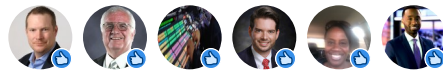
to [anastasia.yoshida@fox13memphis.com](mailto:anastasia.yoshida@fox13memphis.com) or [mike.zikmund@fox13memphis.com](mailto:mike.zikmund@fox13memphis.com)



 Gary Moore and 5 others

1 comment · 6 reposts

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**Irfan Rafiq** · 3rd+

VISION MIXER DIRECTOR / TECHNICAL DIRECTOR

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### Mike Zikmund

General Manager- The Delta News Broadcast Group

[View full profile](#)

Posted August 15, 2022  
Date of Hire October 31, 2022



#### Mike Zikmund • 1st

General Manager- The Delta News Broadcast Group

1yr • Edited •



Join us at Fox 13 Memphis for a great opportunity!

WHBQ-TV, Fox 13 Memphis, TN is looking for a Digital Operations Specialist who will lead the digital campaign fulfillment for the advertising sales department. Campaigns that are sold by the sales team include; Owned and Operated website ad and sponsorship placements, Social Media, Search, OTT, Audience Extension display and video and Email marketing. Applicants must be comfortable working with a team of sellers in a fast-paced environment within an ever-changing industry.

#### WHAT YOU WILL DO:

- Manage the optimization and overall fulfillment of digital campaigns delivered by our digital partners
- Work to streamline the processes and best practices of the fulfillment department
- Manage the lifecycle of all sold digital campaigns
- Responsible for maintaining process, entry and optimization requests of all digital campaigns
- Monitor digital ad campaigns to ensure campaigns exceed performance KPIs
- Perform quality assurance and testing for digital campaigns and products
- Responsible for providing data to appropriate team members for regular campaign reporting
- Other projects and activities as assigned

#### What We Look For

#### WHAT YOU WILL BRING:

- Bachelor's degree or equivalent experience and a minimum of 3+ years in a data-driven digital marketing environment
- Strong attention to detail
- Experience with Google Analytics, social analytics and overall digital performance analysis
- Experience with digital ad platforms such as Facebook Ads Manager and Google Ads
- Organized and possess ability to multi-task in a fast-paced environment
- Ability to meet multiple deadlines in a deadline driven, ever-changing environment
- Excellent written and oral communication skills
- Outstanding computer skills including solid knowledge of Microsoft Excel, Word and PowerPoint
- Ability to manage multiple daily tasks
- Flexibility to work in a rapidly changing environment
- Self-motivated and ability to work well under pressure

If you're interested in joining us send me your resume at: [Mike.zikmund@fox13memphis.com](mailto:Mike.zikmund@fox13memphis.com)



Lori Page and 6 others

1 comment · 1 repost

Reactions



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**Daniel Alvarado** · 2nd consultant

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**Vice President & General Manager**

FOX13 Memphis · Memphis, Tennessee, United States (On-site)

Closed · Closed 1 year ago · Free job post

Posted August 22, 2022

Date of Hire November 28, 2022

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## Job description

WHBQ-TV FOX 13 in Memphis, Tulsa under Imagicomm Communications, LLC, is seeking a **VP/GENERAL MANAGER** to manage our FOX, Heroes & Icons, and digital assets. This opportunity is ideal for someone with a successful broadcast management background who wants to put his/her skill set to work running a successful and top-rated television operation with autonomy, creativity, and hard work. We are looking for a progressive and hands-on General Manager who can manage change and be actively involved in all facets of the operation.

**Ideal candidates will be** aggressive, knowledgeable, and goal-oriented individuals who are also capable of driving revenue, building winning teams, building a community-oriented and quality product, work to continue to improve and grow ratings, and are capable of handling multiple tasks in a fast-paced environment. Strong decision-making skills, organization, communications, and time management skills are a must. Proven track record of leadership and successful experiences in a competitive television environment required. General Manager, Sales and/or News management experience preferred.

**EXPERIENCE/SKILLS REQUIREMENTS:**

- Proven success in broadcast management.
- Proven revenue/profit generator.
- Proven team leader with the ability to motivate, train, and deliver results.
- Proven ability to identify and acquire quality management and employees.
- Proven ability to structure staff/operations to maximize strengths.
- Analytical ability to utilize market analysis, ratings research, and other information to enhance station efforts.
- Ability to effectively strategize, build and execute station plans across all operations within the station.
- Ability to forecast and budget.
- Ability to effectively price and control inventory.
- Knowledge of broadcast policies, regulations, and ethics.
- Reliable, self-motivated, positive, high-energy individual.
- Excellent verbal and written communication skills.
- Capable of handling multiple tasks.
- Proven ability to build strong relationships both internally and externally.
- Proficient in MS Word, Excel, Power Point, Outlook, and other computer applications.
- Reliable, self-starter, and driven individual.
- Bachelor's Degree, preferred, but not required.
- A minimum of 5 years broadcast management experience as a Director of Sales or News Director as well as previous General Manager experience preferred.
- Must have a valid driver's license, reliable transportation, and good driving record.

**JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Obtaining station profit goals.
- Responsible for management of revenue generation efforts utilizing both traditional and new media.
- Knowledge of effective inventory control and pricing.
- Effectively strategize, build, and execute station operation plans.
- Responsible for building and executing station operations budgets.
- Responsible for the day-to-day management of station management/staff.
- Responsible for holding management/staff members accountable to daily job requirements.
- Identify and acquire quality personnel.



