

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Host/Producer, Civic Commons

DEPARTMENT: Content

REPORTS TO: Mike Shafarenko

DATE POSITION BECAME AVAILABLE FOR HIRING: August 1, 2013

EXPECTED STARTING DATE FOR POSITION: 10/1/2013

- I. INTERNAL POSTING : DATE: 8/6/2013  
IDEASTREAM WEBSITES POSTING: DATE: 8/6/2013

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES\_\_\_ NO x\_\_\_  
 ODJFS (Employment Connection) YES x\_\_\_ NO \_\_\_

WEBSITES: CPBJobline; Journalismjobs.com; Journalismnext.com; Current online; Cleveland.com; American University; Northwestern University; Berkeley Grad School of Journalism; Newhouse School of Journalism; Missouri School of Journalism; Radio/TV Digital News Assoc.

OTHER: NAACP; Esperanza; Kelly Blazek's Communications Job Board; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES x\_\_\_ NO \_\_\_  
PLAIN DEALER  YES x\_\_\_ NO \_\_\_  
OTHER  YES x\_\_\_ NO \_\_\_ Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	B	ideastream website
2. [REDACTED]	M	A	Networking-personal referral
3. [REDACTED]	M	Two or more	Networking-personal referral

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 10-21-13

REQUIRED SIGNATURES:

Kim MacDonald  
HUMAN RESOURCES DIRECTOR

9/23/13  
DATE

Ala Kully  
CHIEF FINANCIAL OFFICER

9/24/2013  
DATE

[Signature]  
DEPARTMENT HEAD

9/24/2013  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

9/25/13  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Tuesday, August 06, 2013 12:34 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENINGS ~ Civic Commons

### NOTICE OF JOB OPENINGS

ideastream®, Northeast Ohio's Public Media organization, has exciting opportunities for a **Host/Producer** and an **Associate Producer** for Civic Commons, its newly integrated online and public engagement platform serving citizens, community leaders and institutions who desire to be educated, engaged and empowered on key civic decisions. The opportunities are first of their kind among public media stations across the country.

The ideal Host/Producer candidate will demonstrate creative and analytic journalistic abilities, success in using journalism to encourage public engagement, production skills in online and social media venues, among other qualifications.

The ideal Associate Producer candidate will demonstrate knowledge of cutting edge and innovative uses of media, journalism and technology, possess Web publishing skills, have strong oral and written communication skills and the ability to analyze data and summarize information concisely, among other qualifications.

#### *Host/Producer, Civic Commons* Cleveland, OH

##### Essential duties

- Prepare for and lead multiple media community engagement activities on-line, on-air and through social media in a professional credible, conversational, polished manner
- Conduct extended interviews and host or manage call in or live events as directed.
- Guide the use of existing and emerging online media tools to convene and sustain public conversations aimed at driving awareness, participation and engagement about issues and assets identified by the region
- Contribute to and participate in ideastream editorial and production processes for community engagement programming, including participating in editorial meetings, pitching and designing topics, content and events; writing and producing content for promotional, social media, online and in-show use
- Contribute to and edit all qualitative/quantitative reports on engagement activity for clients, sponsors, partners and/or internal staff
- Train clients in use of online tools to be able to moderate their own continuing online conversations
- Curate and aggregate related materials on the Civic Commons site from elsewhere online
- Consistently and enthusiastically engage with readers in comment threads and other social media community venues
- Participate in on-air fundraisers, outreach and other activities

#### *Associate Producer, Civic Commons* Cleveland, OH

##### Essential duties

- Perform duties such as booking and receiving guests, support Host/Producer performance, assist with production of audio, visual and social media content, at events, in the studio and online, as well as assisting with production or project design and execution. Participate in idea and content generation
- Facilitate Civic Commons' on-boarding process for new members, clients, partners, moderators, etc.
- Coordinate development of Civic Commons' landing pages for internal/external projects and initiatives
- Create and manage systems to track progress of ongoing projects and initiatives in order to facilitate progress, measure success and apply findings to future projects. Prepare and present project reports
- Keep all parties informed of status of projects
- Perform research duties including gathering and organizing information, fact checking and researching national and local initiatives
- Compile data for, analyze and draft qualitative/quantitative reports on engagement activity for clients, sponsors, partners and/or internal staff
- Distribute weekly e-newsletter to Civic Commons' registered members
- Present data and information through engaging media tools (e.g. infographics, video/audio clips, word-clouds, graphs, slideshows)
- Perform administrative support duties for program or project production including phones, emails, internal communication, purchasing, and correspondence as necessary for producer(s) or management; handle all community and online event logistics
- Participate in on-air fundraising as needed

If either of these opportunities sound right for you, please contact us!

To view a full job description and to apply go to <http://www.ideastream.org/employment>

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.  
We value diversity in our workplace.

Posted: August 6, 2013

Deadline for applicants: August 26, 2013

## RECRUITMENT ACTION SUMMARY FORM

POSITION TITLE: Associate Producer, Civic Commons  
 DEPARTMENT: Content  
 REPORTS TO: Mike Shafarenko

DATE POSITION BECAME AVAILABLE FOR HIRING: August 1, 2013  
 EXPECTED STARTING DATE FOR POSITION: 10/1/2013

- I. INTERNAL POSTING : DATE: 8/6/2013  
IDEASTREAM WEBSITES POSTING: DATE: 8/6/2013

- II. RECRUITMENT SOURCES USED:  
URBAN LEAGUE YES\_\_\_ NO\_x\_\_\_  
ODJFS (Employment Connection) YES\_x\_\_\_ NO\_\_\_

WEBSITES: CPBJobline; Journalismjobs.com; Journalismnext.com; Current online; Cleveland.com; American University; Northwestern University; Berkeley Grad School of Journalism; Newhouse School of Journalism; Missouri School of Journalism; Radio/TV Digital News Assoc.

OTHER: NAACP; Esperanza; Kelly Blazek's Communications Job Board; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES\_x\_\_\_ NO\_\_\_  
 PLAIN DEALER YES\_x\_\_\_ NO\_\_\_  
 OTHER YES\_x\_\_\_ NO\_\_\_ Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	Kelly Blazek's Job Board
2. [REDACTED]	F	W	Journalismjobs.com
3. [REDACTED]	F	W	CPB Jobline
4. [REDACTED]	F	W	CPB Jobline
5. [REDACTED]	F	W	CPB Jobline
6. [REDACTED]	M	2 or more	Facebook
7. [REDACTED]	F	B	Indeed.com

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: \_\_\_\_\_

REQUIRED SIGNATURES:

*Kenneth MacDonald*  
 \_\_\_\_\_

HUMAN RESOURCES DIRECTOR

10-7-13

DATE

*Mike Shafarenko*  
 \_\_\_\_\_

CHIEF FINANCIAL OFFICER

10/7/2013

DATE

*Kenneth MacDonald*  
 \_\_\_\_\_

DEPARTMENT HEAD

10/9/13

DATE

*Mike Shafarenko*  
 \_\_\_\_\_

IMMEDIATE SUPERVISOR

10-7-13

DATE

**MacDonald, Kim**

---

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**Sent:** Tuesday, August 06, 2013 12:34 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENINGS ~ Civic Commons

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To view a full job description and to apply go to <http://www.ideastream.org/employment>

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

Posted: August 6, 2013

Deadline for applicants: August 26, 2013

## RECRUITMENT ACTION SUMMARY FORM

POSITION TITLE: Chief Development Officer

DEPARTMENT: Administration

REPORTS TO: President and CEO

DATE POSITION BECAME AVAILABLE FOR HIRING: 9/4/2013

EXPECTED STARTING DATE FOR POSITION: 1/1/2014

- I. INTERNAL POSTING : DATE: 9/10/2013  
• IDEASTREAM WEBSITES POSTING: DATE: 9/10/2013

II. RECRUITMENT SOURCES USED:

✓ URBAN LEAGUE • YES  NO

✓ ODJFS (Employment Connection) • YES  NO

WEBSITES/Social Media: Cleveland.com; CPB Jobline; Current online; LinkedIn; Kelley Blazek's Job Board; Chronicle of Philanthropy; Association of Fundraising Professionals; nonprofitjobs.org; Philanthropy Digest

OTHER OUTREACH SITES: NAACP; Esperanza; Emma Bowen Fdn for Minority Interests in Media

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER ✓ YES  NO  Name Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	Bob Reitman (ideastream trustee)
2. [REDACTED]	F	W	ideastream website
3. [REDACTED]	F	W	Margie Whaler (CAB member)
4. [REDACTED]	F	W	Kit Jensen

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 1-27-14

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

12/20/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

12/20/13  
DATE

[Signature]  
DEPARTMENT HEAD/IMMEDIATE SUPERVISOR

12/31/13  
DATE

ideastream®



**Notice of Job Opening**  
**Chief Development Officer**

ideastream®, the innovative multiple media public service organization in Cleveland, is seeking a Chief Development Officer (CDO).

The CDO is accountable for developing the vision and strategy and for leading the implementation of effective development and communications efforts for ideastream. Activities include developing relationships and raising funds from individuals, foundations, corporations and government agencies, the development and execution of special events as well as the development and execution of plans for public relations and external promotion of ideastream's programs and services. This position reports directly to the President and CEO.

**Some key responsibilities include:**

- Design and implement an effective fundraising strategy and identify criteria to measure success.
- Optimize revenue raised in the community through the implementation of appropriate and contemporary methods.
- Design and implement an effective public relations and promotion strategy and identify criteria to measure success.
- Optimize community regard and awareness of ideastream through the implementation of appropriate and contemporary methods.
- Build relationships and grow funding by monitoring opportunities and interacting with potential individual, corporate, foundation and government donors.

The ideal candidate will have:

- Outstanding professional and personal character and integrity.
- Demonstrated ability in securing grants and gifts from individuals, foundations, corporations and government agencies.
- In depth knowledge of fundraising techniques and fundraising management, including but not limited to annual giving, special campaigns and special events.
- Knowledge of the business, philanthropic, government and not-for-profit community.
- Seasoned level of progressively responsible management experience in fundraising and nonprofit management
- Experience in public media a plus
- Bachelor's degree required. Advanced degree a plus.

If you have a track record of success and significant accomplishments in the areas above, please



apply.

ideastream is a non-profit multiple media service organization that operates WVIZ/PBS, 90.3 WCPN and WCLV 104.9 FM in addition to a range of educational and public media service programs that serve the people of Northeastern Ohio and beyond.

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

### **Guidelines for Submission**

For a full job description and to apply please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) or send a cover letter, resume or CV and references to: [HR@ideastream.org](mailto:HR@ideastream.org)

Application open until filled.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Assistant Producer, WCLV  
DEPARTMENT: WCLV  
REPORTS TO: Bill O'Connell

DATE POSITION BECAME AVAILABLE FOR HIRING: September, 2013  
EXPECTED STARTING DATE FOR POSITION: 12/1/2013

I. INTERNAL POSTING : DATE: 10/4/2013  
IDEASTREAM WEBSITES POSTING: DATE: 10/4/2013

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 ODJFS (Employment Connection) YES  NO

WEBSITES: CPBJobline; Journalismnext.com; Cleveland.com; Baldwin Wallace University; John Carroll University; Cleveland State University; Kent State University; Akron University

OTHER: NAACP; Esperanza; Emma Bowen Fdn for minority interests in Radio

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	Bob Conrad (former WCLV ee)
2. [REDACTED]	F	A	ideastream website
3. [REDACTED]	M	W	Indeed.com
4. [REDACTED]	F	W	ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 1/2/14

REQUIRED SIGNATURES:

Kim D Macdonald  
HUMAN RESOURCES DIRECTOR

11-20-13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

11-20-13  
DATE

[Signature]  
DEPARTMENT HEAD

11/20/13  
DATE

Bill O'Connell (FNU)  
IMMEDIATE SUPERVISOR

11/20/13  
DATE

NOTICE OF JOB OPENING

ideastream®



ASSISTANT PRODUCER- WCLV

ideastream® is seeking an Assistant Producer to work in the studios of classical radio station *WCLV*. The purpose of this role is to provide support in the creation of programs, packaged program elements and web content of high quality. The ideal candidate will have a degree from an accredited institution and/or internship or professional experiences focused on multiple media production.. Should have a demonstrated strong ability to conduct research, compile and organize information, perform administrative tasks and manage multiple priorities in a high pressure, deadline oriented environment. Should have demonstrated ability to operate the board and host a show on a fill in basis if needed. This position may be called upon to work in various platforms. This person will have the qualities to work well with others in a close-knit, team environment. Knowledge of classical music repertoire strongly preferred. For a full job description and to apply please go to: [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the **Assistant Producer** link.

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Host/Producer

DEPARTMENT: Content

REPORTS TO: David Molpus

DATE POSITION BECAME AVAILABLE FOR HIRING: 10/9/2013

EXPECTED STARTING DATE FOR POSITION: 1/1/2014

- I. INTERNAL POSTING : DATE: 10/11/2013  
IDEASTREAM WEBSITES POSTING: DATE: 10/11/2013

- II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 ODJFS (Employment Connection) YES  NO

WEBSITES: CPBJobline; Journalismjobs.com; Journalismnext.com; Current online; Nat'l Assoc. of Black Journalists; National Association of Hispanic Journalists; OAB.com; TVJobs.com

OTHER: NAACP; Emma Bowen Foundation for Minority Interests in Media; Esperanza; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO Current  
PLAIN DEALER YES  NO   
OTHER YES  NO  Columbus Dispatch

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	Journalismjobs.com
2. [REDACTED]	F	A	PRNDI recruit by Dave Kanzeg
3. [REDACTED]	F	W	"online"

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 12/31/13

REQUIRED SIGNATURES:

Kim MacDonald  
HUMAN RESOURCES DIRECTOR

12/9/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

12/9/13  
DATE

[Signature]  
DEPARTMENT HEAD

12/9/13  
DATE

David Molpus  
IMMEDIATE SUPERVISOR

12/9/2013  
DATE

# Current Classifieds

To place a classified job ad in the print edition of Current and/or online at our Public Media Career Center visit [jobs.current.org](http://jobs.current.org) and create an employer account. All of the options are mapped out under products and pricing, including discounted two-issue packages and options to enhance your online ad and utilize the PowerPost option and/or the Journalism Job

Board Network. You can pay by credit card or opt to be invoiced though our job board partner, JobTarget. If you require a printed tear sheet of the print edition, please contact Kathleen Unwin at 877-745-8776 X 1 or email [unwin@current.org](mailto:unwin@current.org). Please direct any questions to Kathleen as well. All Current group subscribers and PMBA members receive a 15% on their print and on-

line job postings. Contact us for your special coupon code.

If you are seeking a job in public media, please visit [jobs.current.org](http://jobs.current.org) to see the most up-to-date job listings and take advantage of new tools like our resume database and customized job alerts.

## THE PROGRAMMING SERVICE FOR PUBLIC TELEVISION

The Programming Service for Public Television is expanding and seeking a Vice President of Programming to be located in Tampa, FL. The Programming Service is a non-profit consulting firm successfully serving public television stations' programming needs since 1996. Highly desirable qualifications include 10 years' programming experience in a top 30 market with an emphasis on fundraising along with excellent communication and people skills commensurate with the company's reputation.

Send letter of interest/resume, references and salary requirements to: [theprogrammingservice@wedu.org](mailto:theprogrammingservice@wedu.org)

or by USPS to:  
Programming Service for Public Television Search Committee  
1300 N. Boulevard  
Tampa, FL 33607  
Deadline: November 29, 2013

## Programming/Production

### News Director KCBX INC, San Luis Obispo, CA

KCBX Central Coast Public Radio is looking for a News Director. Join one of the most respected media outlets on the Central Coast. Programs from NPR, PRI, APM and others. Local producers and volunteers provide music and public affairs content broadcast in three counties. Bachelor's degree and radio news experience required, experience in public broadcasting preferred. Deadline: Thursday, October 31, 2013. For a complete job description, requirements and application instructions: <http://www.kcbx.org/Pages/Contact/employment.html>. KCBX is an Equal Employment Opportunity Employer.

### National Program Director Free Speech TV, Denver, CO

Free Speech TV's National Program Director is responsible for developing the network's programming identity; acquiring and producing content; overseeing its broadcast schedule; and growing a dedicated, national audience. Info: [www.freespeech.org/jobs-fstv](http://www.freespeech.org/jobs-fstv).

### Executive Director, Arts KQED, San Francisco, CA

The Executive Director, Arts provides leadership, management, strategic planning and assessment of our multimedia, regional content service KQED Arts. The Executive Director, Arts oversees arts and culture content creation in the form of television, radio and online features, arts partnerships, the arts unit staff, and accesses services from staff producing arts content in other KQED departments including TV, Radio and Interactive. Additionally, the Executive Director, Arts ensures coordination of coverage, distribution across KQED platforms, and the leveraging of new technologies and social media. The Executive Director will also focus strategically on (1) partnerships with arts organizations and formal content collaborations such as co-productions, and (2) education, ensuring that arts content and coverage have relevance in informal and formal educational settings. The Executive Director will also work with the relevant departments to develop and/or support fund-raising, identify revenue opportunities, promotion, and outreach plans for KQED Arts. Ultimately, the Executive Director achieves maximum reach and long-term sustainability of KQED Arts while fostering an open and collaborative environment which puts our audience first and encourages staff to pursue new ways of creating and delivering cover-

age of Bay Area Arts. Our ideal candidate will have 7-10 years' experience as a content executive nationally or in a Top 20 market; experience in Public Broadcasting and in news preferred; A demonstrated passion for the arts and a working knowledge of Bay Area arts; Experience in broadcast (radio and/or television) studio and field production on a national level or within a top 20 market; Experience managing Web and other digital content creation including video, audio and text, plus a strategic understanding of multimedia content production, workflow, distribution, and technology; A history of driving innovation or change within an organization. For more information about this position and to apply, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs).

