



Katrina Cobb <kcobb@westtnpbs.org>

something like this

kcobb@westtnpbs.org <kcobb@westtnpbs.org>
To: MIRANDA BARNES <mbarnes@westtnpbs.org>

Fri, Sep 2, 2022 at 11:26 AM

Please note the hyperlinks that we will want to be working.

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

 **GM Job Announcement 2022.pdf**
170K



Melissa Conner <mconner@westtnpbs.org>

Fwd: GM announcement

Katrina Cobb <kcobb@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Thu, Mar 28, 2024 at 8:12 AM

----- Forwarded message -----

From: <kcobb@wljt.org>

Date: Thu, Sep 8, 2022 at 11:27 AM

Subject: GM announcement

To: Allyson Sneed (Rep. Shaw) <allyson.sneed@capitol.tn.gov>, Amy Vandiver (Mike McWherter) <amy@cdi-budweiser.com>, Beau Pemberton <beaupemberton@hotmail.com>, Dr. Jeremy Tubbs <jtubbs@memphis.edu>, Dr. Lynn Alexander <lalexand@utm.edu>, John Fry <fryguy26@bellsouth.net>, Julie Allen Ward <chamberevp@cityofmilantn.com>, Kim Foster <kfoster@cityofparistn.gov>, LaShonda Williams <lashondarainbow@yahoo.com>, Mike McWherter <mrm@cdi-budweiser.com>, Rep. Johnny Shaw <johnny.shaw@wojg.com>, Rodney Freed <rfreed@utm.edu>, Steve Bowers <sbowers@jaxenergy.com>, Travis McLeese <tmcleese@paristnchamber.com>, Dr. Kelli Deere <kdeere@utm.edu>, Jackie Johnson <jjohn253@utm.edu>, Jennifer Wheatley <jennifer.wheatley@lakescoalition.org>, Joe Jones <jonesj784@gmail.com>, Kameron Echols <kechols3@utm.edu>, Kimberly Butler <kimberly.butler@wth.org>, Michelle Atkins <matkins1@utk.edu>, Nichole Lawrence <nichole.lawrence@tn.gov>, Mal Matthews <malm66@icloud.com>

We have posted the position of GM/CEO on our Facebook page this morning and I'd like to ask all of you that have Facebook accounts to (1) like the post and (2) share the post on your page. This will help us get it out to a larger audience.

It will also appear in several other places but we would appreciate your help with this one.

Another way you can help is by sharing the attached with anyone you feel might be qualified and interested.

Many thanks!

Katrina C. Cobb



Interim General Manager

P. O. Box 966

Martin TN 38237

731-881-7561

 **GM Job Announcement 2022.pdf**
167K



Melissa Conner <mconner@westtnpbs.org>

Fwd: FW: West TN PBS General Manager & CEO position announcement

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 6:43 PM

Darrell Conner
Director of Production



210 Hurt Street
Martin, TN 38238
731-881-7561

1017 Campbell Street
Jackson, TN 38301
731-574-9555

----- Forwarded message -----

From: <kcobb@westtnpbs.org>
Date: Thu, Sep 8, 2022 at 9:51 AM
Subject: FW: West TN PBS General Manager & CEO position announcement
To: <dconner@westtnpbs.org>, Rodney Freed <rfreed@utm.edu>

Just sharing what I've sent out to over 100 PBS employees across the US.

From: kcobb@westtnpbs.org <kcobb@westtnpbs.org>
Sent: Thursday, September 8, 2022 9:44 AM
To: kcobb@wljt.org
Subject: West TN PBS General Manager & CEO position announcement

At West TN PBS we are looking forward to cooler temperatures, the slower pace Fall brings and NEW STATION MANAGEMENT!

If you know of a qualified candidate for the position of General Manager and CEO that might be interested in joining us in beautiful Tennessee, please share the attached with them.

Thank you and have a great rest of your week!

