

**EXHIBIT 3**

**Copies of Job Notices Sent to the Job Site During the Reporting Period**

**KNSD**

**KUAN-LD**

**San Diego, California**

**Poway, ETC., California**

## Job Posting Preview

### **Social Media Lead / Digital Media Producer**

53358BR

Digital Media

NBCUniversal Local

### **Responsibilities**

- Ensure that NBC 7 and Telemundo 20 San Diego social media accounts are engaging and timely sources of breaking news
- Lead NBC 7 and Telemundo 20's social media and engagement efforts by working with and training staff (on-air, off-air and online) to use social media tools to monitor and report news, find sources and leads for stories.
- Gather, edit, package and publish local news content – focusing on (but not limited to) News, Weather and Traffic – on NBC7.com
- Write text articles, publish video and edit image galleries according to local editorial “voice”
- Produce and edit dedicated social video to maximize audience reach and enhance visual presentation
- Serve as a top advocate for social media in the newsroom
- Oversee monitoring of mainstream and social media for story ideas and competitive intelligence.
- Identify buzz-worthy stories of the day using data and metrics available and communicate during daily news meetings
- Enforce editorial style guides, standards, and practices
- Promote and aggregate NBC 7 San Diego journalists (on-air and online), serve as a recognized expert within the industry on social media topics, and build NBC 7 and Telemundo 20 San Diego's brand on social networks
- Monitor and respond as the dominant voice of NBC 7 Social channels, including NBC 7 San Diego YouTube, Facebook, Instagram, SnapChat, Twitter, Pinterest & LinkedIn among others
- Work closely with Marketing, Promotions, & Community on various promotions and initiatives
- Launch Social promotions on a regular basis to engage and grow following
- Think pro-actively and coordinate with promotions, marketing, and on-air to create promotional assets driving audience to social channels, website, apps and on-air

### **Qualifications/Requirements**

- Excellent news instincts with the ability to react decisively to breaking news; combined with the ability to write succinctly and with flair
- Advanced social media knowledge and skill set including understanding of YouTube, Facebook, SnapChat, Instagram, Twitter, Pinterest, Linked-In and other comparable up and coming social medial channels.

- Ability to work on multiple tasks and stories simultaneously in a fast paced environment
- Experience in visual journalism, including video production, GIFs, data visualization and infographics
- Aptitude for discovering and producing strong visual and written social media content.
- Ability to transition breaking news and developing stories into dynamic social media content.
- Act as a training advocate and facilitator to ensure that staff is properly using social media tools. Experience of working in content management systems required.
- At least 3 years' experience as web or digital media editor and/or social media lead in print, online or television news environment (medium to large sized market experience desired)
- Flexible, with willingness to undertake shift work associated with working for a 24/7 news operation
- Bachelor's degree in communication, journalism or related field.
- Proficient in Microsoft Office tools such as Word, Excel, PowerPoint and Outlook.
- Demonstrated knowledge of AP Style writing and guidelines
- Prior supervisory/delegation experience preferred.
- Fluency in English to native standard.

#### Eligibility Requirements

- Interested candidates must submit a resume/CV through the [www.nbcunicareers.com](http://www.nbcunicareers.com) site
- Internal applicants must submit via myNBCU Careers
- Must be willing to work in San Diego
- Must be 18 years or greater
- Must have unrestricted work authorization to work in the United States
- Must have ability to work any of a 24x7 shift
- Must accept Solutions, NBCUniversal's Dispute resolution program

#### Desired Characteristics

- Knowledge of San Diego city and regions

#### Sub-Business

NBCUL - KNSD

#### City

San Diego

#### Country

United States

#### Career Level

Experienced

#### State/Province

California

## About Us

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[Close preview](#)