### Money & Influence Reporter WFAE, Charlotte, NC

WFAE, the NPR news station in Charlotte, NC, is looking for an experienced journalist with strong investigative chops to be our "Money & Influence" reporter. Yes, it's a fancy way of saying "investigative" reporter, but the title strikes at the heart of what we want this journalist to do: Cover stories that involve "money" whether it involves politics, government or business (likely all three). We want someone with a minimum 5 years' experience, preferably in public radio, and we want someone who isn't afraid to ask tough questions that make people in power squirm. The ideal candidate will be adept at filing spots, superspots and feature-length reports for local and national programming. The person must be willing to work with and learn from others in a 10-person newsroom and our daily talk show staff. The ability to fill in as a backup host for Morning Edition and All Things Considered is also desirable. Send cover letter, resume and story samples to [careers@wfae.org](mailto:careers@wfae.org). WFAE is an Equal Opportunity Employer.

### Announcer, WUWM Milwaukee Public Radio, WI

WUWM Radio seeks an announcer to communicate with our public radio audience. Candidates must have a bachelor's degree, at least 2 years of broadcast experience, experience with broadcast automation systems, and an on-air style that is comparable to that of WUWM and NPR. Well qualified candidates will have experience with AudioVault software. For complete details about duties and application information please see <http://jobs.uwm.edu/postings/16047>. Position is open until filled with initial screening to take place

## ideastream®



Here's an opportunity to join a dynamic and award-winning content department at an expanding multiple media organization in a culturally rich and progressive location. Cleveland's *ideastream*® is seeking personable, talented and energetic people to join the staff. *ideastream* has three exciting opportunities now available. Minimum qualifications include a bachelor's degree and professional experience similar to the roles listed below.

### HOST/PRODUCER

A journalist to serve as regular host for evening drive-time, including *All Things Considered*, on 90.3WCPN. TV on-camera talent experience a plus.

### PRODUCER

A producer with multiple media production experience (TV, radio, web) in both studio & field. This person should have demonstrated skills and experience in creating both segments and complete programs.

### ARTS REPORTER/PRODUCER

The Arts reporter/producer will have a body of work indicative of a great reporter and story-teller, multiple media production experience on at least two of these platforms -TV, radio, web- and capacity for high quality performance on all three. They should have evidence of reporting that demonstrates sophisticated awareness of cultural and artistic trends

If you fit any of these profiles and are looking for the next big move in your career please apply by going to [www.ideastream.org/employment](http://www.ideastream.org/employment) and clicking on the position desired to review **full job descriptions and additional requirements**.

ideastream is an equal opportunity employer, we value diversity in our workplace.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Producer

DEPARTMENT: Content

REPORTS TO: Mark Rosenberger

DATE POSITION BECAME AVAILABLE FOR HIRING: 10/9/2013

EXPECTED STARTING DATE FOR POSITION: 1/1/2014

I. INTERNAL POSTING : DATE: 10/11/2013  
IDEASTREAM WEBSITES POSTING: DATE: 10/11/2013

II. RECRUITMENT SOURCES USED:  
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ODJFS (Employment Connection): YES  NO

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ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

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PLAIN DEALER YES  NO   
OTHER YES  NO  Current  
SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	Mark Smukler
2. [REDACTED]	F	declined to ID	ideastream website
3. [REDACTED]	M	W	Alina Martinet
4. [REDACTED]	F	W	ideastream website
5. [REDACTED]	M	W	ideastream website
6. [REDACTED]	F	W	Friend/Jim Russell

NAME OF APPLICANT SELECTED: [REDACTED]  
STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 2/19/14

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

2/3/14  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

2/3/14  
DATE

[Signature]  
DEPARTMENT HEAD

2/3/14  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

1/31/14  
DATE



# Current Classifieds

To place a classified job ad in the print edition of Current and/or online at our Public Media Career Center visit [jobs.current.org](http://jobs.current.org) and create an employer account. All of the options are mapped out under products and pricing, including discounted two-issue packages and options to enhance your online ad and utilize the PowerPost option and/or the Journalism Job

Board Network. You can pay by credit card or opt to be invoiced through our job board partner, JobTarget. If you require a printed tear sheet of the print edition, please contact Kathleen Unwin at 877-745-8776 X 1 or email [unwin@current.org](mailto:unwin@current.org). Please direct any questions to Kathleen as well. All Current group subscribers and PMBA members receive a 15% on their print and on-

line job postings. Contact us for your special coupon code.

If you are seeking a job in public media please visit [jobs.current.org](http://jobs.current.org) to see the most up-to-date job listings and take advantage of new tools like our resume database and customized job alerts.

## THE PROGRAMMING SERVICE FOR PUBLIC TELEVISION

The Programming Service for Public Television is expanding and seeking a Vice President of Programming to be located in Tampa, FL. The Programming Service is a non-profit consulting firm successfully serving public television stations' programming needs since 1996. Highly desirable qualifications include 10 years' programming experience in a top 30 market with an emphasis on fundraising along with excellent communication and people skills commensurate with the company's reputation.

Send letter of interest/resume, references and salary requirements to: [theprogrammingservice@wedc.org](mailto:theprogrammingservice@wedc.org)

or by USPS to:  
Programming Service for Public Television Search Committee  
1300 N. Boulevard  
Tampa, FL 33607  
Deadline: November 29, 2013

## Programming/Production

### News Director KCBX INC, San Luis Obispo, CA

KCBX Central Coast Public Radio is looking for a News Director. Join one of the most respected media outlets on the Central Coast. Programs from NPR, PRI, APM and others. Local producers and volunteers provide music and public affairs content broadcast in three counties. Bachelor's degree and radio news experience required, experience in public broadcasting preferred. Deadline: Thursday, October 31, 2013. For a complete job description, requirements and application instructions: <http://www.kcbx.org/Pages/Contact/employment.html>. KCBX is an Equal Employment Opportunity Employer.

### National Program Director Free Speech TV, Denver, CO

Free Speech TV's National Program Director is responsible for developing the network's programming identity; acquiring and producing content; overseeing its broadcast schedule; and growing a dedicated, national audience. Info: [www.freespeech.org/jobs-fstv](http://www.freespeech.org/jobs-fstv).

### Executive Director, Arts KQED, San Francisco, CA

The Executive Director, Arts provides leadership, management, strategic planning and assessment of our multimedia, regional content service KQED Arts. The Executive Director, Arts oversees arts and culture content creation in the form of television, radio and online features, arts partnerships, the arts unit staff, and accesses services from staff producing arts content in other KQED departments including TV, Radio and Interactive. Additionally, the Executive Director, Arts ensures coordination of coverage, distribution across KQED platforms, and the leveraging of new technologies and social media. The Executive Director will also focus strategically on (1) partnerships with arts organizations and formal content collaborations such as co-productions, and (2) education, ensuring that arts content and coverage have relevance in informal and formal educational settings. The Executive Director will also work with the relevant departments to develop and/or support fund-raising; identify revenue opportunities, promotion, and outreach plans for KQED Arts. Ultimately, the Executive Director achieves maximum reach and long-term sustainability of KQED Arts while fostering an open and collaborative environment which puts our audience first and encourages staff to pursue new ways of creating and delivering cover-

age of Bay Area Arts. Our ideal candidate will have 7-10 years' experience as a content executive nationally or in a Top 20 market; experience in Public Broadcasting and in news preferred; A demonstrated passion for the arts and a working knowledge of Bay Area arts; Experience in broadcast (radio and/or television) studio and field production on a national level or within a top 20 market; Experience managing Web and other digital content creation including video, audio and text, plus a strategic understanding of multimedia content production, workflow, distribution, and technology; A history of driving innovation or change within an organization. For more information about this position and to apply, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs).

### Money & Influence Reporter WFAE, Charlotte, NC

WFAE, the NPR news station in Charlotte, NC, is looking for an experienced journalist with strong investigative chops to be our "Money & Influence" reporter. Yes, it's a fancy way of saying "investigative" reporter, but the title strikes at the heart of what we want this journalist to do: Cover stories that involve "money" whether it involves politics, government or business (likely all three). We want someone with a minimum 5 years' experience, preferably in public radio, and we want someone who isn't afraid to ask tough questions that make people in power squirm. The ideal candidate will be adept at filing spots, superspots and feature-length reports for local and national programming. The person must be willing to work with and learn from others in a 10-person newsroom and our daily talk show staff. The ability to fill in as a backup host for Morning Edition and All Things Considered is also desirable. Send cover letter, resume and story samples to [careers@wfae.org](mailto:careers@wfae.org). WFAE is an Equal Opportunity Employer.

### Announcer, WUWM Milwaukee Public Radio, WI

WUWM Radio seeks an announcer to communicate with our public radio audience. Candidates must have a bachelor's degree, at least 2 years of broadcast experience, experience with broadcast automation systems, and an on-air style that is comparable to that of WUWM and NPR. Well qualified candidates will have experience with AudioVault software. For complete details about duties and application information please see <http://jobs.uwm.edu/postings/16047>. Position is open until filled with initial screening to take place

## ideastream®



Here's an opportunity to join a dynamic and award-winning content department at an expanding multiple media organization in a culturally rich and progressive location. Cleveland's *ideastream*® is seeking personable, talented and energetic people to join the staff. *ideastream* has three exciting opportunities now available. Minimum qualifications include a bachelor's degree and professional experience similar to the roles listed below.

### HOST/PRODUCER

A journalist to serve as regular host for evening drive-time, including *All Things Considered*, on 90.3WCPN. TV on-camera talent experience a plus.

### PRODUCER

A producer with multiple media production experience (TV, radio, web) in both studio & field. This person should have demonstrated skills and experience in creating both segments and complete programs.

### ARTS REPORTER/PRODUCER

The Arts reporter/producer will have a body of work indicative of a great reporter and story-teller, multiple media production experience on at least two of these platforms-TV, radio, web- and capacity for high quality performance on all three. They should have evidence of reporting that demonstrates sophisticated awareness of cultural and artistic trends

If you fit any of these profiles and are looking for the next big move in your career please apply by going to [www.ideastream.org/employment](http://www.ideastream.org/employment) and clicking on the position desired to review **full job descriptions and additional requirements**.

ideastream is an equal opportunity employer, we value diversity in our workplace.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Volunteer Coordinator

DEPARTMENT: Development

REPORTS TO: Ella Fong

DATE POSITION BECAME AVAILABLE FOR HIRING: 11/12/13

EXPECTED STARTING DATE FOR POSITION: 1/1/2014

- I. INTERNAL POSTING : DATE: 12/4/2013  
IDEASTREAM WEBSITES POSTING: DATE: 12/4/2013

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE. YES  NO

ODJFS (Employment Connection) . YES  NO

WEBSITES:  Cleveland.com;  Careerboard.com;  CPBJobline;  Kelley Blazek's JobBoard;  AFPjobboard;  
 FVA (Non-profit Volunteer Group);

OTHER:  NAACP;  Esperanza;  LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS:  Ohio Center for Broadcasting;  Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	Friend
2. [REDACTED]	F	W	Indeed.com
3. [REDACTED]	F	W	Indeed.com
4. [REDACTED]	F	H	Indeed.com
5. [REDACTED]	F	W	FVA

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 2/24/14

REQUIRED SIGNATURES:

*Kim MacDonald*  
HUMAN RESOURCES DIRECTOR

2/4/14  
DATE

*[Signature]*  
CHIEF FINANCIAL OFFICER

2/4/14  
DATE

DEPARTMENT HEAD  
*Ella Fong*  
IMMEDIATE SUPERVISOR

DATE  
2/4/14  
DATE



**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Monday, December 02, 2013 12:14 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Volunteer Coordinator

ideastream®



**Notice of Job Opening  
Volunteer Coordinator**

ideastream, a non-profit organization that applies the power of media to education, culture and citizenship, is seeking a highly motivated **Volunteer Coordinator** to oversee recruitment, placement, training and management of volunteers in support of ideastream's programs and projects. The successful candidate will have a significant proven track-record of volunteer management in a highly active nonprofit organization. This position will work to provide volunteer support across the broad range of activities that ideastream manages including WWIZ/PBS, 90.3 WCPN, WCLV 104.9, educational outreach, among others.

***Qualifications include:***

- Understanding of volunteer organizations and structure
- Demonstrated interpersonal skills including the ability to effectively interact with staff, volunteers, donors and the public.
- Strong writing and telephone skills.
- Demonstrated team building and leadership skills, computer and database application skills and proficiency with other office technology applications.
- Moderate level of experience working face-to-face with volunteers and/or customers.
- Demonstrated past experience that required excellent organizational skills.
- Experience in not-for-profit environment helpful.
- Bachelor's degree in Marketing, Business or Public Relations or equivalent work experience.

For a full job description and to apply go to [www.ideastream.org/employment](http://www.ideastream.org/employment).

ideastream is an equal opportunity employer; we value diversity in our workplace

Deadline to apply: **January 6, 2014.**



**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Friday, December 13, 2013 4:23 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Reporter/Producer

ideastream®



NOTICE OF JOB OPENING

*REPOST*

**Reporter/Producer**

**ideastream, Cleveland**

NPR/PBS multi-media organization seeks experienced reporter with a portfolio of radio and/or TV work that demonstrates reporting excellence and public media values. Proven ability to identify, pitch, research and present news stories on-air and online. Report on arts and culture as an industry and economic force in our region, as well as news and features on a broad range of artists, institutions, cultural trends and concepts.

If you fit any of this profile and are looking for the next big move in your career please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the position desired. There you can review **full job descriptions, additional requirements and apply.**

*ideastream is an equal opportunity employer, we value diversity in our workplace.*

*Deadline for application is January 6, 2013*

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Assistant Producer  
DEPARTMENT: OGT  
REPORTS TO: Producer

DATE POSITION BECAME AVAILABLE FOR HIRING: 1/28/2014

EXPECTED STARTING DATE FOR POSITION: 4/1/2013

I. INTERNAL POSTING : DATE: 2/4/2014  
IDEASTREAM WEBSITES POSTING: DATE: 2/4/2014

II. RECRUITMENT SOURCES USED:

- URBAN LEAGUE YES  NO
- ODJFS (Employment Connection) YES  NO

WEBSITES: Central State University; Ohio State University; Careerboard.com; CPBjobline; Ohio University; Akron University; Kent State University; Cleveland State University; Journalismnext.com; Cleveland.com; Kelly Blazek's Job Board; Linked In

OTHER: NAACP (Columbus); Esperanza; Emma Bowen Foundation for Minority Interests in Media

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting; Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO  Name \_\_\_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	<input checked="" type="checkbox"/> ideastream website
2. [REDACTED]	M	A	- indeed.com
3. [REDACTED]	F	W	<input checked="" type="checkbox"/> hirebroadcasting.com
4. [REDACTED]	F	B	<input checked="" type="checkbox"/> referred by a friend
5. [REDACTED]	F	W	<input checked="" type="checkbox"/> indeed.com
6. [REDACTED]	F	W	<input checked="" type="checkbox"/> Journalismjobs.com
7. [REDACTED]	M	W	<input checked="" type="checkbox"/> Brent Buckley
8. [REDACTED]	F	W	<input checked="" type="checkbox"/> former co-worker told her

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 4/7/14

REQUIRED SIGNATURES:

Kim Macdonald  
HUMAN RESOURCES DIRECTOR  
[Signature]  
CHIEF FINANCIAL OFFICER  
[Signature]  
DEPARTMENT HEAD  
[Signature]  
IMMEDIATE SUPERVISOR

3-27-14  
DATE  
3-27-14  
DATE  
3/27/14  
DATE  
3/27/14  
DATE

## MacDonald, Kim

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**From:** MacDonald, Kim  
**Sent:** Tuesday, February 04, 2014 5:58 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Assistant Producer, OGT

ideastream®



NOTICE OF JOB OPENING

THIS POSITION IS LOCATED IN COLUMBUS, OH

Position Title: Assistant Producer  
Department: OGT (The Ohio Channel)  
Reports to: Production Manager

**Job Content:**

**Position Summary:**

Support the creation of programs, packaged program elements and web content of high quality and relevance that is valued and used by audiences.

**Essential duties and responsibilities:**

- Perform assistant producer duties such as: pitching ideas, booking & receiving guests, supporting host/reporter performance, assist with field producing and production design.
- Perform research duties including program, segment, and story research, gathering and organizing information, fact checking and script writing.
- Perform administrative support duties for program or project production including phones, emails, fax distribution, internal communication, purchasing, and correspondence as necessary for producer(s) or management.
- Run studio cameras and equipment necessary for broadcast productions.
- Edit programs.
- Direct programs.
- Perform other duties as assigned

**Qualifications**

**Knowledge/skills/aptitudes:**

Working knowledge of basic office applications. Knowledge of and experience with evolving professional media production techniques and equipment. Well organized and demonstrates the ability to multi-task and prioritize in a high pressure environment. Demonstrated strong ability to conduct research, compile and organize information. Managing multiple priorities and successfully completing assignments on deadline. Strong oral and written communication skills. Ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies of public broadcasting.

**Education:**

Bachelor's degree from an accredited college or university or equivalent experience.

**Essential Physical Demands and Working Environment:**

Must have valid driver's license and daily access to personal vehicle. In-state travel is required.  
Ability to see, communicate, hear and utilize electronic communication devices.