- Train, coach, debrief and develop managers/staff members.
- Structure staff to maximize strengths.
- High visibility within the community, to advertisers and viewers alike.
- Responsible for ensuring superior relations with staff, clients, and others in the community.
- Management of stations relative to compliance with all FCC regulations.
- Such other duties as may be required of the position.

If you wish to work for a company that rewards excellence and you are a motivated, goal-oriented self-starter, please send your resume, cover letter and salary requirements to Becky Swan at bswan@deltanews.tv. No phone calls please.

**ALL INQUIRIES HELD IN THE STRICTEST CONFIDENCE. IMAGICOMM COMMUNICATIONS, LLC IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Industry**

Broadcast Media

**Employment Type**

Full-time

Show less ^

**Screening question**

**Must-have qualifications**

Have you completed the following level of education: Bachelor's Degree?  
Ideal answer: Yes

How many years of experience do you have in television management?  
Ideal answer: 5

**20**  
Applicants

**0**  
Views

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Posted December 1, 2022  
Date of Hire February 6, 2023



**Producer**

FOX13 Memphis · Memphis, Tennessee, United States (On-site)

Closed · Closed 11 months ago · Free job post · 44 views

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[Repost job](#)



[Job Info](#)

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### Job description

Are you a storyteller? An investigator? Are you driven by a need to find the truth? News Producers bring to life the original content that is the backbone of our journalism.

WHBQ is in search of a **News Producer** who consistently crafts in-depth, fast-paced, memorable newscasts. The successful candidate must be able to own breaking news inside newscasts and extended coverage. In addition, successful candidates must have a deep comprehension of coverage on all platforms and are expected to help generate enterprise story ideas. Collaboration with others is a must for this position, and candidates should be open to feedback and have a desire to grow in their role. Candidates should have at least 2 years of producing experience.

**RESPONSIBILITIES:**

- Chief gatekeeper for all journalism inside your newscast
- Craft relevant, energetic, important and memorable newscasts
- Develop graphic for production by Design Department
- Write Opens, Stories, and Teases
- Assign stories to anchors, writers, and editors for scripting, production and timing
- Consult with Director, Anchor, other Producers, and Managers on production needs
- Work in the Control Room during broadcast to oversee presentation and changes in format
- Understand and effectively use all platforms
- Other duties may be assigned

**Qualifications:**

- A minimum of 2 years professional experience in local TV news is preferred
- Prior news management experience is a plus
- Bachelor's degree (B. A.) from four-year College or University in Journalism or Communications
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Must be thoroughly professional in all aspects of journalism
- Must be well read on current affairs and have a wide range of working knowledge and understanding of general interest subjects

Please email your resume and reel to [soni.halmon@fox13memphis.com](mailto:soni.halmon@fox13memphis.com)  
Imagicom Communications is an Equal Opportunity Employer

**Industry**

Broadcast Media

**Employment Type**

Full-time

Show less ^

### Screening question

**Must-have qualifications**

How many years of experience do you have producing professional live television newscasts?

Ideal answer: 1

**Preferred qualifications**

Have you completed the following level of education: Bachelor's Degree?

Ideal answer: Yes

How many years of work experience do you have with Scripting?

Ideal answer: 1

2

Applicants

44

Views

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Date of Hire February 27, 2023

# Newscast Producer

**FOX13**

Memphis, Tennessee



Date Posted	December 09, 2022
Industry	Television
Specialty	Local News
Required Education	Bachelor's Degree
Job Status	Full-time

## Description:

### Producer

Are you a storyteller? An investigator? Are you driven by a need to find the truth? News Producers bring to life the original content that is the backbone of our journalism.

WHBQ is in search of a **News Producer** who consistently crafts in-depth, fast-paced, memorable newscasts. The successful candidate must be able to own breaking news inside newscasts and extended coverage. In addition, successful candidates must have a deep comprehension of coverage on all platforms and are expected to help generate enterprise story ideas. Collaboration with others is a must for this position, and candidates should be open to feedback and have a desire to grow in their role. Candidates should have at least 2 years of producing experience.

### RESPONSIBILITIES:

- Chief gatekeeper for all journalism inside your newscast
- Craft relevant, energetic, important and memorable newscasts
- Develop graphic for production by Design Department
- Write Opens, Stories, and Teases
- Assign stories to anchors, writers, and editors for scripting, production and timing
- Consult with Director, Anchor, other Producers, and Managers on production needs
- Work in the Control Room during broadcast to oversee presentation and changes in format
- Understand and effectively use all platforms
- Other duties may be assigned

### Qualifications:

- A minimum of 2 years professional experience in local TV news is preferred?
- Prior news management experience is a plus
- Bachelor's degree (B. A.) from four-year College or University in Journalism or Communications
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Must be thoroughly professional in all aspects of journalism
- Must be well read on current affairs and have a wide range of working knowledge and understanding of general interest subjects

Please email your resume and reel to [soni.halmon@fox13memphis.com](mailto:soni.halmon@fox13memphis.com)

**When applying, mention you saw this opening listed at JournalismJobs.com.**

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**WHBQ-TV, Memphis, TN (FID 12521)**  
**Response to Question 2(b)(iii) –**  
**List of Sources to Which Job Announcements were Distributed**