## Job Posting Preview

### **Executive Producer - KNSD**

53508BR

Editorial

NBCUniversal Local

### **Responsibilities**

- Conceive and execute daily programs incorporating top news stories and live reports (hard and feature). This includes approval of rundowns, and management/ supervision of all news staff assigned to the newscast.
- Direct and deliver production elements on a deadline
- Review daily line-up of stories and segments; develop future segments, stories and interviews for all platforms
- Oversee breaking news coverage when warranted
- Work on special projects as assigned
- Assist with the hiring and scheduling of producers and story producers
- Collaborate with Marketing Department on daily topical promotions for broadcast and digital platforms
- Cooperate and interact with NBC News and assure compliance with all relevant laws and company policy on broadcasts and news operations
- Manage morning staff's responsibilities to produce digital content.
- In the absence of the news director or assistant news director, the position will be in charge of the newsroom
- Perform other newsroom supervisory duties as assigned by the News Director and/or General Manager

### **Qualifications/Requirements**

Minimum of five years' experience as a television producer in a medium or large market

Must possess strong journalistic skills, have ability to write and edit broadcast copy and promotions

Demonstrated creative approach to storytelling and problem solving

Ability to make priority decisions under deadlines

Proven strong leadership and management skills required

Must be self-directed, highly organized and detail oriented

Must function well in a fast paced, multi-cultural environment

### **Additional Job Requirements**

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in San Diego
- Must have unrestricted work authorization to work in the United States
- Bachelor's degree or equivalent work experience
- Willingness to travel and work overtime, and on weekends with short notice
- Must have a valid driver's license
- Must be "on call" 24 hours a day / 7 days a week

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NBCUL - KNSD

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Experienced

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San Diego

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United States

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## Job Posting Preview

### **Political Reporter - KNSD**

54029BR

Editorial

NBCUniversal Local

### **Responsibilities**

Cover political news stories as assigned by the News Department and report the facts on station's news programs, web site and /or other multi-platform and digital properties.

Develop ways to present political stories on digital platforms

Plan and host weekly political discussion program

Perform live interviews and/or live demonstrations.

Research, plan, and schedule stories or segments.

Edit or supervise the editing of reports used in conjunction with news stories and programs.

Write scripts, lead-ins, cues and bridges as requested by supervisor.

Develop and grow an active social following via social media.

Perform on air news anchor work when assigned.

Make appearances before social and civic groups and at schools and colleges on behalf of the station.

Perform other related duties as assigned.

### **Qualifications/Requirements**

Minimum of 2-years previous experience as a Reporter

Minimum of 2-years TV writing experience

Knowledge of political issues, both local and national

Ability to develop contacts and sources within the political community

Ability to make complicated governmental issues understandable

Bachelor's degree.

### **Additional Job Requirements**

Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered

Must be willing to work in San Diego

Willingness to travel and work overtime, and on weekends with short notice

Must have a valid driver's license

Must have ability to work any of a 24/7 shift

Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume

### **Desired Characteristics**

Professionally bilingual (English/Spanish) a strong plus

Multi-Media Journalist experience a plus

Ability to communicate effectively and work well with people while under pressure.

Upbeat personality and quick wit.

Familiarity with local leaders a plus.

Up to date on and interested in current news events

Knowledge of laws of libel, slander and applicable FCC rules and regulations.

Personal initiative and ability to work with minimum supervision.

Team player who is flexible

Displays a positive work ethic and can work under tight deadlines

High degree of integrity and professionalism

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## Job Posting Preview

### **Producer - KNSD**

54856BR

Editorial

NBCUniversal Local

### **Responsibilities**

Conceptualize stories with story producers, reporters, and talent

Have a full understanding of the news of the day

Showcase stories or coverage with a combination of compelling writing, video, and graphics

Write and edit news stories for broadcast and digital platforms.

Critique production, writing and editing of news stories.

Work with newscast directors, creative, promotion and news staff to coordinate production of the newscast.

Produce newscasts and other broadcast content in an automated production control environment

Edit news content using non-linear editing equipment.

Manage the newscast story producers.

Perform other related duties as assigned.