For a full job description please visit the ideastream website [www.ideastream.org/employment](http://www.ideastream.org/employment)

ideastream is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

To apply for this job go to [www.ideastream.org/employment](http://www.ideastream.org/employment)

Application deadline is February 24, 2014

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Assistant Producer

DEPARTMENT: Content

REPORTS TO: Mark Rosenberger

DATE POSITION BECAME AVAILABLE FOR HIRING: 5/9/2014

EXPECTED STARTING DATE FOR POSITION: 7/1/2014

- I.  INTERNAL POSTING : DATE: 5/21/2014
- IDEASTREAM WEBSITES POSTING: DATE: 5/21/2014

- II. RECRUITMENT SOURCES USED:
  - URBAN LEAGUE YES\_x\_\_\_ NO\_\_\_
  - ODJFS (Employment Connection) YES\_x\_\_\_ NO\_\_\_

WEBSITES: CPBJobline; Cleveland.com; ClevelandStateUniversity.com; ohio.edu (Scripp's School of Journalism); BowlingGreen.edu; CentralState.edu; Akron.edu; KentState.edu;

OTHER: NAACP; Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES\_\_\_ NO\_x\_\_\_
- PLAIN DEALER YES\_\_\_ NO\_x\_\_\_
- OTHER YES\_\_\_ NO\_x\_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	F	W	internal candidate
2. [REDACTED]	F	B	a friend told her about it
3. [REDACTED]	F	W	former intern
4. [REDACTED]	F	W	indeed.com
5. [REDACTED]	F	W	former intern - withdrew

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 7/14/14

REQUIRED SIGNATURES:

*Kim MacDonald*  
\_\_\_\_\_  
HUMAN RESOURCES DIRECTOR

7/1/14  
DATE

*[Signature]*  
\_\_\_\_\_  
CHIEF FINANCIAL OFFICER- COO

7/1/14  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

7/1/14  
DATE

**NOTICE OF JOB OPENING**

ideastream®



**ASSISTANT PRODUCER**

ideastream® is seeking an Assistant Producer who is anxious to work in a deadline oriented environment creating relevant, high quality content for radio, television, web and social media audiences. The ideal candidate will have a degree from an accredited institution plus one or more internships or full time work experience focused on multiple media production. Should have a demonstrated strong ability to conduct research, compile and organize information, perform administrative tasks and manage multiple priorities in a high pressure setting. Should have a demonstrated ability to perform basic non-linear editing and postings on web/social media sites. This person must have the qualities to work well with others in a close-knit, team environment. Knowledge of journalism and solid writing skills strongly preferred. For a full job description and to apply please go to: [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the **Assistant Producer** link.

ideastream is an equal opportunity employer; we value diversity in our workplace

**Deadline to apply: July 1, 2014**



**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Manager 90.3, WCPN

DEPARTMENT: Content

REPORTS TO: Kit Jensen

DATE POSITION BECAME AVAILABLE FOR HIRING: 5/8/2014  
EXPECTED STARTING DATE FOR POSITION: 8/1/2014

I. INTERNAL POSTING : DATE: 5/8/2014  
IDEASTREAM WEBSITES POSTING: DATE: 4/30/2014

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO \_\_\_  
 ODJFS (Ohio Means Jobs ) YES  NO \_\_\_

WEBSITES: CPBJobline; NETAonline; PMBA.org; Greaterpublic.org; PBS; PRPD *Inside Radio*  
*Nat Assoc Black Journalists, Nat Assoc Hispanic Journalists, National Ass Asian Journalists,*  
*Journalism Jobs.com*  
OTHER: NAACP; Esperanza; LinkedIn; *Emma Bowen Fdn*

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES - Current \_\_\_ NO \_\_\_  
PLAIN DEALER YES \_\_\_ NO  \_\_\_  
OTHER YES \_\_\_ NO \_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
[REDACTED]	M	W	Livingston Associates
[REDACTED]	M	B	Livingston Associates
[REDACTED]	M	W	Livingston Associates

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 7/28/14

REQUIRED SIGNATURES:

*Kim Macdonald*  
HUMAN RESOURCES DIRECTOR

8/5/14  
DATE

*[Signature]*  
CHIEF FINANCIAL OFFICER

8/12/14  
DATE

*[Signature]*  
DEPARTMENT HEAD

8/12/14  
DATE

IMMEDIATE SUPERVISOR

DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Wednesday, May 07, 2014 4:23 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Manager, 90.3 WCPN ideastream

ideastream®



**NOTICE OF JOB OPENING**

**Manager, 90.3 WCPN ideastream®**

**Reports to: Chief Operating Officer**

ideastream is adding capacity to better serve our Northeast Ohio communities. We're searching for a seasoned public radio leader ready to manage the operation and performance of 90.3 WCPN, ensuring the station's activities and performance are consistent with ideastream's mission "to strengthen our communities" and meet strategic goals

This position ensures legal compliance in matters pertaining to the FCC, material use and performance rights etc. They will direct and manage staff to assure morale and performance supporting ideastream's strategic plan, including accountability for following all federal and state employment laws. They will be responsible for programming promotion and operations including budget preparation and management.

The ideal candidate will be a public media management professional who has a strong track record with the functional knowledge of public broadcasting programming and networks. They will work as part of a management team to ensure proper implementation and successful outcome of ideastream's strategic plan. Want to find out more? For a full job description, qualifications and to apply please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the job title: *Manager, 90.3 WCPN ideastream*.

ideastream is a non-profit public media organization based in Cleveland, Ohio that applies the power of media to education, culture and citizenship. ideastream is a consolidation of eight programs and services, including WVIZ/PBS, 90.3 WCPN and WCLV Classical 104.9.

ideastream is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

**Deadline for application: This job is open until filled.**

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: IT Manager

DEPARTMENT: Technology

REPORTS TO: Tom Furnas

DATE POSITION BECAME AVAILABLE FOR HIRING: 4/18/2014  
EXPECTED STARTING DATE FOR POSITION: 7/1/2014

I. INTERNAL POSTING : DATE: 4/30/2014  
IDEASTREAM WEBSITES POSTING: DATE: 4/30/2014

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES  NO

ODJFS (Ohio Means Jobs ) YES  NO

WEBSITES: CPBJobline; Careerboard.com; CWRU.edu; jobs.witi4hire.com; ITDiversityCareers.com

OTHER: NAACP; Esperanza; LinkedIn; cleveland.com, LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	<input checked="" type="checkbox"/> indeed.com – rejected offer
2. [REDACTED]	M	W	<input type="checkbox"/> colleague; Mark Hogan
3. [REDACTED]	M	W	<input checked="" type="checkbox"/> Careerboard.com
4. [REDACTED]	F	W	<input checked="" type="checkbox"/> indeed.com
5. [REDACTED]	M	W	<input checked="" type="checkbox"/> ideastream website
6. [REDACTED]	M	W	<input checked="" type="checkbox"/> WCPN Website
7. [REDACTED]	M	A	<input checked="" type="checkbox"/> indeed.com (withdrew – other offer)

NAME OF APPLICANT SELECTED: [REDACTED]  
STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 7/28/2014

REQUIRED SIGNATURES:

*Kenn D Macdonald*  
HUMAN RESOURCES DIRECTOR  
*[Signature]*  
CHIEF FINANCIAL OFFICER

7/14/2014  
DATE  
7/14/2014  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

\_\_\_\_\_  
DATE

## **Bartlett, Annie**

---

**From:** MacDonald, Kim  
**Sent:** Wednesday, April 30, 2014 12:16 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING~Manager, Information Technology

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

ideastream®



### NOTICE OF JOB OPENING

**Job Title: Manager, Information Technology**

**Reports to: Senior Director, Technology**

ideastream®, a non-profit public media organization based in Cleveland, Ohio is searching for a **Manager, Information Technology**

This position is responsible for the planning, organizing, management, execution and integration of ideastream's IT functions. This role will have responsibility for: information technology department management, network administration, systems administration, systems integration and internal consulting. This position provides technical and organizational support of functional areas for departmental networks, servers, and application resources; as well as to provide customer support to those areas.

Qualifications include:

- Progressive experience, including network infrastructure, systems administration, web and systems integration, along with advanced technical or managerial credentials.
- Project management or consulting experience preferred.
- Bachelor's degree in computer science or related field including successful supervision of IT staff, network, datacenter, enterprise application operations, or major systems integration project. Master's degree helpful.
- MCSE/A, CCNA, DBA, CompTIA, SANS and/or other related certifications highly desirable

ideastream applies the power of media to education, culture and citizenship. It is a consolidation of eight programs and services, including WVIZ/PBS, 90.3 WCPN and WCLV Classical 104.9

For a **full job description** and to apply go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the job title.

ideastream is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Assistant Producer

DEPARTMENT: OGT

REPORTS TO: Dan Shellenbarger

DATE POSITION BECAME AVAILABLE FOR HIRING: 7/11/2014

EXPECTED STARTING DATE FOR POSITION: 8/11/2014

- I. INTERNAL POSTING : DATE: 7/28/2014  
IDEASTREAM WEBSITES POSTING: DATE: 7/28/2014

- II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE of Columbus YES  NO   
 ODJFS (Employment Connection) YES  NO

WEBSITES:

OTHER: Columbus NAACP

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
 PLAIN DEALER YES  NO   
 OTHER YES  NO  Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	ideastream website
2. [REDACTED]	M	W	current LSC intern
3. [REDACTED]	M	B	current LSC intern

NAME OF APPLICANT SELECTED: [REDACTED]

hired 2 from pool

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 8-18-2014

REQUIRED SIGNATURES:

Kim MacDonald  
HUMAN RESOURCES DIRECTOR

8/14/14  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

8-14-2014  
DATE

[Signature]  
DEPARTMENT HEAD

8-14-2014  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

8-14-2014  
DATE

ideastream



**NOTICE OF JOB OPENING**

*Assistant Producer*  
**Two Positions Available**

**THESE POSITIONS ARE LOCATED IN COLUMBUS, OH**

**Department: OGT (The Ohio Channel)**

**Reports to: Production Manager**

**Position Summary:**

Support the creation of programs, packaged program elements and web content of high quality and relevance that is valued and used by audiences.

**Essential duties and responsibilities:**

- Perform assistant producer duties such as: pitching ideas, booking & receiving guests, supporting host/reporter performance, assist with field producing and production design.
- Perform research duties including program, segment, and story research, gathering and organizing information, fact checking and script writing.
- Perform administrative support duties for program or project production including phones, emails, fax distribution, internal communication, purchasing, and correspondence as necessary for producer(s) or management.
- Run studio cameras and equipment necessary for broadcast productions.
- Edit programs.
- Direct programs.
- Perform other duties as assigned

**Qualifications**

**Knowledge/skills/aptitudes:**

Working knowledge of basic office applications. Knowledge of and experience with evolving professional media production techniques and equipment. Well organized and demonstrates the ability to multi-task and prioritize in a high pressure environment. Demonstrated strong ability to conduct research, compile and organize information. Managing multiple priorities and successfully completing assignments on deadline. Strong oral and written communication skills. Ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies of public broadcasting.

**Experience:**

Entry level experience in broadcast news and/or production. Experience preferred.

**Education:**

Bachelor's degree from an accredited college or university or equivalent experience.

**Essential Physical Demands and Working Environment:**

Must have valid driver's license and daily access to personal vehicle. In-state travel is required. Ability to see, communicate, hear and utilize electronic communication devices.

For a full job description please visit the ideastream website [www.ideastream.org/employment](http://www.ideastream.org/employment)

**ideastream** is an Equal Opportunity Employer.  
Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.  
We value diversity in our workplace.

To apply for this job go to <http://www.ideastream.org/employment>.

**RECRUITMENT ACTION SUMMARY FORM**

*COORDINATOR*

POSITION TITLE: Program Manager, Education

DEPARTMENT: Education

REPORTS TO: Linda Williams

DATE POSITION BECAME AVAILABLE FOR HIRING: 7/30/2014

EXPECTED STARTING DATE FOR POSITION: 8/30/2014

- I. INTERNAL POSTING : DATE: 8/15/2014
- IDEASTREAM WEBSITES POSTING: DATE: 8/15/2014

- II. RECRUITMENT SOURCES USED:
- URBAN LEAGUE YES  NO

Ohio Means Jobs YES  NO

WEBSITES: K-12 Jobspot; careerboard.com

OTHER: NAACP, Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO
- PLAIN DEALER YES  NO
- OTHER YES  NO  Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	Greg Wasil
2. [REDACTED]	F	W	Careerboard
3. [REDACTED]	F	W	K-12 Jobspot

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 8/25/14

REQUIRED SIGNATURES:

*Kim MacDonald*  
HUMAN RESOURCES DIRECTOR

8/25/14

DATE

*[Signature]*  
CHIEF FINANCIAL OFFICER

9/4/14

DATE

DEPARTMENT HEAD

DATE

*[Signature]*  
IMMEDIATE SUPERVISOR

DATE



**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: *Coordinator*  
Program Manager, Education (Grant)

DEPARTMENT: Education

REPORTS TO: Linda Williams

DATE POSITION BECAME AVAILABLE FOR HIRING: 7/30/2014

EXPECTED STARTING DATE FOR POSITION: 8/30/2014

- I.  INTERNAL POSTING : DATE: 8/15/2014
- IDEASTREAM WEBSITES POSTING: DATE: 8/15/2014

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES  NO

Ohio Means Jobs YES  NO

WEBSITES: K-12 Jobspot;

OTHER: NAACP, Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO
- PLAIN DEALER YES  NO
- OTHER YES  NO  *Current*

**SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION**

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	F	W	<input checked="" type="checkbox"/> ideastream website
2. [REDACTED]	F	W	<input checked="" type="checkbox"/> Mike Shaferenko
3. [REDACTED]	F	B	<input checked="" type="checkbox"/> indeed.com
4. [REDACTED]	M	B	<input checked="" type="checkbox"/> Eric Siler
5. [REDACTED]	F	B	<input checked="" type="checkbox"/> ideastream website
6. [REDACTED]	F	B	<input checked="" type="checkbox"/> ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 10/6/14

REQUIRED SIGNATURES:

*Kimi MacDonald*  
 \_\_\_\_\_  
 HUMAN RESOURCES DIRECTOR

DATE  
 9/4/2014

*[Signature]*  
 \_\_\_\_\_  
 CHIEF FINANCIAL OFFICER

DATE

*[Signature]*  
 \_\_\_\_\_  
 DEPARTMENT HEAD

DATE

IMMEDIATE SUPERVISOR

DATE

ideastream®



ideastream, Northeast Ohio's innovative Public Media organization has an job available in the  
Education area

**EDUCATION ADMINISTRATIVE SPECIALIST**

This position will assist with administrative and logistical support to the Education Department programs of ideastream, with a focus on the SMART (Science & Math) consortium activities. The successful candidate will assist the director and other Education Department Staff with workshop logistics including registration, material preparation, catering, invoicing and participant communications. S/he will maintain and update program related communications including brochures, promotional print, and organizational documents including website updates using content management programs. Perform data entry, including typing, and general clerical duties. Complete all printing/copying logistics for the department.

**Qualifications include:**

Proficiency in Microsoft Office and database software.  
Strong interpersonal skills: must be polished, articulate and energetic.  
Good customer service skills  
Demonstrated skills in event planning.  
Excellent organizational skills; confidentiality  
Ability to multi-task and problem solve

**Experience** as an administrative professional with customer service and program or event coordination responsibilities preferred.

**Education:** Some post-secondary business related course work or equivalent experience required. Associate's or Bachelor's Degree with business/marketing related coursework a plus.

Go to <http://www.ideastream.org/employment> for complete job description and to apply. Ideastream is an equal opportunity employer; we value diversity in our workplace.

After posting, the Title of  
this position was changed to  
"Program Coordinator"

We used the same applicant pool  
to hire two people for the Education  
Department - the skills and Education  
were the same.

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Tuesday, July 22, 2014 12:29 PM  
**To:** ideastream STAFF  
**Subject:** CORRECTION to previous Job Posting ~ Education Administrative Specialist

ideastream, Northeast Ohio's innovative Public Media organization has an job available in the Education area

**EDUCATION ADMINISTRATIVE SPECIALIST**

This position will assist with administrative and logistical support to the Education Department programs of ideastream, with a focus on the SMART (Science & Math) consortium activities. The successful candidate will assist the director and other Education Department Staff with workshop logistics including registration, material preparation, catering, invoicing and participant communications. S/he will maintain and update program related communications including brochures, promotional print, and organizational documents including website updates using content management programs. Perform data entry, including typing, and general clerical duties. Complete all printing/copying logistics for the department.

**Qualifications include:**

Proficiency in Microsoft Office and database software.  
Strong interpersonal skills: must be polished, articulate and energetic.  
Good customer service skills  
Demonstrated skills in event planning.  
Excellent organizational skills; confidentiality  
Ability to multi-task and problem solve

**Experience** as an administrative professional with customer service and program or event coordination responsibilities preferred.

**Education:** Some post-secondary business related course work or equivalent experience required. Associate's or Bachelor's Degree with business/marketing related coursework a plus.

Go to [www.ideastream.org/employment](http://www.ideastream.org/employment) for complete job description and to apply.  
Ideastream is an equal opportunity employer; we value diversity in our workplace.

**PLEASE DISREGARD THE ORIGINAL POSTING BELOW**

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**From:** MacDonald, Kim  
**Sent:** Thursday, July 17, 2014 5:20 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Exec Administrative Assistant

ideastream, Northeast Ohio's innovative Public Media organization has an job available in the Education area

**Executive Administrative Assistant**

This position provides administrative assistance and logistical support to the **Education Department** programs of ideastream. The successful candidate will regularly communicate with teachers, principals and superintendents in area school systems. S/he will oversee and coordinate all workshop logistics including registration, material preparation, catering, invoicing and participant communications. S/he will develop, maintain and update program related communications including brochures, promotional print, and organizational documents including website updates using content management programs.

Manage all printing logistics for the department.

**Qualifications include:** proficiency in Microsoft Office and database software.

Strong interpersonal skills; must be polished, articulate and energetic.

Strong customer service skills

Knowledge of promotional techniques and tools.

Demonstrated skills in event planning.