<b>Position</b>	<b>Date of Hire</b>	<b>Sources to Which Job Postings Were Distributed</b>
Promotions Producer	January 23, 2023	LinkedIn Indeed.com
Graphic Design Photographer	January 9, 2023	LinkedIn
	January 9, 2023	Internal Promotion
Production Assistant	December 1, 2022	LinkedIn Indeed.com
Production Assistant	January 16, 2023	Employee Referral
Production Assistant	January 23, 2023	Indeed.com
Production Assistant	October 17, 2022	LinkedIn Indeed.com
Production Assistant	September 26, 2022	Indeed.com
Digital Content Producer	October 24, 2022	Journalismjobs.com LinkedIn
Chief Meteorologist	November 2, 2022	LinkedIn Journalismjobs.com
Content Center Lead	October 10, 2022	Journalismjobs.com LinkedIn
Digital Content Producer	October 24, 2022	Journalismjobs.com LinkedIn
Digital Content Producer	January 30, 2023	Journalismjobs.com LinkedIn
Executive Producer	September 7, 2022	Employee Referral
Photographer	January 25, 2023	Employee Referral
Production Assistant	January 25, 2023	Employee Referral
Sales Assistant	December 12, 2022	LinkedIn
Traffic Assistant	February 7, 2023	LinkedIn
Digital Operations Specialist	August 31, 2022	Migrated from previous licensee with employee referral
Digital Operations Specialist	October 31, 2022	LinkedIn
General Manager	November 28, 2022	LinkedIn
Producer	February 6, 2023	LinkedIn
Producer	February 27, 2023	Journalismjobs.com WHBQ Website

**WHBQ-TV (FID 12521)**  
**Memphis, TN**

**Response to Question 2(b)(v)**  
**Dated Documentation Demonstrating Performance**  
**of the Station's Recruitment Initiatives**

Initiative 8 - Establish a training program designed to enable station personnel to acquire skills that could qualify them for higher-level positions (September 7-8, 2022 and November 2-3, 2022 Ongoing Training Sessions)

8.18.22 – Research Review with Norm Hecht Group – Reviewing strategies on ratings growth with news producers, managers, and promotions producers

9.7.22 – Magid Training Sessions with content coach Marissa Nelson

- Evening news producers and reporters coaching
- Morning news producers and reporters coaching
- Late news mornings and reporters coaching
- All digital content producers coaching
- One-on-one management development coaching for Soni Halmon

9.7.22 – Magid Training Sessions with talent coach Julia Yarbough

- 1-on-1 coaching with reporter Tom Dees
- 1-on-1 coaching with reporter Dominique Dillon
- 1-on-1 coaching with consumer reporter Kate Bieri
- 1-on-1 coaching with anchor Daniel Wilkerson

9.8.22 – Magid Investigative Training sessions with content coach Marissa Nelson

- 1-on-1 leadership coaching for Ben Hogan
- Anchor coaching with Valerie Calhoun and Ernie Freeman
- Investigative workshop with reporters
- Anchor coaching with Darcy Thomas, Darrell Greene, and Yasser Kishk

9.8.22 – Magid Training session with talent coach Julia Yarbough

- 1-on-1 coaching with Cierra Jordan
- 1-on-1 coaching with Dakarai Turner
- 1-on-1 coaching with Jeremy Pierre
- 1-on-1 coaching with Lakiya Scott

9.16.22 – Recruitment Platform training with all newsroom hiring managers – hosted by Jessica Stewart in INSP Human Resources

9.28.22 – 1-on-1 virtual coaching session with talent coach Julia Yarbough and Dakarai Turner

10.10.22 – Research report newscast strategy coaching from Norm Hecht Group – all newsroom managers and producers

10.11.22 – Meeting with news leaders and Memphis Crime Commission on crime coverage strategies

10.19.22 – In the field security training for all reporters and photographers with security expert Jimmy Mercer

1.20.22 – Stalker ideation training with Jimmy Mercer and all anchors

10.26.22 – Meeting with University of Mississippi representatives about internships and news coverage



11.02.22 – Magid Coaching Sessions with content coach Marissa Nelson

- Weather first coaching with all reporters, producers, and meteorologists
- Direct research training for Chief Meteorologist Andrew Humphrey
- Investigative training session with reporters and investigative EP
- Coaching with Darrell Greene, Darcy Thomas, and Andrew Humphrey
- Newscast strategy with Soni Halmon, Morgan Henry, Reagan Smith
- Weather research meeting with Brittani DuBose
- Weather coaching with all meteorologists
- 1-on-1 weather coaching with Elisabeth D'Amore
- Executing weather on digital platforms with all digital content producers

11.03.22 – Magid weather coaching with content coach Marissa Nelson

- Producing weather with morning producers
- Community anchoring coaching for Darcy Thomas
- Producing weather session with evening and afternoon producers
- 1-on-1 weather coaching with Yasser Kishk
- Coaching on Journalistic Trust for all newsroom employees

12.13.22 – Magid virtual coaching on YouTube with all digital content producers

1.11.23 – Research report newscast strategy coaching with Norm Hecht Group – all newsroom managers and producers

1.16.23 – 1-on-1 weather research coaching for Matt Yarosewick with Marissa Nelson

2.15.23 – Magid Coaching visit from Marissa Nelson

- Reporter development coaching – all morning and daytime reporters
- Reporter development coaching – all night reporters
- 1-on-1 leadership coaching for Istvan Bardos
- 1-on-1 leadership coaching for Soni Halmon
- 1-on-1 weather coaching for Matthew Yarosewick

2.16.23 – Research coaching for Content Center from Marissa Nelson – all digital content producers

2.28.22 – HR employee sessions for all employees

3.23.23 – Leadership coaching for Istvan Bardos

3.29.23 - Research report newscast strategy coaching with Norm Hecht Group – all newsroom managers and producers