### **Qualifications/Requirements**

#### Basic Qualifications

A minimum of 2 years of experience working in a news environment

Bachelor's degree in communication, journalism or related field

Ability to work on multiple tasks and stories simultaneously in a fast paced environment

Ability to react to breaking news, updating the news as stories evolve and write intros and leads to video online content

Demonstrated knowledge of AP style writing and guidelines

**Additional Job Requirements**

Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered

Must be willing to work in San Diego

Willingness to travel and work overtime, and on weekends with short notice

Must have a valid driver's license

Must have ability to work any of a 24/7 shift

Must be able to provide a reel/portfolio of work examples

Must have unrestricted work authorization to work in the United States

**Desired Characteristics**

Ability to direct the news crew in a "producer-driven" environment

Ability to communicate effectively and work well with people while under pressure

Familiarity with local leaders a plus

Up to date on and interested in current news events

Knowledge of laws of libel, slander and applicable FCC rules and regulations

Personal initiative and ability to work with minimum supervision

Team player who is flexible

Displays a positive work ethic and can work under tight deadlines

High degree of integrity and professionalism

Strong organizational skills

Bilingual (English/Spanish) both written and verbal preferred

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NBCUL - KNSD

**City**

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Experienced

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## Job Posting Preview

### **Traffic Coordinator**

54962BR

Sales

NBCUniversal Local

### **Responsibilities**

- Responsible for monitoring receipt of agency materials and agency traffic instructions from multiple sources
- Generate daily "missing material instruction" report for multiple days. Follow up on missing materials and instruction with agencies, clients and/or sales reps
- Match up commercial copy and instructions to the correct sales contract
- Assign internal house numbers for commercial ingest
- Correctly input client instructions and enter material instruction into traffic system
- Prepare, check and download daily electronic dub-list for hub ingest
- Maintain hub server content via regular electronic purge file creation
- Make required day of air copy changes
- Communicate regularly and effectively with log editors, CSRs and sales team regarding status of client scheduled including possible spots not scheduled as instructed
- Accurately reconcile and post daily logs – compare uploaded Probel as-run billing file against traffic system log
- Edit and upload commercials to the HUB via various digital delivery services
- Assist with department coverage
- Work closely with Account Executives in the station and National offices to provide complete customer service to all NBC clients.
- Confirm approval from sales management for all incoming order rates, ratings and programming to minimize last minute changes.
- Relay maintenance of contracts to agencies where action is required, including, but not limited to spot make goods, program changes and under delivery weight.
- Act as a liaison between Account Manager and Agency to meet all buyer requests, including contract, inventory and program details.
- Track performance of contracts on local station through WideOrbit Media Sales posting system.
- Partner with traffic department to solve any open scheduling issues including copy and media resolution, order validation and dispute resolution.
- Work with salespeople and sales management for best reconciliation of the client.

- Fill in other areas within Traffic and Sales Service as needed and assigned by management.
- Process financial workflows: customer billing set up, credit card payments, CIA and rebills as requested.
- Maintain eFiles for station management and national sales office AE's; orders, revisions and make goods.
- Learn to assign and manage material instructions for all on-air clients. With future ability to fill in and cover when needed.
- Enter orders into traffic system.

### **Qualifications/Requirements**

- Minimum 1 year experience working in a sales or customer support capacity
- Minimum 1 year experience working with MS Office tools

### **Desired Characteristics**

- High level of attention to detail, accuracy and speed
- Knowledge of TV traffic operation functions preferred
- Process oriented: analyze current processes and help implement improvements for continuous operating growth
- Experience with WideOrbit Traffic & Sales, Nielsen Audience Measurement a plus
- Minimum 1 year traffic experience

### **Sub-Business**

NBCUL - KNSD

### **Career Level**

Experienced

### **City**

San Diego

### **State/Province**

California

### **Country**

United States

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## Job Posting Preview

### **Digital Sales Planner**

48774BR

Sales

Ad Sales

### **Responsibilities**

As a Digital Sales Planner for the NBC Hispanic Group, you will be responsible for managing the day-to-day partner relationships and sales processes to guarantee your Sales team hits its revenue goals. You will be a member of a highly motivated Digital Ad Sales team at NBCUniversal where account relationship building and customer satisfaction are keys to a successful candidate.