Excellent organizational skills; confidentiality

Ability to multi-task and problem solve

**Experience** as an administrative professional with customer service and program or event coordination responsibilities preferred. Seasoned level of experience as an administrative support professional required.

**Education required:** Associate's Degree with business/marketing related coursework or equivalent experience required.

Go to [www.ideastream.org/employment](http://www.ideastream.org/employment) for complete job description and to apply.

*ideastream is an equal opportunity employer; we value diversity in our workplace.*

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Managing Editor, News

DEPARTMENT: Content

REPORTS TO: Kit Jensen

DATE POSITION BECAME AVAILABLE FOR HIRING: 4/3/2014  
EXPECTED STARTING DATE FOR POSITION: 8/1/2014

I. INTERNAL POSTING : DATE: 4/3/2014  
IDEASTREAM WEBSITES POSTING: DATE: 4/3/2014

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 ODJFS (Ohio Means Jobs ) YES  NO

WEBSITES: CPBJobline; NETAonline; PMBA.org; Greaterpublic.org; PBS; PRPD; PRINDI;  
 Cleveland.com; Journalismjobs.com; NationalAssocBlackjournalists; National Assoc of Hispanic  
journalists; Journalismnext.com; Media Bistro; Poynter Institute

OTHER: NAACP; Esperanza; LinkedIn; Emma Bowen Foundation

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human  
Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  Current  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

**SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION**

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	Livingston
2. [REDACTED]	M	W	Livingston
3. [REDACTED]	M	B	Livingston

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 10/6/14

**REQUIRED SIGNATURES:**

[Signature]  
HUMAN RESOURCES DIRECTOR

8/12/14  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

8/12/14  
DATE

[Signature]  
DEPARTMENT HEAD

8/12/14  
DATE

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

\_\_\_\_\_  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Wednesday, April 09, 2014 10:02 AM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Managing Editor, News - Repost with revisions

ideastream®



## NOTICE OF JOB OPENING

**Title:** Managing Editor, News

**Reports to:** Chief Operating Officer

ideastream®, is adding capacity to create content built around news, health, education, arts and culture, community issues, and state government. We're searching for a seasoned news leader ready to explore, navigate and manage coverage across radio, TV and digital space; someone who thrives in an expanding but uncertain universe.

The **Managing Editor, News**, sets direction daily for reporters, plans for long-form pieces, serves as primary, hands-on editor. He/she coordinates and synthesizes coverage with hosts, teams and shows. The ideal candidate will be a public media journalist who has a strong track record as a writer and supervisor as well as demonstrated abilities in media production, workflow processes, and editing software. Want to find out more? For a full job description, qualifications and to apply please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the job title: *Managing Editor, News*

ideastream is a non-profit public media organization based in Cleveland, Ohio that applies the power of media to education, culture and citizenship. ideastream is a consolidation of eight programs and services, including WVIZ/PBS, 90.3 WCPN and WCLV Classical 104.9.

ideastream is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

**Deadline for application:** This job is open until filled.

## RECRUITMENT ACTION SUMMARY FORM

**POSITION TITLE:** Development Support Coordinator  
(title changed from posting- Executive Admin Assist)

**DEPARTMENT:** Development and Communications  
**REPORTS TO:** Mary Grace Herrington

**DATE POSITION BECAME AVAILABLE FOR HIRING:** 8/26/2014

**EXPECTED STARTING DATE FOR POSITION:** 10/15/2014

I. INTERNAL POSTING : DATE: 8/26/2014  
IDEASTREAM WEBSITES POSTING: DATE: 8/26/2014

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO

Ohio Means Jobs (Employment Connection) YES  NO

WEBSITES & SM: Cleveland.com; Careerboard.com; Assoc of Fundraising Professionals (AFP); CAC;

OTHER: NAACP, Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	H	LinkedIn
2. [REDACTED]	F	W	Staffing Solutions Agency
3. [REDACTED]	F	W	Indeed.com
4. [REDACTED]	F	W	Ohio Means Jobs
5. [REDACTED]	F	B	ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: \_\_\_\_\_

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

[Signature]  
CHIEF FINANCIAL OFFICER

[Signature]  
DEPARTMENT HEAD

[Signature]  
IMMEDIATE SUPERVISOR

10/8/14  
DATE

10/8/2014  
DATE

8 OCT 2014  
DATE

8 OCT 2014  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Tuesday, August 26, 2014 12:34 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Executive Administrative Assistant

ideastream, Northeast Ohio's innovative Public Media organization has a job available in the Development area

**Executive Administrative Assistant**

This position enhances the Chief Development Officer's effectiveness by providing support for activities including, but not limited to, calendar and meeting support, preparing materials for planning and presentation purposes, and facilitating communication with major donors, trustees and stakeholders.

**Essential duties include:**

- Produces information, charts and presentations by formatting inputting, editing, retrieving, copying and transmitting text, data and graphics
- Maintains the CDO's appointment scheduled by planning and scheduling meetings, conferences, teleconferences and travel
- Welcomes donors and stakeholders and maintains their confidence by managing messaging and information transfer in a professional and confidential way.
- Maintains organizational, community and industry knowledge
- Coordinates meeting attendance, venue, materials, catering, audio/visual support

**Qualifications include:**

Excellent proficiency in all Microsoft Office packages.

Strong interpersonal skills: must be polished, articulate and display tact and diplomacy

Strong customer service skills

Excellent organizational skills

Independent thinker who is able to exercise good judgment.

Five to seven years' experience as an Executive Assistant, Office Manager or equivalent role

Experience interacting with senior management and key stakeholders

**Education required:** Bachelor's or Associate's Degree or equivalent experience required.

Go to [www.ideastream.org/employment](http://www.ideastream.org/employment) for complete job description and to apply.

ideastream is an equal opportunity employer; we value diversity in our workplace.



**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Accounting Specialist  
DEPARTMENT: Finance and Administration  
REPORTS TO: Jan Silla

DATE POSITION BECAME AVAILABLE FOR HIRING: 10/27/2014

EXPECTED STARTING DATE FOR POSITION: 12/15/2014

- I. INTERNAL POSTING: DATE: 10/30/2014  
IDEASTREAM WEBSITES POSTING: DATE: 10/30/2014

- II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 Ohio Means Jobs (Employment Connection) YES  NO

WEBSITES & SM: Cleveland.com; Careerboard.com; Cleveland State University; Kent State University; Baldwin-Wallace University; John Carroll University; Case Western Reserve University

OTHER: NAACP, Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO   
 PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	indeed.com
2. [REDACTED]	F	B	indeed.com
3. [REDACTED]	F	B	CSU job board
4. [REDACTED]	F	B	indeed.com

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 12/22/14

REQUIRED SIGNATURES:

Kim MacDonald  
HUMAN RESOURCES DIRECTOR

12-10-14  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

12-10-14  
DATE

DEPARTMENT HEAD

DATE

Janis Silla  
IMMEDIATE SUPERVISOR

DATE

ideastream®



**NOTICE OF JOB OPENING**

**Accounting Specialist**

The Accounting Specialist role performs a wide variety of accounting support functions in revenue/billing, cash management, accounts receivable and general office areas.

**Qualifications include:** Basic knowledge of accounting principles. Demonstrated computer skills, proficiency with Microsoft Office package. Competency with Great Plains financial software is a plus.

**Experience:** Entry to moderate level of accounting experience. Accounts receivable and accounts payable experience preferred

**Education:** Associate's Degree in Business or Accounting or equivalent experience. Bachelor's Degree preferred.

Go to <http://www.ideastream.org/employment> for complete job descriptions and to apply.  
*ideastream is an equal opportunity employer; we value diversity in our workplace.*

**RECRUITMENT ACTION SUMMARY FORM**

**POSITION TITLE:** Budgets and Reporting Manager  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** John Phillips

DATE POSITION BECAME AVAILABLE FOR HIRING: 12/9/2014

EXPECTED STARTING DATE FOR POSITION: 2/15/2015

I. INTERNAL POSTING : DATE: 12/12/2014  
IDEASTREAM WEBSITES POSTING: DATE: 12/12/2014

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 Ohio Means Jobs (Employment Connection) YES  NO

WEBSITES & SM: Cleveland.com; Careerboard.com; Cleveland State University; Kent State University; Akron University; CPBjobline; LinkedIn; National Association of Black Accountants; Granted.com; Cuyahoga Arts and Culture group. PMBA online

OTHER: NAACP, Esperanza, Emma Bowen Fedn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES \_\_\_ NO \_\_\_  
PLAIN DEALER YES \_\_\_ NO \_\_\_  
OTHER YES  NO \_\_\_ *Current*  
SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	LinkedIn
2. [REDACTED]	F	B	ideastream website
3. [REDACTED]	F	W	Indeed.com
4. [REDACTED]	M	W	John-Phillips + website
5. [REDACTED]	F	W	ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 2/16/2015

REQUIRED SIGNATURES:

*Kim Macdonald*  
\_\_\_\_\_  
HUMAN RESOURCES DIRECTOR

1/9/2015  
DATE

*[Signature]*  
\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

1/9/2015  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

\_\_\_\_\_  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Friday, December 12, 2014 5:04 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Budgets and Reporting Manager

ideastream®



ideastream, Northeast Ohio's non-profit public media organization has the following job available

**Budgets and Reporting Manager**

The Budgets and Reporting Manager is a role for a skilled accountant. This position is responsible for the preparation and financial analysis review of budgets and financial forecasting process. Another key responsibility is to assure compliance with regulatory/governmental requirements and timely reporting.

**Qualifications include:** In depth knowledge of accounting principles, practices, non-profit and regulatory reporting. Excellent computer proficiency with Microsoft Office and a variety of accounting software and spreadsheet analysis applications. Competency with Great Plains financial software is a plus. Demonstrated trust and integrity and strong attention to detail.

**Experience:** Moderate level (5+ years) of accounting budgeting or financial analysis experience. Public Broadcasting Experience a plus.

**Education:** Bachelor's Degree in Finance, Accounting or equivalent experience. CPA a plus.

Go to [www.ideastream.org/employment](http://www.ideastream.org/employment) for complete job description and to apply.  
*ideastream is an equal opportunity employer; we value diversity in our workplace.*

Kim MacDonald  
Human Resources Director  
Extension: 6382

*The mission of ideastream is to strengthen our communities...*

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Associate Editor

DEPARTMENT: Content

REPORTS TO: Mark Simpson

DATE POSITION BECAME AVAILABLE FOR HIRING: 11/11/2014

EXPECTED STARTING DATE FOR POSITION: 2/1/2015

- I. INTERNAL POSTING : DATE: 11/14/2014
- IDEASTREAM WEBSITES POSTING: DATE: 11/14/2014

- II. RECRUITMENT SOURCES USED:
- URBAN LEAGUE YES  NO

ODJFS (Ohio Means Jobs ) YES  NO

WEBSITES: CPBJobline; PMBA.org; Cleveland.com; Journalismjobs.com; NationalAssocBlack Journalists; National Assoc of Hispanic Journalists; Journalismnext.com; Media Bistro; Poynter Institute, Emma Bowen Fdn

OTHER: NAACP; Esperanza; LinkedIn; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  Current  NO
- PLAIN DEALER YES  NO
- OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	F	A	ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED [REDACTED]

HIRE DATE: 3/9/15

REQUIRED SIGNATURES:

Kim MacDonald

HUMAN RESOURCES DIRECTOR

2/20/15

DATE

[Signature]

CHIEF FINANCIAL OFFICER

2/23/15

DATE

Mark Simpson

DEPARTMENT HEAD

2/23/15

DATE

[Signature]

IMMEDIATE SUPERVISOR

2/23/15

DATE

ideastream®



## Notice of Job Opening

### Associate Editor

ideastream® the innovative Public Broadcasting multiple media organization in Cleveland, OH has an opportunity for an experienced news editor with a portfolio of radio and/or TV work that demonstrates reporting excellence and public media values. This position reports to the Managing Editor, News and will be responsible for supervision and daily editing of reporter's content for presentation on multiple media.

Qualifications include:

- Bachelor's Degree or equivalent experience in journalism
- Seasoned level of experience in a collaborative team management environment; reporting, editing or producing within journalistic organizations.
- Evidence of reliable news judgment and editorial integrity.
- Ability to perform as a substitute program Host and Newscaster on radio/TV
- Clear understanding of FCC and other regulations and standards affecting broadcast journalism preferred.
- Demonstrated record of excellence and achievement in journalism. Familiarity with public radio is a plus.

For complete job description and to apply please go to  
<http://www.ideastream.org/employment>

Ideastream is an equal opportunity employer; we value diversity in our workplace.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Managing Producer

DEPARTMENT: Content

REPORTS TO: Mark Rosenberger

DATE POSITION BECAME AVAILABLE FOR HIRING: 11/5/2014  
EXPECTED STARTING DATE FOR POSITION: 3/1/2015

I. INTERNAL POSTING : DATE: 11/5/2014  
IDEASTREAM WEBSITES POSTING: DATE: 11/5/2014

II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO

ODJFS (Ohio Means Jobs ) YES  NO

WEBSITES:  CPBJobline;  NETAonline;  PMBA.org;  Cleveland.com;  Journalismjobs.com;  
 NationalAssocBlack journalists;  National Assoc of Hispanic journalists;  Journalismnext.com;  Media  
Bistro;  Poynter Institute;  OAB.org;

OTHER:  NAACP;  Esperanza;  LinkedIn;  Emma Bowen Foundation for Minority Interests in Media

ORGANIZATIONS REQUESTING OUR POSTINGS:  Ohio Center for Broadcasting,  Cincinnati Human  
Relations Commission

III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  Current  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	Livingston
2. [REDACTED]	M	W	Simply Hired.com
3. [REDACTED]	F	W	Internal candidate
4. [REDACTED]	F	W	Internal candidate
5. [REDACTED]	M	W	Livingston

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 3/16/2015

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

2/27/2015  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

2/27/15  
DATE

[Signature]  
DEPARTMENT HEAD

2/27/15  
DATE

[Signature]

2/27/15

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Tuesday, November 04, 2014 11:49 AM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENINGS ~ Managing Producers

ideastream®



NOTICE OF JOB OPENINGS

Managing Producer

Here's an opportunity to join a dynamic and award-winning content department at an expanding multiple media organization in a culturally rich and progressive location. Cleveland's *ideastream*® is seeking personable, talented and energetic people to join the staff. ideastream has these exciting opportunities now available. Minimum qualifications include a bachelor's degree and professional experience similar to the roles listed below.

**MANAGING PRODUCER – News and Public Affairs programming**

An experienced managing producer with multiple media production experience (TV, radio, web) in both studio & field. This position will have oversight of a unit of reporters and producers to provide multiple media product in a fast paced environment. This person should have demonstrated skills and experience in creating both segments and complete programs. The successful candidate will have experience and knowledge in news and public affairs programming and executive producing. Supervisory experience and managing large projects also required.

**MANAGING PRODUCER – Specials**

An experienced managing producer with multiple media production experience (TV, radio, web) in both studio & field. This person should have demonstrated skills and experience in producing major projects successfully from start to finish of the stature for national distribution. The successful candidate will have experience and knowledge in public media programming and executive producing. Supervisory experience also required. We will give preference to candidates who have produced program(s) distributed to PBS stations nationwide.

If you fit either of these profiles and are looking for the next big move in your career please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the position desired. There you can review **full job descriptions, additional requirements and apply.**

*ideastream is an equal opportunity employer, we value diversity in our workplace.*



**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Sr. Systems Administrator  
DEPARTMENT: Technology  
REPORTS TO: John DeBarr

DATE POSITION BECAME AVAILABLE FOR HIRING: 2/26/2015

EXPECTED STARTING DATE FOR POSITION: as soon as possible

- I. INTERNAL POSTING : DATE: 2/26/2015  
IDEASTREAM WEBSITES POSTING: DATE: 2/26/2015

- II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 Ohio Means Jobs (Employment Connection) YES  NO

WEBSITES & SM: Cleveland.com; Careerboard.com; Cleveland State University; Tri-C; Akron University; Kent State University; Association of Black Engineers; WITInternational.com; Diversity Cleveland.com; FaceBook; LinkedIn; Craig's List

OTHER: NAACP, Esperanza, Greater Cleveland Partnership Diversity Job Board; Cuyahoga Arts and Culture Job Board

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES \_\_\_ NO   
PLAIN DEALER YES \_\_\_ NO \_\_\_  
OTHER YES \_\_\_ NO \_\_\_

**SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION**

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	W	Craig's List
2. [REDACTED]	F	W	Social Media posting
3. [REDACTED]	M	W	Craig's List

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 4/6/2015

**REQUIRED SIGNATURES:**

Kim D. Macdonald  
HUMAN RESOURCES DIRECTOR

3/23/15  
DATE

John Kelly  
CHIEF FINANCIAL OFFICER

3/24/15  
DATE

Thomas P. Fucini  
DEPARTMENT HEAD

3/23/2015  
DATE

John DeBarr  
IMMEDIATE SUPERVISOR

3/23/15  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Thursday, February 26, 2015 12:22 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Senior Systems Administrator

ideastream®



**NOTICE OF JOB OPENING.  
Sr. Systems Administrator**

ideastream®, a non-profit public media organization located in Playhouse Square in Cleveland, Ohio is searching for a **Senior Systems Administrator**

This position supports the IT Manager to monitor, analyze, implement and maintain all mission critical systems and proactively monitor and remediate problems in a 24/7 environment.