Katrina C. Cobb



Interim General Manager

P. O. Box 966

Martin TN 38237

731-881-7561

1

 **GM Job Announcement 2022.pdf**
167K

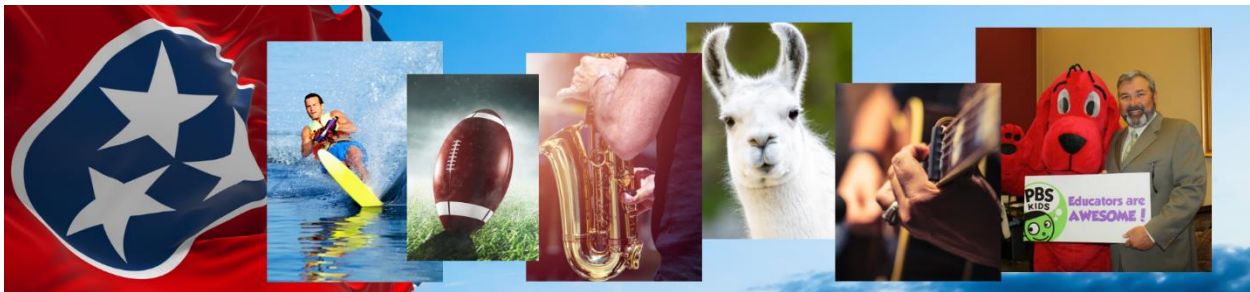
West TN PBS

West TN PBS is seeking qualified candidates for the position of General Manager and CEO. The successful candidate will serve the West Tennessee Public Television Council and the viewers of West Tennessee providing leadership of station operations.

A community licensee, West TN PBS's mission is to serve West Tennessee by providing a world of learning and discovery through quality programming, educational services, and online information that educates, inspires, and entertains. Offices are located on the beautiful campus of the University of Tennessee at Martin – a public university and one of five primary campuses in the University of Tennessee system.

Tennessee has lots to offer to the successful candidate. Exciting cities, beautiful scenery and plenty of jobs are some things that have attracted nearly 600,000 people to the state since 2010. Of course, there's also another factor: Tennessee enjoys an especially low cost of living. According to a study conducted by the World Population Review, in 2021 Tennessee is the country's sixth cheapest state to live in. Tennessee also boasts no state property taxes or income taxes! Conveniently-located, great cultural experiences and natural beauty make Tennessee a great place to start – or grow – a family, begin a new career or even start planning for retirement...it's a great place to call home.

An hour or less from the office you can enjoy [Discovery Park of America](#), the [Tennessee Safari Park](#), a performance at [The Dixie](#) and the beautiful [Paris Landing State Park](#). If you've got a little more time on your hands you can travel to [Beale Street](#), [The Orpheum](#) or a [Redbirds](#) game in Memphis. A little farther, still only about two and a half hours from home, you'll find [Titans](#) football, [Predators](#) hockey, great [music](#) and [much, much more](#) across our great state. Tennessee has something for everyone!



This position of General Manager and CEO calls for the overall leadership of station operations. Responsibilities include business and financial matters, fundraising, budgeting, expense control, and supervision of the station staff. The staff – while small in numbers – is highly vested in providing the best PBS has to offer to our viewers. Most employees have been with the station for over fifteen years and have become a family. We work hard – celebrate hard – and, when necessary, regroup to make things better next time.

West TN PBS is looking for someone that possesses a mission related, strategic vision as well as strong leadership and management skills, and someone that can be proficient with all local, state and federal laws including FCC regulations. As a member of the PBS network, the manager should be familiar with policies and regulations of PBS network affiliation.

The candidate must have strong communications skills and knowledge of how to solicit funds from the viewing public, corporations and foundations. The candidate must have a proven record of

financial management and fiscal responsibility and knowledge of the business and operations of the station.

The ideal candidate will have executive management experience as well as experience in developing and successfully implementing a strategic plan. He/she must have leadership qualities to hire and motivate department heads, establish goals, approve budgets and establish a working relationship with the Board of Directors.

Minimum Requirements:

- Four-year college degree in management, communications, broadcasting, related field or equivalent professional experience.
- Computer skills with the ability to learn and use proprietary database software and knowledge of Microsoft Office applications.

Preferred Requirements:

- At least two (2) years experience in management of a public television station.
- Master's degree in an appropriate, related field.
- Experience with federal and state compliance record keeping.

This position reports directly to the West TN Public Television Council (Board of Directors) and is a member of the station's executive committee. This position is full-time, salary, exempt. Benefits include – but are not limited to – paid annual, personal and sick leave; numerous paid holidays; health and life insurance along with retirement benefits.

Applicants should send a cover letter including salary requirements, resume and three professional references to:

West TN PBS-GM Search
P. O. Box 966
Martin, TN 38237

All materials should be postmarked no later than September 30. No phone calls please.