- Team with Account Executive to understand agency/client goals and objectives and brainstorm solutions
- Accountable for campaign results and providing clients with strategic and tactical guidance to achieve online marketing objectives
- Combine data analytics and client feedback to configure, operate, and optimize campaigns to meet client objectives
- Work with all internal departments (Ad Ops, Marketing, Management, Site Teams, etc.) on the development and implementation of client campaigns
- Create media plans that meet customer needs and maximize revenue for the News Group and NBCUniversal
- Work closely with Planning Manager to tactically drive company-wide goals and improve operational sales process
- Manage client relationships and deliver superior customer service
- Handle client services and ensuring all digital campaigns get live, including collection of assets and liaising with Ad Ops to ensure campaigns go live as expected
- Lead the monitoring and reporting of campaign performance and proactively communicate any issues to internal team and client, when necessary
- Communicate campaign highlights and/or red flags to AE/Planning Manager to enable resolution with client
- Monitor campaign to ensure delivery (running internal and 3rd party reporting) – assist with billing
- Ensure post-campaign research studies are properly coordinated, where applicable
- Deliver campaign recap to AEs and/or clients summarizing performance
- Coordinate with Account Executives on development of renewal strategies based on client/program insights

### **Qualifications/Requirements**

- Four year degree (B.A.,B.S) from an accredited college or university
- Previous online experience in media planning
- Previous experience with media related projects
- Interested candidates must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Willingness to travel and work overtime, and on weekends with short notice
- Must be willing to work in New York, NY

### Desired Characteristics

- Demonstrates project management skills
- Digital Media Industry experience preferred
- Well-organized and attention to detail
- Strong computer skills, especially in Excel, PowerPoint, and Word
- Ability to multi-task in a fast-paced environment
- Ad Serving software and tracking knowledge is a plus
- Strong analytical and creative skills
- A strong ability to perform independently and proactively while working in a team environment
- High energy and teamwork mentality is a must

### Sub-Business

Ad Sales Platform Monetization

### Career Level

Experienced

### City

New York

### State/Province

New York

### Country

United States

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## Job Posting Preview

### **Producer, Telemundo 20**

49916BR

Production

NBCUniversal Local

### **Responsibilities**

As a News Producer, you will be responsible for the creation of a daily newscast.

### Job Duties

Conceptualize stories with story producers, reporters, and talent

Critique production, writing and editing of news stories.

Work with newscast directors, creative, promotion and news staff to coordinate production of the newscast.

Produce newscasts and other broadcast content in an automated production control environment.

Edit news content using non-linear editing equipment.

Manage the newscast story producers.

Perform other related duties as assigned.

### **Qualifications/Requirements**

#### Basic Qualifications

A minimum of 1 year of experience as broadcast producer

Bachelor's degree

At least 1 year prior news editing experience

Ability to work on multiple tasks and stories simultaneously in a fast paced environment

Ability to react to breaking news, updating the news as stories evolve and write intros and leads to video online content  
Demonstrated knowledge of AP style writing and guidelines

Bilingual (English/Spanish) both written and verbal

#### Additional Job Requirements

Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered

Must be willing to work in San Diego

Must have ability to work any of a 24/7 shift

Must be fluent in Spanish (speak, read & write)

Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume

#### **Desired Characteristics**

Ability to direct the news crew in a "producer-driven" environment

Ability to direct the news crew in a "producer-driven" environment

Familiarity with local leaders a plus

Up to date on and interested in current news events

Knowledge of laws of libel, slander and applicable FCC rules and regulations

Personal initiative and ability to work with minimum supervision

Team player who is flexible

Displays a positive work ethic and can work under tight deadlines

High degree of integrity and professionalism

Strong organizational skills

**Sub-Business**

NBCUL - KNSD

**City**

San Diego

**Country**

United States

**Career Level**

Experienced

**State/Province**

California

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## Job Posting Preview

### **Story Producer (Writer/Editor), Telemundo 20 San Diego**

50893BR

Editorial

NBCUniversal Local

#### **Responsibilities**

General Responsibilities: As a Story Producer, you will be responsible for sourcing, researching, writing, and editing content for daily news broadcasts televised or distributed via digital/multi-platforms.