Qualifications include:

- Proficiency in the areas of systems administration, operating systems, hardware, software and networking systems.
- Demonstrated knowledge of storage and archival management systems, Internet, intranet, extranet client/server and service oriented architectures
- Familiarity with application programming, database and system design, process automation and programmable control systems.
- Bachelor's degree in computer science or related field preferred.
- MCSA, CCNA, CBNT, DBA/or other related certifications highly desirable

ideastream applies the power of media to education, culture and citizenship. It is a consolidation of eight programs and services, including WVIZ/PBS, 90.3 WCPN and WCLV Classical 104.9

For a full job description and to apply go to [www.ideastream.org/employment](http://www.ideastream.org/employment) and click on the job title.

ideastream is an Equal Opportunity Employer.  
Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.  
We value diversity in our workplace

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Associate Producer (Community Engagement, Web, SM)

DEPARTMENT: Content

REPORTS TO: Mike Shafarenko

DATE POSITION BECAME AVAILABLE FOR HIRING: 1/22/2015  
EXPECTED STARTING DATE FOR POSITION: 4/1/2015

- I. INTERNAL POSTING : DATE: 1/23/2014  
IDEASTREAM WEBSITES POSTING: DATE: 1/23/2015

- II. RECRUITMENT SOURCES USED:  
 URBAN LEAGUE YES  NO   
 ODJFS (Ohio Means Jobs ) YES  NO

WEBSITES: CPBJobline; Cleveland.com; Journalismjobs.com; NationalAssocBlack journalists; National Assoc of Hispanic journalists; Journalismnext.com; Media Bistro; Lost Remote

OTHER: NAACP; Esperanza; LinkedIn; Emma Bowen Foundation for Minority Interests in Media

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES x- Current  NO   
PLAIN DEALER YES  NO   
OTHER YES  NO

**SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION**

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	ideastream website ( offered and declined)
2. [REDACTED]	F	W	Linked In
3. [REDACTED]	F	W	Mike Vendeland
4. [REDACTED]	M	W	couldn't remember
5. [REDACTED]	M	H	indeed.com (withdrew before interview)
6. [REDACTED]	M		2 or more – ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 4/8/15

**REQUIRED SIGNATURES:**

Kennie MacDonald  
HUMAN RESOURCES DIRECTOR

4/2/15  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

4-2-15  
DATE

[Signature]  
DEPARTMENT HEAD

4-2-15  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

4/2/15  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Friday, January 23, 2015 4:25 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Associate Producer, Community Engagement, Web and Social Media

## NOTICE OF JOB OPENING

### Associate Producer, Community Engagement, Web and Social Media

ideastream®, Northeast Ohio's Public Media organization, has an exciting opportunity for an Associate Producer for the Community Engagement, Web and Social Media area of the organization.

The ideal Associate Producer candidate will demonstrate knowledge of cutting edge and innovative uses of media, journalism and technology, possess Web publishing skills. This position will support online and community engagement projects by producing high quality multiple media content, coordinating engagement projects. They will have strong oral and written communication skills and the ability to analyze engagement/web and social media data and summarize information concisely, among other qualifications.

#### Essential duties

- Support all aspects of productions and production elements on multiple platforms with emphasis on web and social media content.
- Create and manage systems to track progress of ongoing projects and initiatives in order to facilitate progress, measure success and apply findings to future projects. Prepare and present project reports
- Perform research duties including gathering and organizing information, fact checking and researching national and local initiatives
- Compile data for, analyze and draft qualitative/quantitative reports on engagement activity for clients, sponsors, partners and/or internal staff
- Distribute weekly e-newsletter to Civic Commons' registered members
- Present data and information through engaging media tools (e.g. infographics, video/audio clips, word-clouds, graphs, slideshows)
- Perform administrative support duties for program or project production including phones, emails, internal communication, purchasing, and correspondence as necessary for producer(s) or management; handle all community and online event logistics
- Participate in on-air fundraising as needed

Qualifications include: Bachelor's Degree or equivalent experience, experience producing high quality, high impact multiple media productions. Television, Radio and Web-based production experience preferred.

To view a full job description and to apply go to [www.ideastream.org/employment](http://www.ideastream.org/employment).

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace

## Documents in response to question 3D

Documentation regarding four outreach activities.

- Four job/internship Fairs (classification 1)
- Internship Program (classification 5)
- One Management Training program (classification 8 and 14)
- Employee and Management Diversity Training program (classification 14)

Thursday, November 7, 2013 - 4:30-7pm - Lou Higgins Recreation Center

## Table Assignments

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Akron Racers	20	NASA Glenn Research Center	67
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<b>AssuraMed</b>	1	Neighborhood Alliance	99
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Bellefaire JCB	59	New York Life Insurance Company	40
<b>Bold Alternatives Solar</b>	17	Northeast Ohio Regional Sewer District	28
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Camp Ho Mita Koda	18	NVR, Inc/Ryan Homes	65
Carver Financial Services	75	Oatey Company	19
Cavaliers Holdings LLC	45	<b>OEConnection</b>	<b>4</b>
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<b>Dewey's Pizza</b>	15	Quadax, Inc.	44
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<b>Enterprise Rent-a-Car</b>	14	Ridge Tool Company	39
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Flying Horse Farms	100	Sequoia Financial Group	74
Force Sports	66	<b>Sherwin-Williams Company (2)</b>	<b>13 &amp; 22</b>
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Greater Cleveland Sports Commission	79	<b>State Farm Insurance Companies</b>	<b>7</b>
Hard Rock Rocksino Northfield Park	78	Target	54
HumanArc	34	The Centers for Families and Children	55
Hyland Software	60	The City Mission	84
i9 Sports	73	The MetroHealth System	21
ideastream WVIZ/PBS	25	<b>TPI Efficiency Consulting</b>	<b>8</b>
Kelley Green Web	71	TravelCenters of America	98
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Leadership Lorain County	80	<b>Westfield Insurance Company</b>	<b>16</b>
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McMaster-Carr Supply Company	49	YMCA of Greater Cleveland	56

# CAREER & INTERNSHIP EXPO

*Yellow Jackets for Hire!*

**Thursday, November 7, 2013**

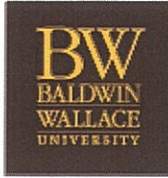
4:30 - 7:00 p.m.

Lou Higgins Recreation Center

Career Services 440-826-2101







# CAREER&INTERNSHIP EXPO

*Yellow Jackets for Hire!*

November 7, 2013

Dear Career & Internship Expo Attendee:

Welcome to Baldwin Wallace University's annual Career & Internship Expo. We are delighted that you are participating in this year's Expo and are confident you will enjoy meeting our talented students and alumni.

I'd like to take this opportunity to give special thanks to our sponsoring organizations who have given their time and financial resources in support of the Career & Internship Expo. Our sponsors are:

**Acumen Solutions**  
**AssuraMed (dba Edgepark Medical Supplies)**  
**Bold Alternatives Solar**  
**Dewey's Pizza**  
**Enterprise Rent-A-Car**  
**National Interstate Insurance Company**  
**OEConnection**  
**Panther Expedited Services**

**Quicken Loans**  
**Safeguard Properties**  
**The Sherwin-Williams Company**  
**Skylight Financial Group**  
**State Farm Insurance Companies**  
**The SpyGlass Group**  
**TPI Efficiency Consulting**  
**Westfield Insurance Company**

Complimentary refreshments are available from 5-7pm for all employer representatives at the east end of the Lou Higgins Recreation Center. Restrooms are located on both the main and upper level of the Recreation Center. If you need any assistance, student volunteers—identified by their white *VIP Backstage Passes*—are available throughout the afternoon to assist you.

We hope that you will be able to stay until the event's conclusion. As a special thank you to those who are present, we will be raffling off three gift certificates at 7pm. Thank you again for selecting Baldwin Wallace University to promote your internship and employment opportunities. Our students have been looking forward and preparing for this day for some time now. Thank you for giving them this opportunity.

If after meeting our fantastic students and alumni at Expo, you want to schedule an On-Campus Interview or participate in Mock Interview Day (Tuesday, November 12<sup>th</sup>), simply call Career Services at 440-826-2101.

Sincerely,

A handwritten signature in black ink that reads 'Carmen Castro-Rivera'.

Carmen Castro-Rivera  
Director

A handwritten signature in black ink that reads 'Beth Ehrbar'.

Beth Ehrbar  
Assistant Director



\* **Hyland Software, Inc.**

Table No: 60

[www.hyland.com/](http://www.hyland.com/)

Hyland offers rewarding careers in software engineering, quality assurance, tech support, implementation services, solution consulting, sales, marketing and more.

Majors Recruiting: Comp. Info Syst. Analyst, Computer Science, Software Engineering, Computer Science Web Applcns. Engineer

Possible Positions: Technical Support Analyst, Solution Consultant, Software Developer, Quality Assurance Analyst, Intern

---

**i9 Sports**

Table No: 73

[www.i9sports.com](http://www.i9sports.com)

We organize sports leagues for kids ages 3-14 including flag football, basketball, t-ball and soccer

Majors Recruiting: Marketing, Athletic Coaching, Health & Physical Education, Health Promotion & Education, Sport Management, Exercise Science, Physical Education

Possible Positions: Site Manager, Officials, Marketing Assistant

---

**ideastream WVIZ/PBS & 90.3 WCPN**

Table No: 25

[www.ideastream.org](http://www.ideastream.org)

WVIZ/PBS TV 25, WCPN 90.3 FM, and WCLV 104.9 FM public broadcasters

Majors Recruiting: Art Management Program, Broadcasting & Mass Communication, Film Studies, Digital Media and Design

Possible Positions: Interns for TV, Interns for Non-profit Admin, Interns for Graphic Arts

---

\* **Kelley Green Web**

Table No: 71

[www.kelleygreenweb.com](http://www.kelleygreenweb.com)

Kelley Green Web helps businesses and organizations identify their objectives and connect with strategies and resources to meet them. We specialize in resource alignment, strategic direction, and relationship management.

Majors Recruiting: Alternate Academic Major, Studio Art, Marketing, Innovation & Entrepreneurship, Accelerated Organizational Leadership

Possible Positions: Traffic Intern, Office Administrator, Jr. Designer, Design Intern, Copywriter

---

2

**MacDonald, Kim**

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**From:** CSU Career Fair Registration <httpd@web5.fluidhosting.com>  
**Sent:** Tuesday, January 14, 2014 2:21 PM  
**To:** MacDonald, Kim; aeneas@gwis.com; mvz530@yahoo.com; k.lieske@csuohio.edu; i.rozakis@csuohio.edu; j.mixson@csuohio.edu  
**Subject:** CSU Career Fair Message

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Approval submission

Ideastream Your submission has been approved!

Once you've received your registration confirmation email, please confirm your registration by clicking on the following link:

[http://www.csucareerfair.com/confirm.php?emp\\_id=503&fair\\_id=32](http://www.csucareerfair.com/confirm.php?emp_id=503&fair_id=32)

Please remember your login code. You will need this to check on the status of your registration or to make any changes.

Login code: 873062075

REGISTRATION CONFIRMATION

Table Type: Non-Profit

Account Type: Credit Card

Total Cost: \$150.00

Registration deadline is January 30, 2014.

NOTE: No refunds after January 30, 2014.

## Cleveland State University 2014 Spring Career Fair Employers

TABLE #	NAME
1	Center for Health Affairs (The)/ CHAMPS
2	21st Century Financial, inc.
3	ABB Inc.
4	Achievement Centers for Children Camp Cheerful
5	Affluent Virtual Marketing Solutions
6	Air Force Reserve
7	Alego Health
8	American Family Insurance
9	American Greetings Corporation
10	American Spring Wire Corp
11	ARC Document Solutions
12	Becker Professional Education
13	Bellefaire JCB/ Appplewood Centers
14	Buckeye International, Inc.
15	Carlisle Brake and Friction
16	Cedar Point
17	Centers for Dialysis Care
18	Centers for Families and Children
19	Charter Manufacturing
20	City of Cleveland Division of Fire
21	Cleveland Metroparks Zoo Gift Store
22	Cleveland Metropolitan School District
23	Cleveland Play House
24	Cleveland Public Library
25	Cleveland State University Wolstein Center
26	Columbus Ohio Division of Police
27	Conrads Tire Express and Total Car Care
28	Coventya, Inc.
29	Crane Aerospace/Lear Romec
30	Cummins Inc
31	Cuyahoga County Board of Elections
32	Cuyahoga County Executive: Department of Human Resources
33	Defense Finance and Accounting Service
34	DePere Concepts Incorporated
35	Dollar Bank
36	EmployeeScreenIQ
37	Enterprise Rent-A-Car
38	Envalo, Inc.
39	Equity Engineering Group (The)
40	ERICO International
A	Family Heritage Life Insurance Company of America
41	Farmers Insurance
42	Farmers Insurance Group-Independence
43	FedEx Ground
44	First Investors Corporation
45	Girl Scouts of North East Ohio
46	Global Recruiting Source
47	Good Nature Organic Lawn Care
48	Goodyear Tire & Rubber Company - Corporate
49	HCL Global Systems Inc
50	HealthSpan Integrated Care (formerly Kaiser)
51	Honda Manufacturing of Alabama, LLC
52	HOPE Academics/Life Skills High Schools/DELA
53	Human Arc
54	Huntington National Bank
55	Hyland Software, Inc.
56	Ideastream
57	Innovative Developments, LLC
58	Integrity Technical Services, Inc.
59	Jay Auto Group
60	Karpinski Engineering
61	KeyBank
62	Kokosing Construction Company
63	Laird
64	MAGNET
65	Matrix Pointe Software, LLC
66	Maxim Health Information Services
D	MCPc, Inc.
67	Middough Inc.
68	Moen Incorporated
69	Moen Incorporated
70	MRI Software
71	MTD Products Inc
72	Murtis Taylor Human Services
73	NASA Glenn Research Center
74	National General Insurance
75	Nationwide
76	New York Life Insurance Company
G	Nordson Corporation
77	Northeast Ohio Media Group
78	Northeast Ohio Regional Sewer District
79	Northwestern Mutual
80	O.R. Colan Associates
81	OhioGuidestone
82	One Call Now
83	Oswald Companies
84	Park Place Technologies
85	Parking Solutions Inc.
86	Peace Corps
87	Pile Dynamics, Inc
88	PLS Logistics Services
89	Positive Education Program
M	Powell Industries, Inc.
90	Predictive Service
91	Primerica Financial Services
92	Progressive
93	Progressive Insurance
94	Prudential Financial
95	Quicken Loans
96	Reserves Network (The)
97	Rockwell Automation, Inc.
98	RoviSys
99	Safeguard Properties LLC
100	Sherwin Williams Company (Internal Audit Dept.)
101	Sherwin-Williams Company
102	Snap-on Business Solutions
103	STEPS Center for Excellence in Autism
104	Sterling Jewelers
105	Strategic Systems Programs
106	Swagelok Company
107	Transtar Industries Inc.
J	Travelers Companies, Inc.
108	U.S. Air Force
109	U.S. ARMY HEALTHCARE RECRUITER
110	U.S. Army Medical Recruiting
111	U.S. Department of Labor
112	U.S. Department of State
113	U.S. NAVY Officer Programs
114	USMC Officer Programs
115	Verizon Wireless
116	VetSuccess On Campus
117	Walmart Stores, Inc.
119	Welcome House, Inc.
120	WESCO Distribution
121	Womens Center of Grtr Cleveland
122	Woodbine Products Company



3

**KENT STATE**  
UNIVERSITY  
College of Communication and Information  
P.O. Box 5190, Kent, Ohio 44242  
[www.kent.edu/cdi](http://www.kent.edu/cdi)

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COLLEGE OF COMMUNICATION + INFORMATION  
School of Journalism and Mass Communication  
School of Visual Communication Design  
School of Communication Studies  
School of Library and Information Science



# career expo 2014

 COLLEGE OF COMMUNICATION + INFORMATION

**COMPANY &  
ORGANIZATION  
DIRECTORY**

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(4)

**MacDonald, Kim**

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**From:** Brenda Davis-Smith <bdavissmith@noche.org>  
**Sent:** Tuesday, December 30, 2014 3:46 PM  
**To:** Brenda Davis-Smith  
**Subject:** Registration Confirmation: Career Showcase

Good afternoon,

Just a quick reminder before you start celebrating the new year, that your registration for the (i)Cleveland/NEOintern Winter Edition Career Showcase is confirmed. Each employer will have a 6 foot by 2 foot exhibit table. Please plan to bring enough exhibit/handout materials for approximately 150 attendees and a table covering.

The event will take place at Aloft Hotel, 1111 W. 10<sup>th</sup> Street, Cleveland, OH 44113 (in the Flats East Bank area next to the E&Y building.) Employer check-in begins at 2:00 p.m. and the Showcase will run from 3 to 5 p.m. Your registration includes parking and you will receive a voucher by email next week that you will need to print and bring with you - **this voucher must be handed to the parking attendant on event day.**

Let me know if you have any questions.

**Brenda J. Davis Smith, Associate Vice President, Programs**

Northeast Ohio Council on Higher Education - NOCHE  
1422 Euclid Avenue, Suite 840 | Cleveland, OH 44115  
p 216.420.9200 x223 | f 216.420.9292 | m 216.276.2556

[bdavissmith@noche.org](mailto:bdavissmith@noche.org)



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# CLEVELAND LEADERSHIP CENTER

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## January 7th, 2014 Aloft Hotel Cleveland Downtown - Ballroom

Thank you for joining us to welcome up to 150 college students and recent graduates to Cleveland. We are excited to showcase all of the fantastic opportunities available around Northeast Ohio! Below you will find resources about our participants and event details.

### Employer Resources

- **Participant Roster** (including schools, majors, career interest)
- **Resume Book** (includes those participants who choose to share their resume)
  - **A - F** click [HERE](#)
  - **G - L** click [HERE](#)
  - **M - Z** click [HERE](#)

**Questions?** Contact Program Director, Jill Pecoraro, 216-592-2226 or [jpecoraro@clevelandleads.org](mailto:jpecoraro@clevelandleads.org)

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**Cleveland Leadership Center**  
One Cleveland Center  
1375 East Ninth Street, Suite 2430  
Cleveland, Ohio 44114  
**Phone:** 216.592.2400  
**Fax:** 216.621.7733

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## (i) Cleveland-NOCHE Career Showcase 2015

Find Your 9-5 - from 9 a.m. to 5 p.m.