Marissa Visit: Focus on Severe Weather Center 13

11/02-11/03

Day 1 – 11/02

- 9:30a-10:15a – Morning Meeting: Target AM Meeting on Weather First Mindset
- 10:15a-1:00p – TMI Research Session with Andrew Humphrey Including Lunch
- 1:00p-2:15p – Investigative Review with Rich Holden, Kate Bieri, Dakarai Turner, Cynthia Perkins
- 2:30p-3:45p – Anchor Interactions with Andrew Humphrey, Darrell Greene, Darcy Thomas
- 3:45p-5:00p – Late Newscast Review with Soni Halmon, Morgan Henry, Reagan Smith
- 5:00p-6:00p – Watch Newscasts with Rich Holden, Randy
- 6:00p – Dinner with Randy, Mike Newman
- 
- 10:30a-12:00p – Brittani 1-on-1: Clips, Themes, Execution (Elisabeth does Middy)
- 12:00p-2:00p – All Meteorologists: Research Working Lunch
- 2:00p-3:30p – Elisabeth 1-on-1: Clips, Themes
- 3:45p-5:00p – Digital Weather Execution – Josh & Content Center
- 5:00p-6:00p – Watch Newscasts with Randy
- 6:00p – Dinner with Randy & Michelle

Day 2 – 5/19

- 9:00a-10:15a – Producing Weather with Ben Hogan and GMM Producers
- 10:30a-12:00p – Darcy 1-on-1: Focus on Community, Compassionate CPR
- 12:00p-1:00p – Producing Weather with Claire, Soni, Dayside & Nightside Producers
- 1:30p-3:00p – Yasser 1-on-1: Clips, Research, Freedom to be you
- 3:00p – Meeting with Michelle to Wrap



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Memphis, TN 38111  
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## Agenda for Marissa Nelson & Julia Yarbough

### Wednesday, September 7:

#### Marissa

8:30am-10:00am Early Evening Newscast Review: Claire Jones, Deneisha Pearson, Grant Miller, Kevin Wuzzardo, Ryan Glover, Josh Tucker, Randy Wardell, Cierra Jordan

#### Julia

8:30am-9:30am 1-on-1 with Tom Dees

9:30am-10:15am 1-on-1 with Dominique Dillon

#### Marissa & Julia

10:15am-11:45am Good Morning Memphis Review: Ben Hogan, Maggie Lathem, Madison McHenry, Kevin Bridges, Preston Martin, Ernie Freeman, Val Calhoun, Dameon Banks, Jeremy Pierre, Tony Sloan, Shelia O'Connor, Carolyn Cerda, Marcus Johnson, Cynthia Perkins, Randy Paige, Randy Wardell

#### Marissa & Julia

11:45am-1:00pm Lunch

#### Marissa & Julia

1:00pm-2:30pm Late Newscast Review: Soni Halmon, Morgan Henry, Tamera Turner, Reagan Smith, Ish Bardos, Darrell Greene, Darcy Thomas, *Meteorologist*, Daniel Wilkerson, Kayla Solomon, Lakiya Scott, Kate Bieri

#### Julia

2:30pm-3:30pm 1-on-1 with Katie Bieri

3:30pm-4:30pm 1-on-1 with Daniel Wilkerson

#### Marissa

2:30pm-4:00pm Digital/Content Center Regroup: Josh Tucker, Ryan Glover, Collins Peoples, Jenn Allmon, Cole Tussing, Ish Bardos

4:00pm-5:00pm Meet with Soni Halmon

#### Marissa & Julia

5:00pm-6:15pm Observe Newscasts

### Thursday, September 8:



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*Marissa*

8:30am-9:30am 1-on-1 with Ben Hogan

*Julia*

8:30am-9:30am 1-on-1 with Cierra Jordan

*Julia*

9:30am-10:00am 1-on-1 with Dakarai Turner

*Marissa*

9:30am-10:00am Observe Morning Meeting

*Marissa & Julia*

10:00am-11:30am Anchor Interactions with Ernie Freeman, Val Calhoun, Brittani DuBose

*Julia*

11:00am-12:00pm 1-on-1 with Jeremy Pierre

*Marissa & Julia*

11:30am-1:00pm Investigative Workshop with Kate Bieri, Dakarai Turner, Claire Jones, Randy Wardell, Mike Newman – Lunch Provided

*Marissa & Julia*

1:00pm-2:30pm Anchor Interactions with Darcy Thomas, Darrell Greene, Yasser Kishk