#### Job Duties

Gather, edit, and assemble local news content – focusing on (but not limited to) News, Weather and Traffic for broadcast and multi-platform applications.

Conceptualize stories with producers, reporter, and talent, critique production and writing of news stories and edit stories and related video.

Communicate with show producers and digital team to meet content need requirements.

Gather and package relevant content around key stories from a range of external sources and feeds and content types.

Prepare pre-pro, tease, edit and archive tapes

Write text articles, publish video clips and edit image galleries according to the local editorial “voice”.

Program key related index pages for editorial impact, audience appeal and timeliness.

Execute all publishing workflows for video, images and text including publishing to social media platforms.

Enforce editorial style guides, standards and practices

Help maintain video archive system

#### **Qualifications/Requirements**

##### Basic Qualifications

Excellent news instincts with the ability to react decisively to breaking news.

At least 1 year prior news editing experience in a professional medium to large sized broadcast market or digital environment or equivalent.

Ability to work on multiple tasks and stories simultaneously in a fast paced environment.

Ability to write succinctly and with flair

Ability to react to breaking news, updating the news as stories evolve and writing intros and leads to video online content.

Ability to work in a team and across all departments and locations, ensuring that news as published is 100% accurate without typos or errors.

Flexible, with a willingness to undertake shift work associated with working for a 24/7 news operation.

Experience of working in content management systems required.

Bachelor's degree.

Demonstrated knowledge of AP Style writing and guidelines.

Bilingual (English/Spanish) both written and verbal.

### Additional Job Requirements

Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered

Must be willing to work in San Diego

Willingness to travel and work overtime, and on weekends with short notice

Must have a valid driver's license

Must have ability to work any of a 24/7 shift

Must be fluent in Spanish (speak, read & write)

Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume

### **Desired Characteristics**

#### Desired Qualifications

Knowledge of San Diego city and regions and it's political and social personalities

Proficient with Edius/Grass Valley or similar non-linear digital editing platform

Knowledge of Video on Demand Server (VOD)

Perform basics of photojournalism.

Experience with INews, Clickability, Social Flow, Stratus systems a plus

### **Sub-Business**

NBCUL-TLM\_KUAN

### **Career Level**

Experienced

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San Diego

### **State/Province**

California

### **Country**

United States

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## Job Posting Preview

### **Anchor/Reporter, Telemundo 20 San Diego**

50944BR

Editorial

NBCUniversal Local

### **Responsibilities**

Anchors/Reporters are expected first and foremost to contribute to the team effort of effectively presenting domestic and national news, and generating higher ratings. Further, Anchors/Reporters are expected to contribute story ideas on a daily basis, and aid producers in the development and writing of all newscasts and multi-platform applications. They are also expected to aid producers and reporters in presenting stories in a fair, accurate and balanced presentation. News Anchor/Reporters are also responsible for generating a news package on a regular basis, working as a multimedia journalist responsible for recording and editing their own story. As well as maintaining an active social media following to build on the station's brand engagement.

### Job Duties

- Cover all news stories as assigned by the News Department.
- Produce original content for Digital Platforms.
- Report the facts on station's news program on tape, digitally and/or live, either in the studio or on location.
- Provide input to the show producer on show content and format
- Be active in social media
- Be expected to report/anchor from field, live shots, interviews, and package stories
- Record daily topicals
- Shoot, write and edit newsworthy events including breaking/spot news, general news, sports and feature stories relevant to the San Diego community.
- Perform live interviews and/or live demonstrations.
- Research, plan, and schedule stories or segments.
- Edit or supervise the editing of videotape used in conjunction with news stories and programs.
- Write scripts, lead-ins, cues and bridges as requested by supervisor.
- May make appearances before social and civic groups and at schools and colleges on behalf of the station.
- Anchor special projects and non-news shows
- Provide coaching and input on stories to other staff members
- Perform other related duties as assigned.