Your registration for (i) Cleveland-NOCHE Career Showcase has been received.

### Your submission:

#### (i) Cleveland-NOCHE Career Showcase 2015

Find Your 9-5 - from 9 a.m. to 5 p.m.

##### Website Form

##### Personal Information

**Name:** Kim MacDonald

**Title :** HR Director

**Organization :** ideastream

##### **Address:**

1375 Euclid Ave  
Cleveland, Ohio 44115

**E-mail :** kim.macdonald@ideastream.org

**Phone:** 216.916.6382 (Work)

**Please list additional organization representatives who will attend. :** Siomara Marquetti, Volunteer Coordinator

**Job/Internship Description :** The file How to apply for internship info page 2015.pdf was successfully uploaded.

*NOCHE: Connecting business and higher education*



The Hanna Building  
1422 Euclid  
Avenue Suite 840  
Cleveland, OH 44115  
**Phone:** 216.420.9200

##### Email

##### Directions



##### **Website Links**

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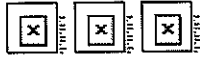
[Dashboard](#)

[Reports](#)

**MacDonald, Kim**

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**From:** NEOintern <NEOintern@mail.vresp.com>  
**Sent:** Wednesday, December 10, 2014 8:32 AM  
**To:** MacDonald, Kim  
**Subject:** (i)Cleveland/NEOintern Winter Edition & Employer Showcase



**REGISTRATION NOW OPEN FOR THE (i)Cleveland/NEOintern  
2015 WINTER EDITION EMPLOYER SHOWCASE**

**THE/NEOintern and (i)Cleveland** invite you to the third annual **Winter Edition Employer Showcase** career fair and networking event where you will meet with highly motivated and talented students looking for internship and career opportunities in Northeast Ohio. These students are from all majors and, though they hail from 50+ schools across the United States, are passionate about living and working in Northeast Ohio. We anticipate approximately 150 students will attend this event.

**DATE:** Wednesday, January 7, 2015

**TIME:** Employer check-in begins at 2:00 p.m. | Employer Showcase will run from 3:00 p.m. until 5:00 p.m.

**LOCATION:** Aloft Cleveland | 1111 W. 10th St., Cleveland, OH 44113  
(Additional location and parking details will be provided to registrants before the event.)

**REGISTRATION FEE:** Registration fee is \$150 per for-profit company and \$75 per non-profit organization. Start-up organizations may qualify for special pricing, email [pbritton@noche.org](mailto:pbritton@noche.org) for information.

**EXHIBITOR SPACE IS LIMITED!** Register online at [www.noche.org/career](http://www.noche.org/career). Exhibitors will be invoiced for the registration fee.

Each exhibitor may bring up to three representatives. If you wish to bring more than three, please contact [pbritton@noche.org](mailto:pbritton@noche.org).

Exhibitors will receive resumes of registered students in advance of the event.

**REGISTRATION DEADLINE:** January 5, 2015

Presented by  
[Cleveland](#) and [NOCHE/NEOintern](#)

**MacDonald, Kim**

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**From:** CareerExpo2015@kent.edu  
**Sent:** Tuesday, March 10, 2015 3:41 PM  
**To:** bdonnellan@wkyc.gannett.com; andy.fishman@fox8.com; brill@inside-business.com; jniesel@clevescene.com; MacDonald, Kim; jsmith@zigmarketing.com; jlkramer@kent.edu; laurao@envisionradio.com; jen@whitespace-creative.com; imuhamut@brunnerworks.com; sfoster@doner.com; ddean@nopecinfo.org; nroundtree@clevelandfn.org; christopher.washington@fahlgren.com; erika.mcdaniel@wews.com; john.bertoni@twcable.com; bev@studiothink.net; david.luther@infocision.com; mdavis@wkbn.com; mona@wfmj.com; tom.collinsworth@cbsradio.com; mgase@bakermediagroup.com; nsharpley@wtwhmedia.com; mpokorny@marcusthomasllc.com; cdoering@rockhall.org; lana.kennedy@icloud.com; bwinges@thebeaconjournal.com; lmarko@woio.com; njhahn@nbc24.com; jrasmussen@crain.com; pavandoren@sbgvtv.com; nwhitehead@dixcom.com; jbutte@kent.edu; vlgamier@meistermedia.com; grodrigue@plaind.com; melissa.ponce@twcable.com; shihn@dix-eaton.com; ccircosta@internationalstudentvoice.org  
**Subject:** CCI CareerExpo2015 Important Information



# CCI CareerExpo2015

Here is a very heart felt thank you for your participation with our students Friday.

This event is growing quickly thanks to your help. By our count 140 students attended and thirty one businesses and organizations, both records, were at the Global Center.

I'm still pouring over the exit surveys from you and the students. I look forward to sending you the summaries.

**KENT STATE**  
UNIVERSITY

College of Communication and Information  
P.O. Box 5190, Kent, Ohio 44242  
[www.kent.edu/cel](http://www.kent.edu/cel)

COLLEGE OF COMMUNICATION + INFORMATION  
School of Journalism and Mass Communication  
School of Visual Communication Design  
School of Communication Studies  
School of Library and Information Science

# career expo 2015

● ● ● ● COLLEGE OF COMMUNICATION + INFORMATION



## ABOUT THE COLLEGE OF COMMUNICATION AND INFORMATION AT KENT STATE UNIVERSITY

Four academic programs united in July 2002 to establish the College of Communication and Information at Kent State University. The Schools of Communication Studies, Journalism and Mass Communication, Library and Information Science and Visual Communication Design joined in one college to create a unique learning community in the fields of communication, information and integrative research. Recently, the College of Communication and Information celebrated its tenth anniversary as it continues to collaborate on industry and theoretical research while providing excellent education opportunities for the next generations of communicators and leaders.

According to a recent job outlook study by the National Association of Colleges and Employers, communication skills rank first among most important job characteristics employers seek. Second and third are analytical skills and teamwork skills. Programs within the College of Communication and Information focus on these necessary practices so students enter the job market with the skills needed to succeed.

## UNDERGRADUATE MAJORS WITHIN THE COLLEGE OF COMMUNICATION AND INFORMATION

- Advertising
- Communication Studies - Applied Communication
- Communication Studies - Global Communication
- Electronic Media Management
- Electronic Media Production
- Electronic Media Sports Production
- Communication Studies - Health Communication
- Communication Studies - Interpersonal Communication
- Journalism – Broadcast News
- Journalism – Magazine
- Journalism – Multimedia News
- Journalism – Photojournalism
- Communication Studies - Organizational Communication
- Photo Illustration
- Communication Studies - Public Communication
- Public Relations
- Visual Communication Design

To learn more about the College of Communication and Information, visit [www.kent.edu/ccl](http://www.kent.edu/ccl).



## Welcome to CareerExpo2015

On behalf of the College of Communication and Information (CCI), I welcome you to CareerExpo2015. Kent State's job and internship fair exclusively focused on the fields of media, communication and visual design. We are delighted you could be with us.

This is the third year for this event. The success of last year's Expo has enabled us to increase the number participating employers and expand the number of participating students.

We are also delighted to introduce you to our best assets: juniors and seniors from the Schools of Communication Studies, Journalism and Mass Communication, and Visual Communication Design. Our students are serious about their professions; they have prepared diligently, they have gained significant new skills and they enthusiastically embrace the challenges of a rapidly changing communication landscape.

Our students are ready to work. We cultivate professionalism from day one.

Our educational programs are relevant: we teach the multimedia skills essential in today's marketplace, we build critical thinking and creative storytelling skills; we expose them to the best working practitioners (including many of you); we offer industry-standard facilities, equipment and technology; we encourage participation in award-winning student media outlets and we emphasize internships across the region and nation. These experiences enable them to contribute quickly and substantially in the workplace.

CareerExpo2015 helps our students gain another important professional experience: engaging with you. Your participation today is essential to their growth as aspiring professionals and future industry leaders.

In education, success is measured by many things: enrollment, faculty, national rankings, academic honors. At CCI, we know that the most critical indicator of our success is the caliber of our students. We are proud of the quality and caliber of our students and graduating seniors.

Thank you for joining us. We know that attending CareerExpo2015 is an investment of your time. We're confident you'll find it to be time very well spent.

Thor Wasbotten  
Director, School of Journalism  
and Mass Communication

part of  
internship  
promotion

ideastream®



## About ideastream®

ideastream is public broadcasting and a whole lot more.

ideastream is a non-profit organization that applies the power of media to education, culture and citizenship. It includes WVIZ/PBS, 90.3 WCPN, WCLV 104.9, educational and public service cable channels, broadband interactive video distance learning, the Internet and other interactive media.

Based on careful and ongoing ascertainment of community needs, ideastream acquires, creates and delivers content that connects those who seek knowledge with those who have it.

ideastream leverages technical, creative and financial resources through partnerships with other organizations that share interests in education and public service. Support comes primarily from contributions made by individuals, foundations and corporations. Funding from state and federal agencies also plays a critical role.

ideastream has attracted national attention as a new model for public service media. The services of ideastream multiple media are utilized by more than 2.8 million people a month in the Northeast Ohio .

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2014  
Internship  
promo

ideastream®



## How to apply for ideastream Internships

### QUALIFICATIONS:

**Accredited school:** A student should be enrolled in an accredited college or university.

**Age:** Graduate or Undergraduate level.

Undergraduate students will preferably be between the 3<sup>rd</sup> and 4<sup>th</sup> year of study.

**Availability:** Sixteen- 24 hours a week for approx 10 weeks (flexible)

**APPLICATIONS ACCEPTED:** for Summer 2014 – Starting January 10

**Deadline for Summer Internships is March 14, 2014**

Most **ideastream** internships are unpaid. The students must receive credit or have an internship requirement for their field of study to participate

Internship areas available include:

- TV or Radio Production – year round
- Multimedia Journalism – summer only
- Culture Group – radio and TV – year round
- Event Planning/Community Development – Fall and Winter/Spring
- Communications/Promotions – year round
- Graphic Design – year round
- Information Technology – year round

Please go to [www.ideastream.org/internships](http://www.ideastream.org/internships) to review qualifications of each professional area and for an application.



# Jobs

WVIZ/PBS, 90.3 WCPN and WCLV 104.9 ideastream® is a 24/7 operation run by a dedicated group of full-time and part-time employees, and a host of volunteers. We take great pride in being a pro-active, pace-setting organization in a complex, creative and diverse community with many talents.

From time to time, we have full- or part-time job openings for new positions, for existing jobs that need to be refilled, and for paid and unpaid internships. On such occasions, detailed announcements of all current openings are listed in the links above. Instructions for application to these opportunities are noted within each posting.

▶ [Full- and Part-Time Positions](#)

▶ [Internships](#)

WVIZ/PBS, 90.3 WCPN and WCLV 104.9 ideastream offers a variety of internships at our offices in Cleveland, Ohio. The internship program is designed to provide students with an

Screen shots of online posting

WVIZ/PBS, 90.3 WCPN and WCLV 104.9 ideastream offers a variety of internships at our offices in Cleveland, Ohio. The internship program is designed to provide students with an opportunity to learn about careers in multiple media, public broadcasting and non-profit management through hands-on experience.

In order to qualify for these non-paying experiences, you must be enrolled in an accredited college or university and you must be able to receive credit for the internship.

If you are interested in any of the Internship experiences listed below please [click here](#) to access an application and follow the instructions.

- [Information Technology Intern](#)

*internship posted January 13, 2014*

- [Community Development Intern - Spring 2014](#)  
*internship posted January 13, 2014*

- [Culture Group Intern - Summer 2014](#)  
*internship posted January 13, 2014*

- [TV Production Internship - Summer 2014](#)  
*internship posted January 13, 2014*



- TV Production Internship - Summer 2014  
*internship posted January 13, 2014*
- Journalism Internship- Summer 2014  
*internship posted January 13, 2014*
- Communications Intern - Summer 2014  
*internship posted January 13, 2014*
- Graphic Design Intern - Summer 2014  
*internship posted January 13, 2014*





### Summer Interns List - 2 - 2014

Name	Area of Internship	School and Major	Home City	Year in School	Supervisor	Start Date	End Date
	Radio Journalism	University School	Solon, OH	Junior	Bill Rice		
	Accounting	Ohio Northern/Accounting	Findlay, OH	graduating senior	Jan Silla	6/9/2014	
	Graphic Arts	Ohio Northern/Graphic Arts	Grafton, OH	Junior	Jen Juan	5/19/2014	
	WCLV	Tric - Recording Arts and Tech	Parma Hts, OH	Sophomore	Robert Conrad		
	Communications	CSU/Communications	Bay Village, OH	Senior	Alina Martinet	5/21/2014	
	TV Production	Kent State/Electronic Media	Cuyahoga Falls, OH	Senior	Mike Vendeland	5/12/2014	
	Culture Group	Ohio U/News and Information	Solon, OH	Sophomore	Dave DeOreo	5/12/2014	
	Health Team	NYU- English and American Lit	Cleveland Hts, OH	Junior	Kay Colby	5/29/2014	
	TV Production	Kent State/Electronic Media	Ashley, OH	Junior	Mike Vendeland	5/19/2014	
	Communications	CSU/Promo Communications	Richfield, OH	Senior	Allina Martinet	5/20/2014	
	Membership	John Carroll/Communications	University Hts, OH	Sophomore	Jessie Deeds	6/3/2014	
	News/Radio	Northwestern U/Journalism/Film	Westlake, OH	Sophomore	Bill Rice	6/23/2014	
	Graphic Arts	Baldwin Wallace U/Graphic Arts	Cleveland, OH	Junior	Jen Juan	5/15/2014	
	Special Events	John Carroll/Communications	Brecksville, OH	Sophomore	Ella Fong	5/23/2014	
	News/Radio	Ohio State U/Journalism	Rome, OH	Junior	Ida Lieszkowszky	5/12/2014	
	Health Team	Akron U/TV-Media	Uniontown, OH	Sophomore	Kay Colby	5/12/2014	
	Culture Group	Clarke University/Screen Studies	Cleveland, OH	Sophomore	Dennis Knowles	5/12/2014	

### Fall Interns List - 2014

Name	Area of Internship	School and Major	Home City	Year in School	Supervisor	Start Date	End Date	eeo info
	Special Events	TriC - Hospitality	Cleveland, OH	Sophomore	Ella Fong			bf
	Arts/Culture	John Carroll/Communications	University Hts, OH	Sophomore	Jessie Deeds			wf

### Winter/Spring Interns List - 2015

Name	Area of Internship	School and Major	Home City	Year in Sc	Supervisor	Start Date	End Date
	Music Production	Cleveland Institute of Music/ Sound	Korea	Senior	Bob Conrad	9/23/2014	4/30/2015
	TV Production	Cleveland State University/Film, Dig	Elvira	Senior	Mike Vendeland	1/7/2015	
	Health Unit	Cleveland State University/Film, Dig	Rocky River	Senior	Ann Glausser	1/13/2015	5/7/2015



# ideastream u



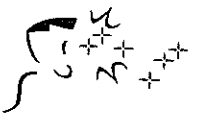
*Hiring Process Training v1.1*

## Outline: Hiring Process

Who	Content	Activities	Materials and Handouts
Kim	<b>Hiring Managers</b>  <b>Objectives:</b> <ul style="list-style-type: none"> <li>• Understand the basics of the hiring process</li> <li>• Understand hiring for cultural fit</li> <li>• Identify 4 possible interviewer biases</li> <li>• Identify questions that should never be asked in an interview</li> <li>• Be able to construct a behavioral question for an interview.</li> <li>• Verbalize the rationale for diversity hiring</li> <li>• Define diversity as it applies to ideastream</li> <li>• Identify the major steps of the ideastream hiring process</li> </ul>		
Kim	Review of hiring process, including flow chart (separate documents)		Handout #1 – the hiring process flow chart  Handout #2- the checklist for each step of process
Kit or Bob	When ideastream hires people there are several factors to keep in mind #1 hiring for the job- do they have the skills,		

Review date 3/29/2016



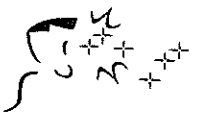


Outline: Hiring Process

	<p>Knowledge and abilities?</p> <p>#2 hiring for cultural fit; – ideastream defines what attributes are needed and then creates questions that reflect it. Things such as do they have the right personalities and work focus, (do flip chart of “cultural attributes” of ideastream.)</p> <p>List of attributes –such as</p> <ul style="list-style-type: none"> <li>a) are they adaptable to change</li> <li>b) are they flexible</li> <li>c) are they curious- love to learn</li> </ul> <p>Discuss the Success Factors – how we determined what they are and what we look for in interviews</p> <p>#3 hiring for diversity: of ideas, culture and life POV – some of the goals for diversity are required by law. such as the EEO rules – some are important in order to keep our organization focused on the community</p>	<p>Activity – have small groups come up with a list of cultural attributes of ideastream</p> <p>After the groups have presented then add to the list if they haven't come up with something important</p>	<p>Handout #2 Success Factors</p>
<p>Supervisors only - Kim</p>	<p>Watch out for interviewer biases (may be subconscious). Interviewers may inadvertently make inappropriate selections by misinterpreting the information they receive from interviews. Here are some common factors that may create problems when interviewing e.g.</p>	<p>Activity: matching quiz</p>	<p>Handout #3 – Interviewer bias matching quiz. Handout #4 - answers</p>