*Julia*

2:30pm-3:30pm 1-on-1 with Lakiya Scott

*Marissa*

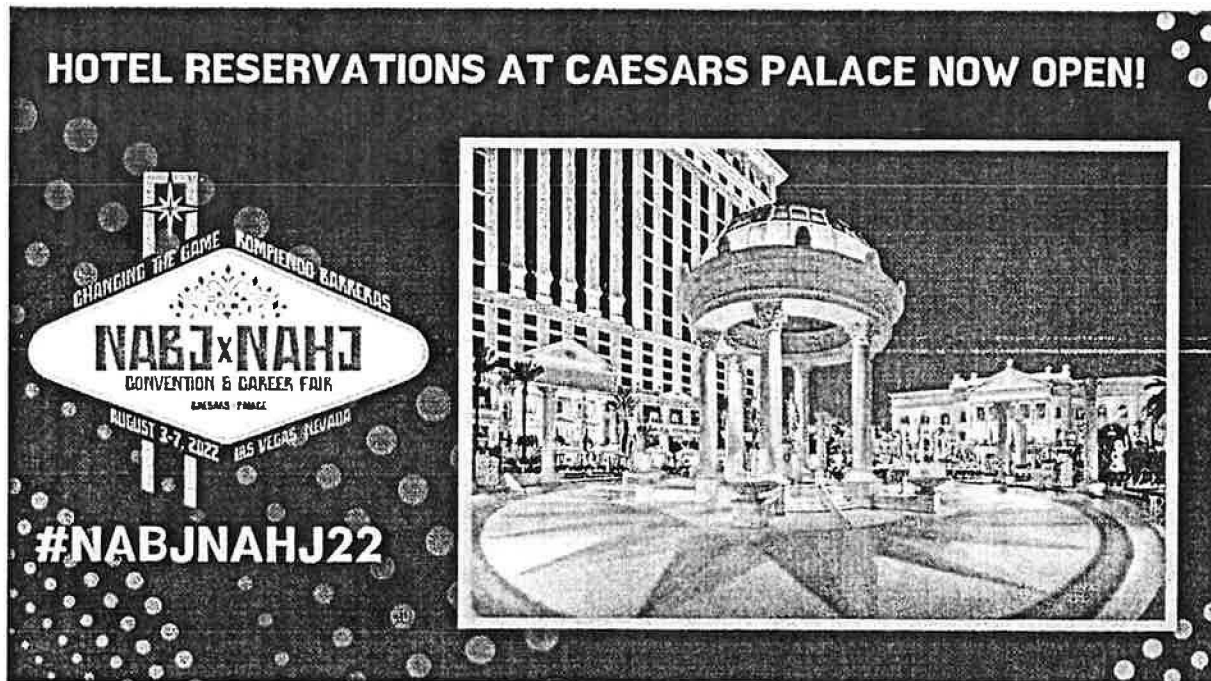
2:30pm-3:30pm Regroup with Randy

Initiative 10 -- Participate in at least four events or programs relating to career opportunities in broadcasting, sponsored by educational institutions  
 (Events on October 24, 2022; October 26, 2022; January 18, 2023; and January 27, 2023)

MONTH	DATE	TALENT	EVENT/ORGANIZATION	DESCRIPTION
OCTOBER				
	10/3	Valerie Calhoun	Volunteer w/Southern Reins	SR provides equine therapy to people with special needs; volunteer horse leader and side walker
	10/13	Carolyn Cerda	Food & Wine Festival	Assist with event set-up
	10/13	Brittany Dubose	Food & Wine Festival	Assist with event set-up
	10/13	Chelsea Chandler	Sang Nat'l Anthem at The Pentagon	Induction Ceremony for Army captains
	10/16	Chelsea Chandler	Making Strides Against Breast Cancer	Emcee
	10/16	Dakarai Turner	Making Strides Against Breast Cancer	Emcee
	10/20	Valerie Calhoun	Volunteer w/Southern Reins	SR provides equine therapy to people with special needs; volunteer horse leader and side walker
	10/23	Chelsea Chandler	Down Syndrome 25th Anniversary Walk	Emcee
	10/24	Jeremy Pierre	Kipp Collegiate Academy	Career Day
	10/26	Jeremy Pierre	Guys Wear Ties/ Vision Prep	Mentor
	10/27	Carolyn Cerda	Read for the Record- Dunbar Elementary	Read books to elementary classrooms
	10/27	Jeremy Pierre	Memphis Child Advocacy Center Gala	Celebrity Waiter
	10/27	Jeremy Pierre	Fox Meadows Elementary	Classroom reader
	10/27	Jeremy Pierre	City of Memphis Ovation Awards	Emcee
	10/30	Darcy Thomas	Dorothy's Place- Fundraiser for Alzheimers Foundation	Emcee
NOVEMBER				
	11/3	Valerie Calhoun	Volunteer w/Southern Reins	SR provides equine therapy to people with special needs; volunteer horse leader and side walker
	11/10	Valerie Calhoun	Volunteer w/Southern Reins	SR provides equine therapy to people with special needs; volunteer horse leader and side walker
	11/12	Jeremy Pierre	Maddux Elementary	Emcee
	11/17	Valerie Calhoun	The Crystal Awards	Emcee awards ceremony for outstanding philanthropists & Volunteers
	11/19	Valerie Calhoun	Mid-South Food Bank Mobile Pantry	Help pack boxes and give food out at St. Patricks Church downtown
DECEMBER				
	12/8	Carolyn Cerda	Dunbar Elementary Spelling Bee	Judge
	12/8	Jeremy Pierre	Dunbar Elementary Spelling Bee	Pronouncer/Moderator
	12/10	Jeremy Pierre	Roatary Club of Memphis Food Pantry	volunteer
	12/10	Valerie Calhoun	Mid-South Food Bank Mobile Pantry	Help pack boxes and give food out at St. Patricks Church downtown