## **Qualifications/Requirements**

### Basic Qualifications

- Must be a skilled writer with outstanding communication skills
- Bachelor's Degree or equivalent work experience
- Minimum of 4 years reporting experience
- Minimum of 2 years of live shot experience
- Minimum of 2 years of anchoring experience, from a local station or network news environment
- Bilingual (English/Spanish) both written and verbal.

### Additional Job Requirements

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in San Diego
- Must have unrestricted work authorization to work in the United States
- Must be able to work any of a 24x7 shift
- Must have a valid driver's license
- Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume

## **Desired Characteristics**

### Desired Qualifications

- Strong live reporting skills. Able to handle working under the pressure of intense deadlines.
- Prior experience as a multimedia journalist.
- Must be able to ad-lib effortlessly in various types of situations, particularly breaking news.
- Up to date on and interested in current news events
- Ability to communicate effectively and work well with people while under pressure.
- Knowledge of laws of libel, slander and applicable FCC rules and regulations.
- Upbeat personality and quick wit.

- Familiarity with local leaders a plus.
- Personal initiative and ability to work with minimum supervision.
- Team player who is flexible and can work under tight deadlines
- High degree of integrity and professionalism
- Strong storytelling skills

**Sub-Business**

NBCUL-TLM\_KUAN

**Career Level**

Experienced

**City**

San Diego

**State/Province**

California

**Country**

United States

**About Us**

At NBCUniversal, we believe in the talent of our people. It's our passion and commitment to excellence that drives NBCU's vast portfolio of brands to succeed. From broadcast and cable networks, news and sports platforms, to film, world-renowned theme parks and a diverse suite of digital properties, we take pride in all that we do and all that we represent. It's what makes us uniquely NBCU. Here you can create the extraordinary. Join us.

**Notices**

NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

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## Job Posting Preview

### **T20 Anchor/Multimedia Journalist**

52825BR

Editorial

NBCUniversal Local

### **Responsibilities**

Cover all news stories as assigned by the News Department.

Produce original content for Digital Platforms.

Report the facts on station's news program on tape, digitally and/or live, either in the studio or on location.

Provide input to the show producer on show content and format

Be active in social media

Be expected to report/anchor from field, live shots, interviews, and package stories

Record daily topicals

Perform live interviews and/or live demonstrations.

Research, plan, and schedule stories or segments.

Edit or supervise the editing of video used in conjunction with news stories and programs.

Record elements of a story with various types of cameras.

Write scripts, lead-ins, cues and bridges as requested by supervisor.

May make appearances before social and civic groups and at schools and colleges on behalf of the station.

Anchor special projects and non-news shows

Provide coaching and input on stories to other staff members

Perform other related duties as assigned.

### **Qualifications/Requirements**

Bachelor's Degree or equivalent work experience

Bilingual (English/Spanish) both written and verbal.

Minimum of 4 years reporting experience

Minimum of 3 years of live shot experience

Minimum of 1 years of anchoring experience, from a local station or network news environment

Bilingual (English/Spanish) both written and verbal.

### **Desired Characteristics**

Must be a skilled writer with outstanding communication skills

Strong live reporting skills. Able to handle working under the pressure of intense deadlines.

Must be able to ad-lib effortlessly in various types of situations, particularly breaking news.

Up to date on and interested in current news events

Ability to communicate effectively and work well with people while under pressure.

Knowledge of laws of libel, slander and applicable FCC rules and regulations.

Upbeat personality and quick wit.

Familiarity with local leaders a plus.

Personal initiative and ability to work with minimum supervision.

Team player who is flexible and can work under tight deadlines

High degree of integrity and professionalism

Strong storytelling skills

**Eligibility Requirements:**

- Interested candidates must submit a resume/CV through the [www.nbcunicareers.com](http://www.nbcunicareers.com) site
- Must be willing to work at the station in San Diego location
- Willingness to travel and work overtime and on weekends with short notice
- Must have valid driver's license
- Must have ability to work any of a 24x7 shift
- Must be able to provide a reel/portfolio of work examples—if available, include a web address when you submit your resume

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