Review date 3/29/2016

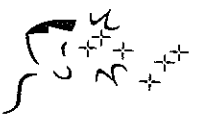
# ideastream u



## Outline: Hiring Process

	<ul style="list-style-type: none"> <li>o Stereotypes</li> <li>o Halo/horn effect: Similar- to- me error – First Impression errors etc.</li> </ul> <p>It's important to focus on the items identified prior to interview as most pertinent to the job and avoid these biases. This is also why it is good to do team interviews as each member may relate differently to the candidate. If you see someone exhibiting a bias others on the team should be able to bring it "back" to the knowledge, skills and abilities needed for the job</p>		
	<p><b>Hiring teams – assigning roles –</b> ideastream uses hiring teams rather than individual interview meetings. This provides a greater ability for everyone to see the same behaviors and answers to questions. It is good to have diversity on the hiring team to be sure each person has a slightly different viewpoint. There should be at least one male and female – and if possible a minority representative on a hiring team. Someone on the team should take the role of looking for cultural fit. The hiring manager is the best person to look for skills for the job. Questions should be determined in the advance and each candidate asked the same questions.</p> <p><b>Structured interviews-</b> Provide the candidate with the job description and realistic information about the job and requirements. Do not make promises or predictions about the job in the future. Statistics</p>		

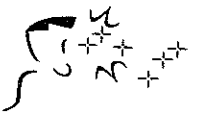
Review date 3/29/2016



Outline: Hiring Process

	<p>show that if people are expecting something other than what they see when hired they will leave sooner than if they had a realistic view of the job initially. By the same token, don't make the position or ideastream seem so unique that they are fearful of taking the job.</p> <p>Begin each hiring process with a pre-planned set of questions</p> <p>Ask each candidate similar questions</p> <p>Allows for better comparison of candidates.</p> <p>Keeps equity concerns to a minimum.</p> <p>Allows planning for behavior based questions directed for the job needs.</p> <p>Behavior-based interviewing follows the premise that past behavior is the most likely predictor of future behavior. Thus if you ask candidates questions about what they actually did in certain circumstances you will be able to see how they will work. Then tell the group we will ask them to create a behavior based question out of a typical closed ended interview question. Use document ... tell me about a time you...)</p> <p>Another helpful interviewing skill is to ask open ended probing or second level questions Please work with the person next to you to take an</p>	<p>Large group activity... identifying behavior based questions – go around the room and ask them to reform the questions as behavioral</p> <p>Probing questions activity</p>	<p>Handout #5</p>
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Review date 3/29/2016

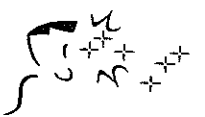


Outline: Hiring Process

	<p>answer to a question and develop a probing question. Then ask for a couple of people to share their answers.</p> <p>Following the interviews each person on the team should fill out the interview rating sheet individually (not in the group). Once all interviews are completed the team should meet to review their notes, rating sheets and make recommendations for hire. Then the Selection Overview form is completed.</p>		<p>Handout #6 Interview Rating sheet.</p> <p>Handout # 7 Selection Overview Form</p>
<p>Kim</p>	<p><b>Legal issues with hiring FCC</b> and other rules and obligation that we must follow with respect to hiring such as:                  Need to include diversity focused recruiting sources to broadly disseminate the information about our jobs with the goal of increasing diversity in broadcasting – this has been a focus for broadcasting for many years and yet is still an issue.                  Need to consider qualified applicant pool and determine that adequate representation in interviews is made. If we get 50 applicants I review them for qualifications as listed in the Job description. Once I screen them we may have 20 that are “qualified” on paper. We then need to review those candidates for the closest fit to the job we have – it is in this process that we should be sure we are inclusive of a range of different</p>		<p>Handout #8                  example copy of a recruitment action summary form</p>

Review date 3/29/2016

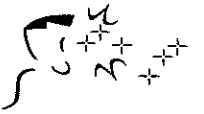
# ideastream u



## Outline: Hiring Process

	<p>candidates – men/women/race/ etc. if possible, and bring them to the attention of the hiring team. We need to post, recruit and interview for every full time ideastream position even if a highly qualified candidate has already been identified. Reporting requirements and outreach also required:                  Legal issues regarding general EEOC rules – Annual EEO-1 report to government – Applicant tracking (show an EEO-1 form)</p>		
<p>Bob or Kit All staff</p>	<p><b>Focus on Diversity for ideastream</b> – as we discussed in the Mission/Vision training program, Diversity is one of ideastream’s core values. The purpose of this is to strengthen our communities ideastream needs to understand and represent a cross section of our communities in order to know what the community’s POV is. In order to do this we conduct community focus groups and the listening projects, but we also need to BE the reflection of the community. So, in addition to the legal requirements discussed before, (making sure we provide interview and provide promotional opportunities for minorities), we also want to make sure we have a cross-section on our staff so that we know these differing points of view as we select programming, tell stories and provide news.                  CPB requires all stations who receive public</p>		

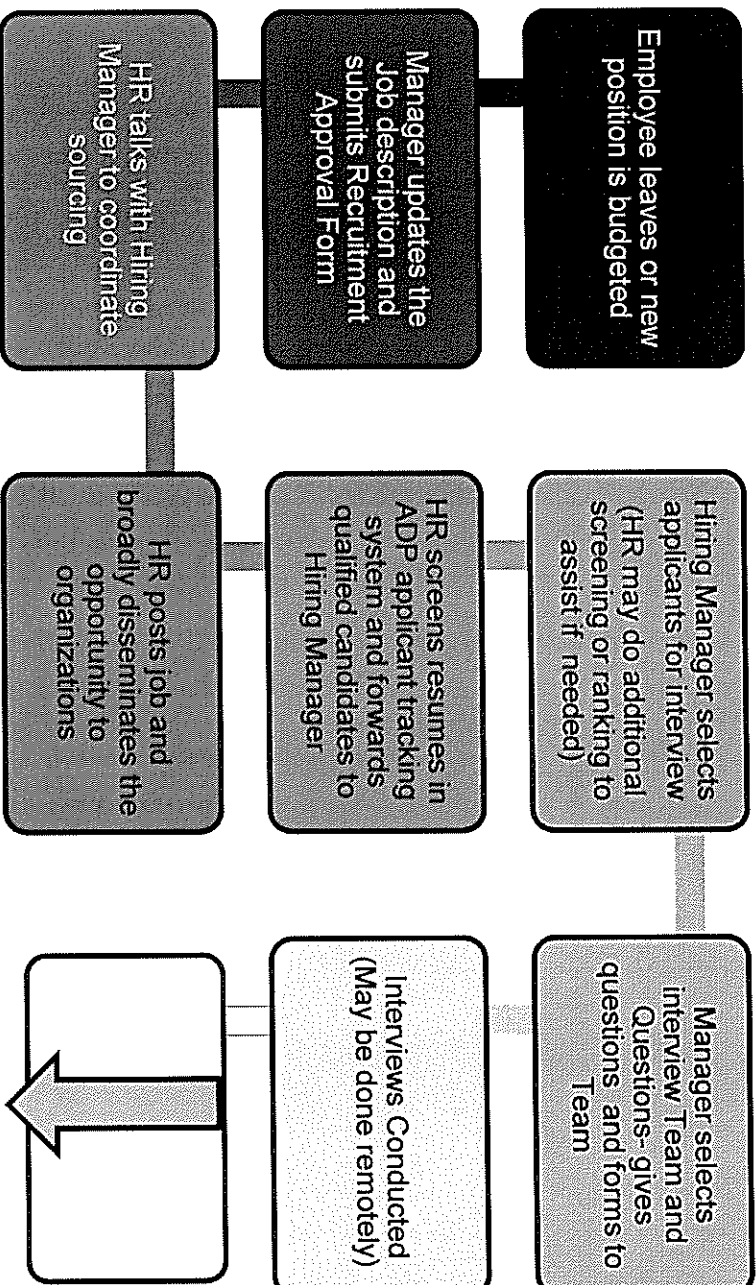
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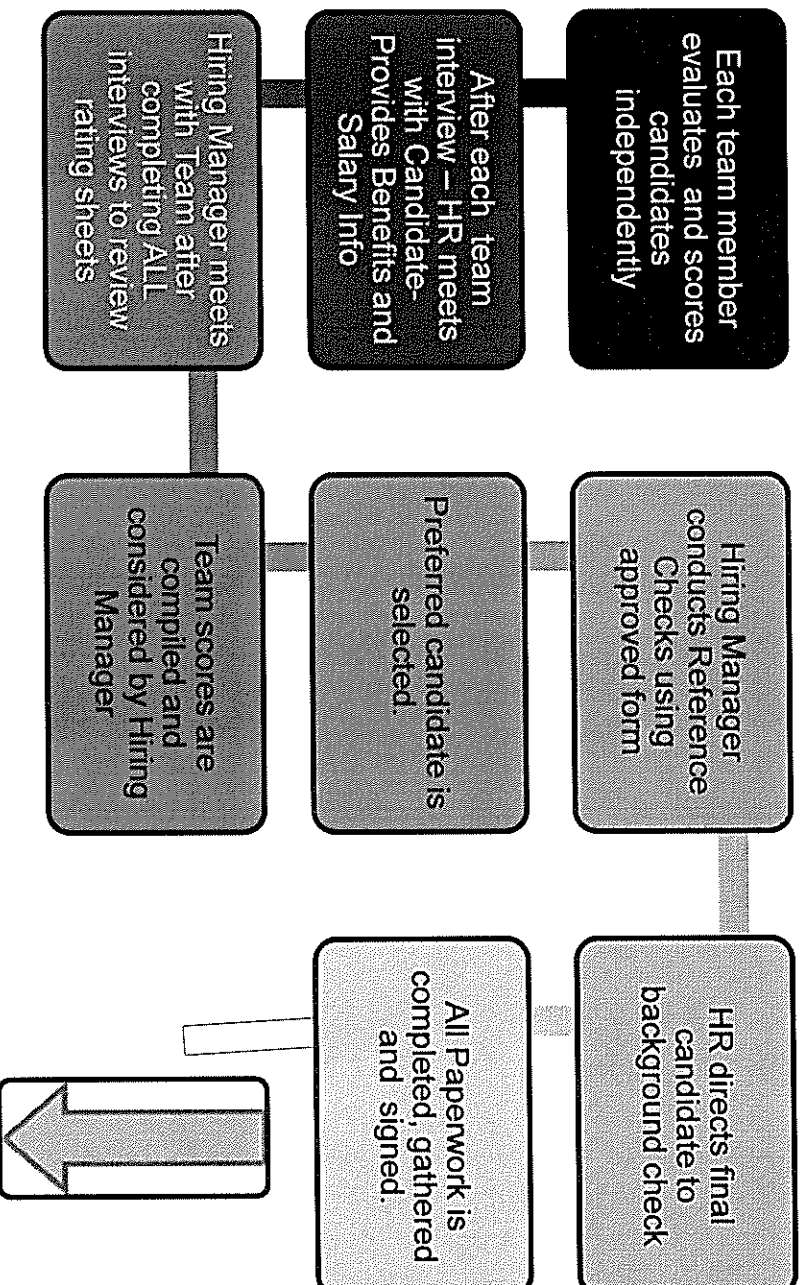
Outline: Hiring Process

	service grants to have a formal diversity statement and definitions of diversity. It needs to be posted on our website.	Show them the website statement	
	<b>Summary</b>		
Kim	So, let's review our objectives and make sure we have met all our goals for this session. We talked about what ideastream looks for in employees in terms of cultural fit. We explored the definition of diversity and the rationale for diversity hiring.		
	Questions?		

# The ideastream Hiring Process

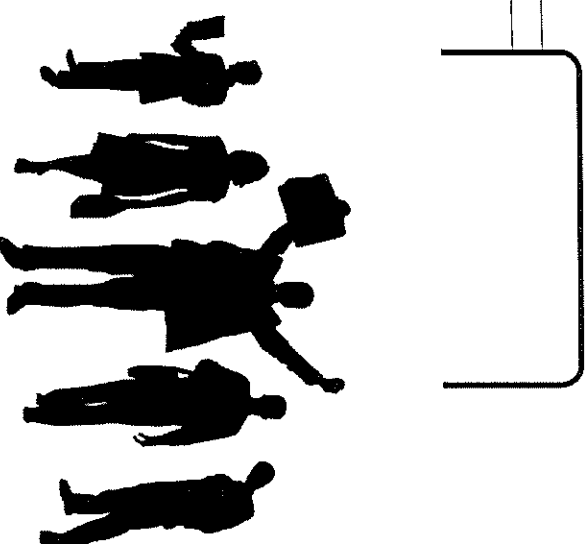
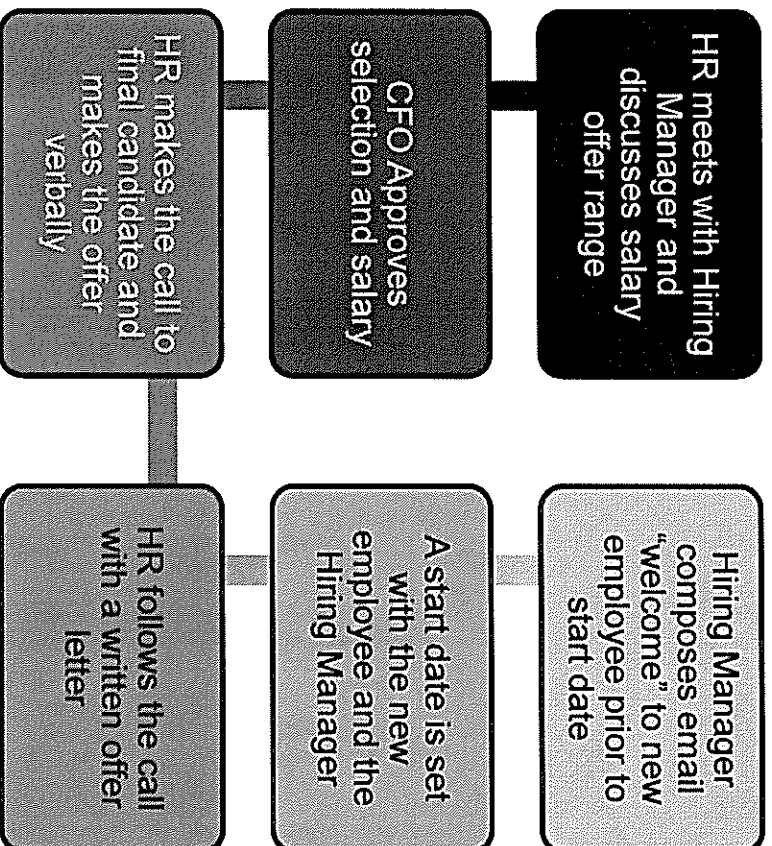


# The ideastream Hiring Process





# The Ideastream Hiring Process



ideastream hiring process checklist

Action	Who	Date
Recruitment begins	Manager	
Recruitment Approval Form completed	HR	
Job posted - Diverse Job Posting Sources determined	HR	
Resumes sorted/sent to hiring manager	HR	
HR does phone screening -if desired	HR	
Meet/contact HR regarding candidates for interview	Mgr/HR	
Interview Questions approved - job specific KSA categories added to Interview Rating Sheet	Mgr/HR	
Interview Team Selected (make sure there is diversity on the team- M/F, age, race)	Manager	
Interviews conducted	Team	
Interview Rating Sheet is completed for EACH candidate - independently	Team	
All external interviewed candidates complete Employment Application	Candidate	
Meets to compare and discuss Interview Results and turn in Interview Rating Sheets to Hiring Manager	Team	
Hiring Manager determines selection and completes the Selection Summary Form	Manager	
All members of Interview Team sign Selection Summary Form	Team	
Manager preferred	Manager	
Background check completed	HR	
Recruitment Action Summary Form completed	HR	
Discuss Salary offer with HR	Manager	
Approval form signed by Hiring Manager, Senior Director, HR and CFO	All	
Employment offer made by HR (hiring manager sit in on the call if possible)	HR/Mgr	
Offer letter sent	HR	
Offer letter signed and returned	Candidate	
Agree on start date	Candidate	
Contacts non-selected candidates	HR	
Sends out welcoming email to ideastream staff	Manager	
Sends NewHire Notification to IT, Admin, facilities etc	HR	
First Day of Employment		
All new hire paperwork completed	Employee	
1-9	Employee	
HR Information Statement	Employee	
Ohio -IT-4	Employee	
ADP registration form	Employee	