AA/EEO



Katrina Cobb <kcobb@westtnpbs.org>

help wanted ad for next week

kcobb@westtnpbs.org <kcobb@westtnpbs.org>

Thu, Sep 8, 2022 at 9:13 AM

To: Lynette Calhoun Wagster <lcwagster@gmail.com>, Weakley County Press <lcwagster@wcpnews.com>

I'd like this to run the week of September 12. If it needs to be adjusted in size, just let me know. Please advise cost of one run in paper and online run, as well.

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561



General Manager & CEO

West TN PBS is seeking qualified candidates for the position of General Manager and CEO. The successful candidate will serve the West Tennessee Public Television Council and the viewers of West Tennessee providing leadership of station operations.

The successful candidate must possess strong leadership and management skills/experience; have strong communications, fundraising and grant writing skills and, preferably, be proficient with PBS and FCC policies and regulations.

This position reports directly to the Board of Directors and is full-time, salary, exempt and includes paid leave, holidays, insurance and more.

More information on this position — including requirements and the application process — can be found at WestTNPBS.org > About Us > Employment

All materials should be postmarked no later than September 30. No phone calls please. AA/EEO

General Manager 2022.jpg
224K

Interim General Manager

P. O. Box 966

Martin TN 38237

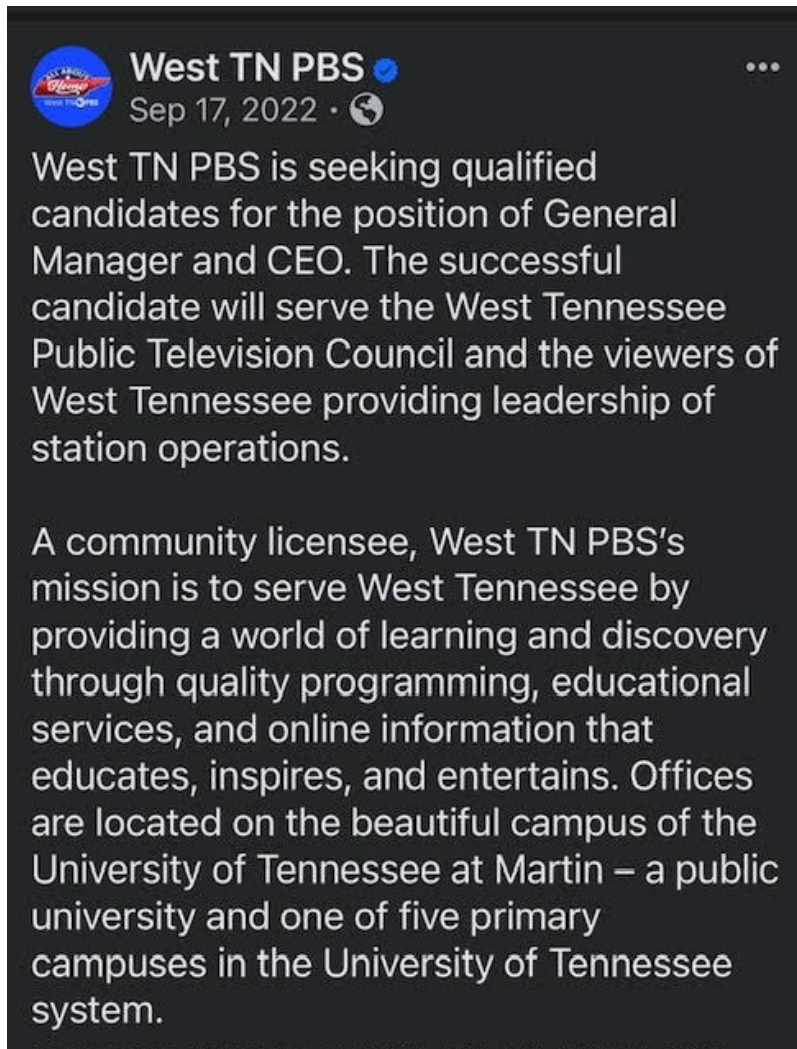
731-881-7561

West TN PBS

General Manager & CEO

Job Position Posted on Facebook:

September 17, 2022

A screenshot of a Facebook post from West TN PBS. The post is dated September 17, 2022, and features a circular profile picture with the station's logo. The text of the post is as follows:

West TN PBS is seeking qualified candidates for the position of General Manager and CEO. The successful candidate will serve the West Tennessee Public Television Council and the viewers of West Tennessee providing leadership of station operations.

A community licensee, West TN PBS's mission is to serve West Tennessee by providing a world of learning and discovery through quality programming, educational services, and online information that educates, inspires, and entertains. Offices are located on the beautiful campus of the University of Tennessee at Martin – a public university and one of five primary campuses in the University of Tennessee system.