FOX 13 WHBO  
Visitor Log

Date	Time In	Name (Please Print)	Name (Signature)	Company	Reason for Visit	Time Out	S/O Initial
1-27-23	9:20	Martavius Jones	<i>Martavius Jones</i>	COM	interview	10:14	<i>OK</i>
1-27-23	6:30	Peter Avola	<i>Peter Avola</i>	UPS	clean		<i>OK</i>
1-27-23	6:47	Ashley Cole	<i>Ashley Cole</i>	COM	Street View	7:21	<i>OK</i>
1-27-23	6:53	Rayse Steink	<i>Rayse Steink</i>			7:00	<i>OK</i>
1-27-23		CANNON					<i>OK</i>
1-27-23		Greg Young	<i>Greg Young</i>	UPS	clean	12:30	<i>OK</i>
1-27-23	7:15	Kerrin Richardson	<i>Kerrin Richardson</i>	FACS		7:45	<i>OK</i>
1-27-23	8:00	Van Turner	<i>Van Turner</i>	UPS		8:40	<i>OK</i>
1-27-23	8:02	Martavius Jones	<i>Martavius Jones</i>	COM	interview		<i>OK</i>
1-27-23	8:15	Earle Fisher	<i>Earle Fisher</i>	ABC	" "	8:40	<i>OK</i>
1-27-23	8:47	Tash Spaulter	<i>Tash Spaulter</i>	JeCity	interview	9:10	<i>OK</i>
1-27-23	9:30	Maria Jones	<i>Maria Jones</i>	Center		9:30	<i>OK</i>
1-27-23	10:13	Shameka Glenn	<i>Shameka Glenn</i>	Rozelle	Tour	11:20	<i>OK</i>
1-27-23	10:17	Bradyn Peon	<i>Bradyn Peon</i>	Rozelle	Tour		<i>OK</i>
1-27-23	10:17	Gabrielle Paws	<i>Gabrielle Paws</i>	Rozelle	Tour		<i>OK</i>
1-27-23	10:17	Landon Anthony	<i>Landon Anthony</i>	"	"		<i>OK</i>
1-27-23	?	A'Miracle Atkins	<i>A'Miracle Atkins</i>	"	"	11:20	<i>OK</i>
1-27-23	?	Khalie Murphy	<i>Khalie Murphy</i>	Rozelle	Tour	11:20	<i>OK</i>



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**Now Open:  
#NABJNAHJ22 Convention Discounted Hotel Room Reservations**

**Read Instructions Carefully!**

*Caesars Palace Las Vegas Hotel & Casino*  
3570 Las Vegas Boulevard South  
Las Vegas, NV 89109  
Phone: 702-862-3519 or 866-227-5944

- Discounted standard room rate of \$159 + 13.38% room tax (subject to change)
- Daily resort fee of \$15 (See below for additional fee information)
- The daily resort fee includes the following services: In-room, high-speed Internet each day (two devices per day), two daily accesses to the fitness center, and local calls only.

**Make Your Online Reservation Below!**

**\*When prompted enter "NABJ" or "NAHJ" as your membership organization.\*  
Reference "SCNAB2"**

*Make your reservation early to ensure you stay at the convention hotel. All room reservations must be made by July 8, 2022. Reservations made after this date will be based on availability and may not be at the negotiated room rate.*

**RESERVE YOUR ROOM HERE!**

**\*\*NOTICES\*\***


- Upon booking your reservation, your credit card will be charged a deposit equal to the first night's room and tax.
- To avoid forfeiture of deposit, please ensure all changes and cancellations are made at least 72 hours prior to the scheduled arrival date.
- To make your hotel reservation, please use this [link](#) or contact the Caesars Palace Las Vegas Hotel & Casino at (866) 227-5944, reference "SCNAB2."
- \*Guests should be aware that a \$15 processing fee per reservation will be incurred if they choose not to use the dedicated web link.\*
- **Check-in/Check-out Policy:** Check-in is at 4 p.m. PST and Check-out is at 11 a.m. PST. However, if a guest arrives early and would like to check-in prior to 3 p.m., then early check-in fees may apply. **Any departures after 11 a.m. are subject to the full day charge.**
- **Cancellation Policy:** The hotel requires a 72-hour cancellation policy prior to the arrival date and the guest may then cancel the reservation with no penalties. However, if the reservation is canceled less than 72 hours prior to arrival date, the guest will forfeit their deposit of the 1st night's room and tax. When booked within 3 days, cancellations will be allowed, but the guest will forfeit the first night's room and tax deposit.





## Convention Opportunities: Upcoming Deadlines

Click to Apply Now!




**NABJ**  
**STUDENT  
MULTIMEDIA  
PROJECT**  
**APPLY BY MARCH 28!**

**For Undergraduate or Graduate Students**

- Gain experience working in a fully-operational newsroom or press office while covering our annual convention and local stories about our host city.
- Be mentored by experts in print, digital, broadcast, and visual journalism plus production, newsroom management, and public relations.

**AUGUST 3-7, 2022**  
**#NABJNAHJ22**  
**CONVENTION & CAREER FAIR**

<https://bit.ly/StudentProjects22>



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Click to Apply Now!



## HIGH SCHOOL JOURNALISM WORKSHOP (JSHOP)

**APPLY BY MARCH 28!**



**August 1-4, 2022 in conjunction with  
the #NABJNAHJ22 Convention & Career Fair**

- Free, hands-on multimedia boot camp experience for rising high school freshmen to newly minted high school graduates.
- Students from across the country may apply for this multicultural program.
- Professional journalists, educators, and journalism college students will provide mentorship and training.

<https://bit.ly/JSHOP22>



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**Click to Apply Now!**

# **AUTHORS SHOWCASE**



**APPLY BY MARCH 28!**

- Showcase your recently published fiction or non-fiction book.
- Receive advice on book publishing from the experts.
- Promote the value of your book to Black journalists.
- Receive an opportunity for your book to be recognized by one of the largest journalism organizations in the U.S.