*ideastream* Organizational Success Factors

Level	Technical/ Functional Job Knowledge to produce Quality	Teamwork/self-management	Adaptation to Change tolerance for ambiguity	Mission/vision focused	Leadership
<b>All Staff</b>	Individual skills for each job Computer skills	Demonstrates information sharing, openness, trust and reliability	Responds in a positive manner when only provided with partial information or when goals change	Can effectively communicate the mission vision	Identifies opportunities for continuous improvement
	Accepts continuous learning model for job duties/tasks	Shows & values diversity of culture/opinions	Adapts to change by seeking to understand and adjust systems and processes as needed	Knows ideastream's business- knows public broadcasting basics	Marshalls and is a steward of all organizational resources
	Oral communication skills- Listening Skills	Maintains composure under stress and works to resolve conflict	Demonstrates versatility, flexibility and balance to respond to continually changing conditions.	Understands ideastream's content and is familiar with its methods of distribution, including TV, radio, web, face-to-face	Maintains ethical behavior and judgment
	High level written communication skills	Treats others with respect			Take responsibility for their own development and performance improvement
	Demonstrates creativity in the pursuit of solutions and within the context of the position  Demonstrates organizational-workflow excellence	Commitment to professional, responsible and courteous behavior			
<b>Professional staff and Supervisors</b>	Applies knowledge and expertise to anticipate, avoid and respond to problems	Recognizes when goals can be best accomplished by partnering with others	Able to move work forward with partial information or when change occurs before project is complete	Uses the mission and strategic plan to inform projects and proposals	Uses judgment and draws on past experiences to interpret information and solve problems.
	Shows intellectual curiosity in seeking and using information to address problems	Uses diplomacy and tact to avoid potential conflicts	Demonstrates openness to new ideas or supports new ways of accomplishing work	Can effectively communicate the mission to others and assures understanding and appropriate alignment	Takes initiative to share information, knowledge and technical skills with others
	Focuses on producing the highest quality service or product	Shows awareness of the impact of their actions on others	Confidence to ask questions and clarify role and/or goals when answer is not clear		Demonstrates emotional intelligence
	Able to identify, align and work to accomplish goals		Demonstrates ability to think of and try new approaches to problems and support appropriate risk taking when things are untried		

ideastream Organizational Success Factors

Level	Technical/ Functional Job Knowledge to produce Quality	Teamwork/self-management	Adaptation to Change tolerance for ambiguity	Mission/vision focused	Leadership
<b>Managers and Officers</b>	<p>Applies broad knowledge and in-depth business and process knowledge to formulate and facilitate goals- includes knowledge of contracts, project management</p> <p>Demonstrates an understanding of financial data and reports, includes budgeting</p> <p>Achieves Desired Results, contributes to the creative and innovative ideastream</p> <p>Keeps focused on Continuous Improvement and the next level of expertise</p> <p>Ability to handle broad responsibilities with multiple tasks</p>	<p>Fosters and supports the team, facilitates moving the team forward to accomplish goals.</p> <p>Recognizes organizational interdependencies and the implications of actions/decisions on other parts of organization</p> <p>Seeks out partnerships - recognizes when goals can be best accomplished by working with others</p> <p>Surfaces disagreements and understands emotions need to be processed to de-escalate conflict</p>	<p>Identifies the need for change and serves as a change agent to implement the changes</p> <p>Supports and communicates with staff when change and uncertainty happen</p> <p>Creates an environment where employees feel supported in face of change</p>	<p>Demonstrates a high level of knowledge of ideastream and its background, resources and priorities</p> <p>Can communicate the mission/vision at a high level within the community and use that knowledge to develop partnerships with mutual goals/outcomes</p>	<p>Coaches and Develops others -</p> <p>Motivates and supports staff members</p> <p>Thinks strategically</p> <p>Demonstrates high level of emotional intelligence</p> <p>Demonstrates ability to manage up, down and out</p> <p>Shows abilities in decision making, risk taking and delegation</p> <p>Demonstrates and sets standards for ethical and professional behavior and assures all of staff is held to these standards.</p>



# ideastream®



Attendance Record  
The ideastream Hiring Process  
August 14, 2013

Print Name	Signature
Thom Dambroski	<i>Thom Dambroski</i>
David Rodriguez	<i>David Rodriguez</i>
KIMBERLEE NAMEN	<i>Kimberlee Namen</i>
Melanie Collier	Melanie Collier
Robin Carreon	<i>Robin Carreon</i>
BILL O'CONNELL	<i>Bill O'Connell</i>
ELLA FONG	<i>Ella Fong</i>
Mike Shafarento	<i>Mr. JTB</i>
Mike Vendeland	<i>Mike Vendeland</i>
Tom Farnas	<i>Thomas P. Farnas</i>
Linda Wilkins	<i>Linda Wilkins</i>
<i>[Signature]</i>	JEFF CARLTON



4

## MacDonald, Kim

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**From:** MacDonald, Kim  
**Sent:** Thursday, May 30, 2013 5:11 PM  
**To:** Keith Woods (Kwoods@npr.org); lclemens@npr.org; dmitchell@npr.org  
**Cc:** Jensen, Kit; Smukler, Mark  
**Subject:** ideastream diversity programming

**Importance:** High

Hi Keith, Luis and Doug,

It was great talking with you today. I am really excited about the upcoming training sessions.

As we discussed, here are the links to ideastream's Diversity Statement

<http://www.ideastream.org/common/images/about/diversity.pdf>

And to the Listening Project <http://www.ideastream.org/lp/survey>

I also made the changes in the schedule we discussed in the meeting. One thing I was a little unclear on was whether the sessions we decided to offer twice would be concurrent or do you want me to schedule them back to back. (I guess I was unsure if all of you are at each session or if all three of you need to be at each session.)

So please let me know if I need to make further changes. Once this is approved I will start scheduling folks into the sessions.

Kim

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### NPR's Diversity Sessions Schedule

Keith Woods, Luis Clemens, and Doug Mitchell, members of NPR's Diversity and Staffing areas will be coming to ideastream in June, just prior to the *PRINDI Conference* to present and discuss Diversity topics with ideastream staff.

The sessions planned are as follows:

Monday afternoon June 17, 1:30 – 3:00 p.m. (Selected Content Staff to be invited by Mark S)

- ✍ **Handling the Hot Issues of Difference:** This session for content producers looks at language and coverage issues that frequently arise when journalists tackle the hottest issues under the “diversity” umbrella – from race/ethnicity to sexual orientation to class, ideology, faith, gender and more.

Monday afternoon June 17, 3:30- 5:00 p.m.

- ✍ **Social Media Sourcing:** Luis Clemens helps journalists find new ways to use the tools of social media to find a greater diversity of sources. The tools are universally applicable to all that we do and across all platforms. This is a very popular, use-immediately session that Luis began at NPR and has taken to stations and conferences over the past two years.

Tuesday morning June 18, 9:00- 10:30 a.m.

- ✍ **Handling the Hot Issues of Difference:** This session for content producers looks at language and coverage issues that frequently arise when journalists tackle the hottest issues under the “diversity” umbrella – from race/ethnicity to sexual orientation to class, ideology, faith, gender and more.

Tuesday morning, June 18, 11:00 a.m. – 12:30 p.m. (Selected Content Staff to be invited by Mark S.)



- ✍ **Social Media Sourcing:** Luis Clemens helps journalists find new ways to use the tools of social media to find a greater diversity of sources. The tools are universally applicable to all that we do and across all platforms. This is a very popular, use-immediately session that Luis began at NPR and has taken to stations and conferences over the past two years.

Tuesday afternoon, June 18, 2:00 – 3:00 p.m. (Senior Staff to be invited by Kit)

- ✍ **Diversity Strategy** – a meeting with senior leaders to think through a vision for organization-wide diversity. This includes talking through where ideastream is now and where you're hoping to go in this vein. We'll share the model that guides us at NPR and we'll talk frankly about its strengths and limitations; its successes and failures.

Tuesday afternoon, June 18, 3:30 – 4:30 p.m. (Hiring Manager/supervisory staff to be invited by Kim)

- ✍ **Building a Powerful Pipeline:** Doug Mitchell challenges hiring managers to build (and tap) an exhaustive network of diverse talent. He'll talk about the ways he can help ideastream respond to both immediate and long-term opportunities for building on the staff diversity.

Tuesday afternoon June 18, 5:30- 7:30 p.m. CAB meeting- **Breaking Bread with Boards**

OFFICE HOURS ?? Did we decide we could fit this in? If so, where?

Thanks, Kim .

Keith Woods, Luis Clemens, and Doug Mitchell, members of NPR's Diversity and Staffing areas will be coming to ideastream in June, just prior to the PRINDI meetings to present and discuss Diversity topics with ideastream staff.

Here is the schedule of sessions they will be presenting to ideastream staff.

### **On the ground**

We've done several things in many configurations. Among them:

**Diversity Strategy** – We've started our best visits by meeting with senior leaders and thinking through a vision for organization-wide diversity. This includes talking through where Ideastream is now and where you're hoping to go in this vein. We'll share the model that guides us at NPR and we'll talk frankly about its strengths and limitations; its successes and failures.

We'll meet twice with this group: once at the start, another to talk next steps at the end of our visit.

**Content and Staffing Conversations** – These have taken several forms, from informal, brown-bag discussions with staff about diversity issues, questions and suggestions they'd like to talk through, to formal workshops. These workshops include:

- ✍ Social Media Sourcing: Luis Clemens helps journalists find new ways to use the tools of social media to find a greater diversity of sources. The tools are universally applicable to all that we do and across all platforms. This is a very popular, use-immediately session that Luis began at NPR and has taken to stations and conferences over the past two years.
- ✍ Building a Powerful Pipeline: Doug Mitchell challenges news hiring managers to build (and tap) an exhaustive network of diverse talent. He'll talk about the ways he can help Ideastream respond to both immediate and long-term opportunities for building on the news division's staff diversity.
- ✍ Handling the Hot Issues of Difference: This session for content producers looks at language and coverage issues that frequently arise when journalists tackle the hottest issues under the "diversity" umbrella – from race/ethnicity to sexual orientation to class, ideology, faith, gender and more.

We recommend you allow 1 hour to 90 minutes for these workshops. We've spread them over two days when we've done them all and we've repeated sessions at different times in the day to allow for the scheduling patterns of the stations.

**All-Staff Level Setting** – At several stations, we've done Q&A's with the full staff to talk about what everyone can do to help the organization fully embrace the ideals of diversity. This

conversation brings Development, HR, Community Engagement, Marketing, Volunteer Services – all of the staff – into a common conversation. It's a chance to bring forward concerns, celebrate successes and wrestle with some of the perennial challenges of living and leading in a diverse organization.

**“Office Hours”** – We set aside 1-2 hours of open, rolling conversations with individuals and teams with specific questions, challenges or concerns. We've added this element more recently and think it's especially good in larger organizations where people may not feel as comfortable speaking in large groups. The setting is informal, the agenda open.

**Breaking Bread with Boards** – We've had lunch or dinner with station Board members to help these key influencers see their roles in supporting the station's diversity efforts. In St. Louis, they used this as an opportunity to give donors access to an important conversation, and we did a panel discussion about larger diversity issues in the city and country. In Amherst, we were guests at a regular meeting of the Board and presented to them the same overview that we'd prepared for station staff. In Portland, it was a more intimate conversation with station leaders and board members about where the station was headed and what its biggest concerns were.

#### **After We Leave**

**We Keep in Touch** — We follow up with leaders on the small and large ideas that flow from the visit. We connect station leaders and staff to information and resources they requested while we were there. And we've been a sounding board for ideas and efforts underway at the station.

## NPR Diversity Training Schedule

### Monday June 17, 2013

#### *Social Media Sourcing*

1:30 p.m.- 3:00 p.m.

Board Room

#### *Handling the Hot Issues of Difference*

3:30 p.m. – 5:00 p.m.

Sylvia Reitman Conf. Room

#### *Office Hours*

3:00 p.m. – 5:00 p.m.

Gries Conf. Room

### Tuesday June 18, 2013

#### *Handling the Hot Issues of Difference*

9:00 a.m. – 10:30 a.m..

Sylvia Reitman Conf. Room

#### *Social Media Sourcing*

11:00 a.m. – 12:30 p.m.

Smith Foundation Conf. Room

#### *Diversity Strategy Workshop*

2:00 p.m. – 3:00 p.m.

Sylvia Reitman Conf. Room

#### *Building a Powerful Pipeline*

3:00 p.m. – 4:30 p.m.

Sylvia Reitman Conf. Room

#### *Office Hours*

3:30 p.m. – 5:00 p.m.

Gries Conf. Room

#### *CAB Meeting*


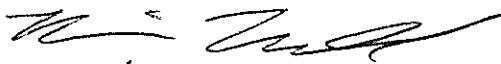


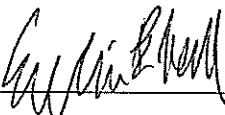
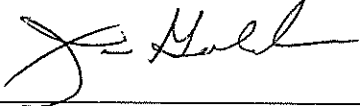
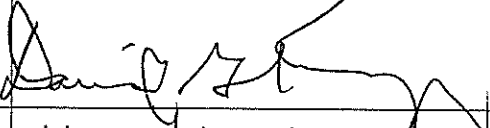


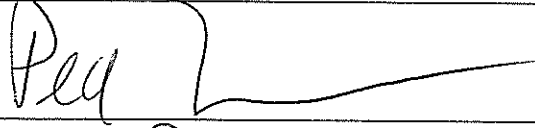



5:30 p.m. - ?

Board Room



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Attendance Record  
Social Media Sourcing  
June 17, 2013 – 1:30 p.m.

Print Name	Signature
Molly Bloom	
Brian Bull	
Paul Cox	
Dave DeOreo	 
Jim Goldurs	
Jeff Haynes	
Dave Kanzeg	
Michelle Kanu	
Ida Lieszkovszky	
Peg Neeson	
Dee Perry	
Mark Smukler	
Dave Staruch	

intern



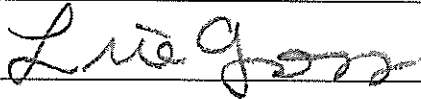
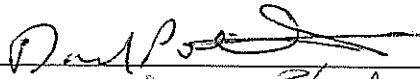
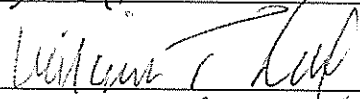



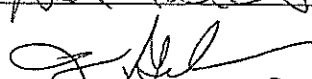


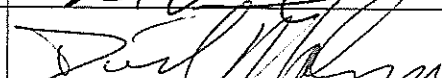
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DAVID MOLPOS	David Lee Wojm




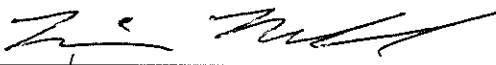




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Attendance Record  
Handling the Hot Issues of Difference  
June 17, 2013 – 3:30 p.m.

Print Name	Signature
Lisa Goss	
David Molpus	
Jean O'Malley	
Dan Polletta	
Bill Rice	
	
Dee Perry	
Nick Castelle	
James Goldwys	
Jean O'Malley	
Mike Vandeland	
DAVID MOLPUS	



Attendance Record  
*Handling the Hot Issues of Difference*  
June 18, 2013 – 9:00 a.m.

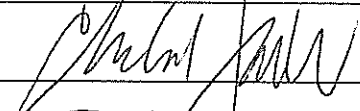


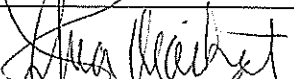
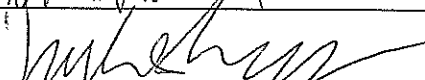
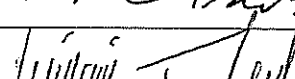
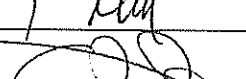

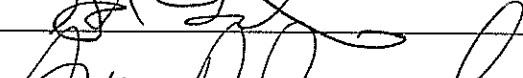
Print Name	Signature
David C. Barnett	
Brian Bull	
Kay Colby	
Mary Fecteau	
Lauren Wilson	
SARAH TRISBLE	

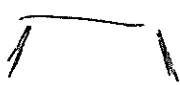




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Attendance Record  
Social Media Sourcing  
June 18, 2013 – 11:00 a.m.


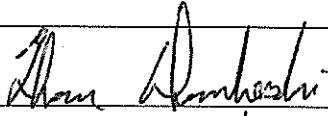
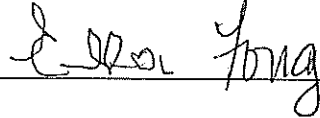
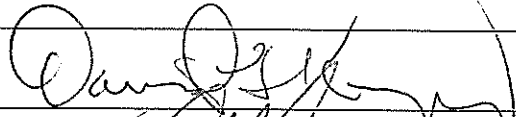

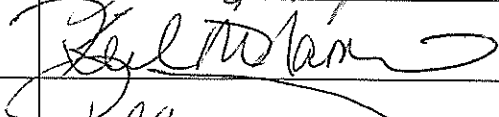

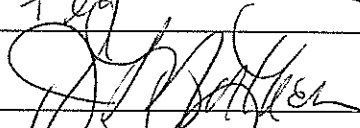

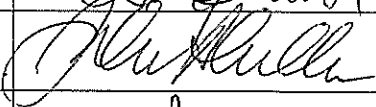
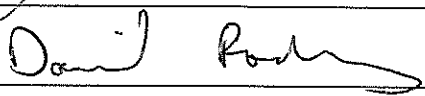
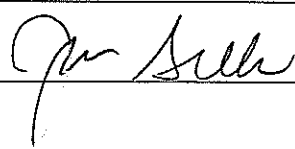
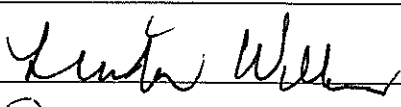
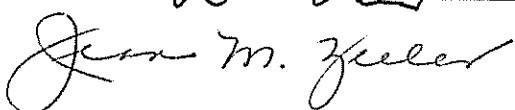
Print Name	Signature
Rick Jackson	
<del>Milan Jovanovic</del>	
Dennis Knowles	 Dennis was here
Alina Martinet	
Joe Sheppa	
DAVID C. BARNETT	David C. Barnett
Bill Rice	
Nick Castele	Nick 
SHAWN TRIBBLE	
MILAN JOVANOVIC	
<del>DAVID</del>	





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Attendance Record  
Building a Powerful Pipeline  
June 18, 2013 – 3:00 p.m.

Print Name	Signature
Bob Calsin	
Jeff Carlton	
Robin Carreon	
Thom Dombroski	
Ella Fong	
Kent Geist	
David Kanzeg	
David Molpus	
Kimberlee Namen	
Peg Neeson	
Jenny Northern	
Bill O'Connell	
John Phillips	
David Rodriguez	
Jan Silla	
Mike Vendeland	
Linda Williams	
Jean Zeller	



Lori Zoss-Kraska	<i>Lori Zoss-Kraska</i>
Kim MacDonald	<i>Kim MacDonald</i>
<i>Mark Saubler</i>	<i>Mark Saubler</i>

MARK ROZENBERGER

*Mark Saubler*