Tennessee has lots to offer to the successful candidate. Exciting cities, beautiful scenery and plenty of jobs are some things that have attracted nearly 600,000 people to the state since 2010. Of course, there's also another factor: Tennessee enjoys an especially low cost of living. According to a study conducted by the World Population Review, in 2021 Tennessee is the country's sixth cheapest state to live in. Tennessee also boasts no state property taxes or income taxes! Conveniently-located, great cultural experiences and natural beauty make Tennessee a great place to start – or grow – a family, begin a new career or even start planning for retirement...it's a great place to call home.

Learn more about this position including job requirements and how to apply at <https://www.westtnpbs.org/employment/>





Melissa Conner <mconner@westtnpbs.org>

Fwd: GM search

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 6:45 PM

Darrell Conner
Director of Production



210 Hurt Street
Martin, TN 38238
731-881-7561

1017 Campbell Street
Jackson, TN 38301
731-574-9555

----- Forwarded message -----
From: <kcobb@westtnpbs.org>
Date: Thu, Oct 13, 2022 at 9:31 AM
Subject: GM search
To: <staff@westtnpbs.org>

I just wanted to get everyone up to date on the GM search...

- We received 8 applicants
 - One with non-profit back ground
 - One with commercial radio back ground
 - One with commercial television back ground
 - One with NPR back ground
 - Four with PBS back ground
- The Search Committee consists of Rodney Freed, John Fry, Julie Allen Ward, Kim Foster, Travis McLeese and LaShonda Williams.
- There is no firm timeline other than applications have been received and are in the review process.

Katrina C. Cobb





Melissa Conner <mconner@westtnpbs.org>

Fwd: URGENT -- please note the panic in my typing

Katrina Cobb <kcobb@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 7:12 PM

----- Forwarded message -----

From: <kcobb@wljt.org>
Date: Tue, Jan 31, 2023 at 1:10 PM
Subject: URGENT -- please note the panic in my typing
To: Miranda Barnes <mbarnes@westtnpbs.org>

We have an ad in today's Weakley Co Press and it just went live online. How fast can you get these up on the website????

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

6 attachments

 **Jan 2023 Admin and Finance Asst Job Posting.doc**
58K

 **Jan 2023 Admin and Finance Asst Job Posting.pdf**
94K

 **Jan 2023 Producer Director Sound Job Posting.doc**
51K

 **Jan 2023 Producer Director Sound Job Posting.pdf**
94K

 **Jan 2023 PT MCO Job Posting.doc**
54K

3/27/24, 7:34 PM

WLJT Mail - Fwd: URGENT -- please note the panic in my typing



Jan 2023 PT MCO Job Posting.pdf
64K



Part-time Master Control Operator

West TN PBS (WLJT) is currently accepting resumes for the position of part-time Master Control Operator. Successful candidates will work in our master control facilities, which are located on the UT-Martin campus.

Duties will include but are not limited to:

- Performing all required Master Control duties during a regular operating shift which includes, but is not limited to, the following:
 - Assuring the accuracy of all program logs, record schedules, automation schedules and other related documents and files.
 - Receive and check for technical quality all programs, recordings and other on-air materials.
 - Report all pertinent program/on-air information to the Director of Broadcast Operations.
 - Report technical malfunctions to the Engineering Department.
 - Operate the technical facilities of Master Control as designated by the logs, schedules and other protocols for the efficient, legal and appropriate over-the-air delivery of programming materials to the viewing audience.
- Perform other duties as assigned.

Requirements:

- High School diploma, GED, or equivalent.
- Demonstrate an understanding of electronics, television broadcast equipment, and IT based networking and associated equipment.
- Demonstrate the ability to perform multiple tasks and meet strict deadlines.
- Must be willing to work nights, weekends and holidays.

Some college and experience in a technically based television environment preferred.

This position will take direction from the Master Control Supervisor, the Chief Engineer and the Director of Engineering.