**AUGUST 3-7, 2022  
#NABJNAHJ22  
CONVENTION & CAREER FAIR**

<https://bit.ly/AuthorsShowcase22>



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**Click to Apply Now!**



# STUDENT MULTIMEDIA PROJECT MENTORS



- We're seeking industry veterans with at least 5 years of professional journalism and/or public relations experience
- Serve as mentors to college student participants to produce television newscasts and print/digital content plus PR projects

**AUGUST 3-7, 2022**  
**#NABJNAHJ22**  
**CONVENTION & CAREER FAIR**

<https://bit.ly/StudentProjMentors22>

**APPLY BY MARCH 28!**



*See you in Vegas!*

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The #NABJNAHJ22 Convention & Career Fair is the premier conference for journalism education, career development, networking, and industry innovation, attracting leaders and influencers in journalism, media, technology, business, health, arts, and entertainment. The nation's top journalists, media executives, journalism educators, public relations professionals, and students will gather on Aug. 3-7, 2022.

The #NABJNAHJ22 Career Fair draws hundreds of recruiters from top media companies and journalism schools from across the country and around the world.

Innovators, influencers and industry leaders have attended our conventions each year, addressing thousands of attendees. Special guests and speakers have included then-Sen. (President) Barack Obama, President George W. Bush, President Bill Clinton, then-Vice President (President) Joseph R. Biden, U.S. Secretary of State Hillary Rodham Clinton, U.S. Attorney General Loretta Lynch, U.S. Housing and Urban Development Secretary Julian Castro, former RNC Chairs Michael Steele and Reince Priebus, Rev. Jesse Jackson, Rev. Al Sharpton, Ava Duvernay, Tyler Perry, Chance the Rapper, Hill Harper, and Michael B. Jordan. Join us for innovative programs, expert presenters and networking opportunities as NABJ members, partners, colleagues, and supporters come together to make history.

All sessions, workshops, plenaries, forums, networking activities, meal events and our high-demand career fair will be held on-site.

## Mathis, Sharon

---

**From:** Pam Bridges <Pam.Bridges@fox13memphis.com>  
**Sent:** Tuesday, December 12, 2023 5:07 PM  
**To:** Amy McLean; Mathis, Sharon  
**Cc:** Kyle Krebs  
**Subject:** FW: Sponsors: Thank You for Career EXPO

[EXTERNAL]

---

**From:** Kyle Krebs <Kyle.Krebs@fox13memphis.com>  
**Sent:** Tuesday, December 12, 2023 3:35 PM  
**To:** Pam Bridges <Pam.Bridges@fox13memphis.com>  
**Subject:** FW: Sponsors: Thank You for Career EXPO



**Kyle R. Krebs**  
General Manager

Imagicomm Communications | WHBQ-TV  
485 S. Highland St. | Memphis, TN 38111

Office: 901.320.1233 Cell: 901.265.4594 | [kyle.krebs@fox13memphis.com](mailto:kyle.krebs@fox13memphis.com)

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**From:** Hedgeman, Denita <[denita.hedgeman@memphistn.gov](mailto:denita.hedgeman@memphistn.gov)>  
**Sent:** Tuesday, March 28, 2023 4:05 PM  
**To:** Mark Yates ([myates0@tva.gov](mailto:myates0@tva.gov)) <[myates0@tva.gov](mailto:myates0@tva.gov)>; Marcey Wright ([mdwright2@tva.gov](mailto:mdwright2@tva.gov)) <[mdwright2@tva.gov](mailto:mdwright2@tva.gov)>; Swindle, Martha Ann <[maswindle@tva.gov](mailto:maswindle@tva.gov)>; Franceschi, Gabriel D <[gdfranceschi@tva.gov](mailto:gdfranceschi@tva.gov)>; Phil Dotson ([dotsonp@scsk12.org](mailto:dotsonp@scsk12.org)) <[dotsonp@scsk12.org](mailto:dotsonp@scsk12.org)>; Phil Dotson <[pdot4514@gmail.com](mailto:pdot4514@gmail.com)>; Tanika Lester <[LESTERTS@scsk12.org](mailto:LESTERTS@scsk12.org)>; CONSTANCE B CERTION <[CERTIONCB@scsk12.org](mailto:CERTIONCB@scsk12.org)>; Alex Pina ([Alex\\_Pina@msn.com](mailto:Alex_Pina@msn.com)) <[alex\\_pina@msn.com](mailto:alex_pina@msn.com)>; [jonathan.mitchell@gray.tv](mailto:jonathan.mitchell@gray.tv); Fran McRae <[Francis.McRae@wreg.com](mailto:Francis.McRae@wreg.com)>; Rick Rogala <[rrogala@abc24.com](mailto:rrogala@abc24.com)>; Kyle Krebs <[Kyle.Krebs@fox13memphis.com](mailto:Kyle.Krebs@fox13memphis.com)>; Gwendolyn Sutton <[Gwen.Sutton@tcatmemphis.edu](mailto:Gwen.Sutton@tcatmemphis.edu)>; [shelanda.simmons@tcatmemphis.edu](mailto:shelanda.simmons@tcatmemphis.edu); Sondra Howell <[showell@memphischamber.com](mailto:showell@memphischamber.com)>; Les Dennie <[ldennie@prestigeav.com](mailto:ldennie@prestigeav.com)>; Rita Polk <[polk.rita@yahoo.com](mailto:polk.rita@yahoo.com)>  
**Cc:** Griffith, Ike <[Ike.Griffith@memphistn.gov](mailto:Ike.Griffith@memphistn.gov)>  
**Subject:** Sponsors: Thank You for Career EXPO

Sponsors,

On behalf of Mayor Jim Strickland and Director Ike Griffith, thank you so very much for sponsoring and participating in the City of Memphis Office of Youth Services Career & Technical EXPO on last Friday, March 24, 2023.

Your presence and contributions were greatly appreciated in successfully executing a Career EXPO with numerous of opportunities for our youth and community. So many people were blessed by the outcome of this event. We thank you again and look forward to forthcoming partnerships.

**Denita Hedgeman, D.Min.**

Assistant to Director Ike Griffith/Event Coordinator

Memphis Office of Youth Services

Executive Division – City of Memphis

315 S. Hollywood Street

Memphis, TN 38104

901-636-6096

***“Empowering Our Youth for Positive Results”***





## VENDOR INFORMATION

### DATE OF EVENT

**Friday, March 24, 2023**

9:00 am – 5:00 pm

9:00 am – 1:00 pm: High School Seniors

1:00 pm – 5:00 pm: College Students/Opportunity Youth/Adult Community

### ADDRESS

Renasant Convention Center

255 North Main Street

Memphis, TN 38103

2<sup>nd</sup> Floor – Exhibit Hall (elevator/escalator access from parking garage)

### VENDOR MOVE-IN/SET-UP

**Thursday, March 23, 2023**

**8:30 am – 10:00 am:** Selected companies/sponsors with the largest vehicles/items (See move-in schedule)

**8:00 am – 1:00 pm:** Hicks Rental Booth Set-Up/Sign Rigging

**1 pm – 5 pm:** Other companies with vehicles/simulators/large items (See move-in schedule)

Vendors will be given a move-in appointment time and will report to the loading dock located on Front Street and Winchester that is next to the parking garage. Vendors who are the farthest from the loading area will move-in first before the booths are set-up. The Convention Center is only giving each vendor 30 minutes to unload and load. You will then move your car so that the next vendor can bring their items up the loading dock. Our staff will be there to direct traffic and to assist you with your needs to make sure that everything runs smoothly.

**Friday, March 24, 2023**

**7:30 am – 8:30 am:** Vendors that do not require a lot to set-up and have small non-vehicle items/pop-ups/table items.

### EVENT DAY PARKING – FRIDAY, MARCH 24, 2023

Vendors may park **ONLY** in the Renasant Convention Center's garage (**Front Street Entrance**) any time for **free** during 7:00 am – 5:00 pm. You do not have to give your name to the booth parking attendant. There will be other events on that day. **Let the booth parking attendant know that you are there for the City of Memphis Career & Technical EXPO.**

### ELECTRICITY/WIFI

**Electricity:** All electricity requests have been ordered and will be paid for by the Memphis Office of Youth Services. Only the vendors who have requested on your registration form will have electricity at their booth. Each socket will have three outlets. You can bring your own power strip if needed. We will not provide one.

**WIFI:** The Memphis Office of Youth Services will provide WIFI box usage and will give you the password at our **Booth #1**. You may bring your own WIFI box or Hot Spot if needed as well. If you need to charge your cell phone

and you have not ordered electricity, you may charge your phone at our charging station at our booth. Have all laptops, phones or iPads already charged when you arrive.

### **LUNCH**

Lunch will be from 11 am – 1 pm next door in the City Hall of Mayors on the first floor. **Please enter City Hall at the Main Street Front Door.** You may randomly go over to City Hall to eat during those times. Do not leave your booth unattended. We will not stop the EXPO during lunch. If you have one person working at your booth, one of my staff members can sit at your unattended booth during lunch. **The Convention Center does not allow food in their facility unless it is from their food and beverage service. Do not bring your box lunches back in the Convention Center.** Eat your lunch at the round tables provided in City Hall.

**Our office will pay for (2) lunches from each company.** Sponsors have a different agreement, so this does not apply to them. Your two designated people will be issued wrist bands. Those people will go to the first floor and pick up their box lunch. Your other company representatives without a wristband will also go on the first floor and purchase their box lunch from our caterer. We will have staff and volunteers to direct you.

**Water:** Bottled water will be issued free throughout the day until it runs out in the City Hall of Mayors on the first floor where the lunch is located starting at 8:30 am. You may bring a bottled water in your bag or your own YETI cup into the Convention Center.

**Food Give-A-Ways at Booths:** It is approved to have bite size candy and small items. If you have a catering booth and you want to have taste samples, it has to be 2 oz.

### **BOOTHS**

**Each company is located in the section according to their trade or career cluster.** A standard low back booth is one table and two chairs. If a vendor has requested more tables or chairs, it is considered an extra booth(s). You will be provided your booth(s) according to your registration form and confirmation conversation with our team prior to the event. **Please do not move your company location to another booth or add signs, tables and chairs from any other booth.** This event is free to vendors, but it is costly on our end for any extra table, chair or set-up item. If you see that there is an empty booth, do not take the liberty to move or take something from that booth. We have some companies that are sharing booth times or coming at different times throughout the day. We have a large waiting list and my staff will deal with any situations concerning booths. **If you have any questions on that day, please see me.**

### **COMPANIES HIRING**

Thank you for letting us know who is hiring and what positions. Participants will get in advance a small map and legend on who is hiring. Please put a sign at your booth if you are hiring. If you don't have a sign, you can pick up one of our placard cards at the registration table when you arrive on Friday morning.

### **CITY OF MEMPHIS OPPORTUNITY YOUTH**

The Memphis Office of Community Affairs will have 30 participants attending the Career EXPO. Each participant will have card to give you that reads **"I am a participant of the City of Memphis Community Affairs Opportunity Youth Program"**. Director Ike Griffith has asked if they qualify for any of your positions, please give them a chance to work or be a part of your program. The participants are prepared for employment.

If you have any questions pertaining to this document, please feel free to contact Dr. Denita Hedgeman at 901-832-6431 (c).