Send cover letter, resume and references to:

West TN PBS-MCO
P.O. Box 966
Martin, TN 38237

Position open until filled. AA/EEO

Jan 2023



Melissa Conner <mconner@westtnpbs.org>

Fwd: (WTPBS Script) Now Hiring Spot

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 6:29 PM

Begin forwarded message:

From: Darrell Conner <dconner@westtnpbs.org>
Date: March 27, 2024 at 6:28:07 PM CDT
To: Darrell Conner <dconner@westtnpbs.org>
Subject: Fwd: (WTPBS Script) Now Hiring Spot

Begin forwarded message:

From: Darrell Conner <dconner@westtnpbs.org>
Date: February 1, 2023 at 2:47:09 PM CST
To: George Hawks <georgetvo@icloud.com>
Subject: (WTPBS Script) Now Hiring Spot

Hope all is well. The following needs to be an energetic read, and should come in at :30. If it doesn't, I'll attempt a rewrite. Let me know if you have any questions. Thanks in advance.

dc

West Tennessee PBS is now hiring! We're seeking qualified applicants for the following positions...

Producer/Director/Sound Engineer

We're looking for someone with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content.

(pause)**Administrative & Finance Assistant**

We're looking for a "numbers" person with a friendly, approachable voice and personality. This person will assist in the daily accounting and business management of the station.

(pause)

And Part-time Master Control Operator

The successful candidate will work in our master control facilities, which are located on the UT-Martin campus.

For more information on these positions and how to apply, visit westtnpbs.org/employment. West TN PBS is an equal opportunity employer.

West TN PBS

Part-Time Master Control Operator

Job Position Posted on Facebook:

February 2, 2023



We're Hiring!

Master Control Operator

West TN PBS seeks a detail oriented individual for the position of part-time Master Control Operator. Successful candidates will work in our master control facilities, which are located on the UT-Martin campus, where they will operate the technical facilities as designated by the logs, schedules and other protocols for the efficient, legal and appropriate over-the-air delivery of programming materials to the viewing audience. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and must be available to work nights, weekends and holidays.

Visit westtnps.org/employment for full job description and application procedures. Position open until filled.

No phone calls please. AA/EEO

West TN PBS

Feb 2, 2023 · 



Katrina Cobb <kcobb@westtnpbs.org>

please share

kcobb@westtnpbs.org <kcobb@westtnpbs.org>
To: Rodney Freed <rffreed@utm.edu>

Thu, Feb 9, 2023 at 3:18 PM

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

3 attachments



Administrative & Finance Assistant

West TN PBS seeks a "numbers" person to fill the upcoming position of Administrative & Finance Assistant. This person must possess a friendly, approachable voice and personality as the first person our callers will encounter. They should also be skilled in basic Microsoft Office applications (especially Word and Excel), general accounting/bookkeeping - including accounts payable and receivable - and be willing to assist in other areas of the operation as needed. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and at least 2 years experience in an office setting.

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO

Admin & Fin Asst.png
304K



We're Hiring!

Master Control Operator

West TN PBS seeks a detail oriented individual for the position of part-time Master Control Operator. Successful candidates will work in our master control facilities, which are located on the UT-Martin campus, where they will operate the technical facilities as designated by the logs, schedules and other protocols for the efficient, legal and appropriate over-the-air delivery of programming materials to the viewing audience. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and must be available to work nights, weekends and holidays.

MCO.png
294K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



We're Hiring!

Producer/Director/Sound Engineer

West TN PBS seeks a driven Producer/Director/Sound Engineer with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content for our various distribution platforms. This position works directly with the Director of Production, but also collaborates with other departments within the station on projects as needed. Qualified candidates must possess a bachelor's degree in Communications or related field and a minimum of one year of professional television experience.

Producer Director.png
296K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



Katrina Cobb <kcobb@westtnpbs.org>

positions available

kcobb@wljt.org <kcobb@wljt.org>
To: hhodges7@utm.edu

Fri, Feb 10, 2023 at 8:17 AM

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966


Martin TN 38237

731-881-7561

3 attachments

 **Jan 2023 Admin and Finance Asst Job Posting.pdf**
94K

 **Jan 2023 Producer Director Sound Job Posting.pdf**
94K

 **Jan 2023 PT MCO Job Posting.pdf**
64K

West TN PBS

Part-Time Master Control Operator

Job Position Posted on Facebook:

February 15, 2023



We're Hiring!


Master Control Operator

West TN PBS seeks a detail oriented individual for the position of part-time Master Control Operator. Successful candidates will work in our master control facilities, which are located on the UT-Martin campus, where they will operate the technical facilities as designated by the logs, schedules and other protocols for the efficient, legal and appropriate over-the-air delivery of programming materials to the viewing audience. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and must be available to work nights, weekends and holidays.

Visit westtnps.org/employment for full job description and application procedures. Position open until filled.

No phone calls please. AA/EEO

West TN PBS

Feb 15, 2023 · 



Melissa Conner <mconner@westtnpbs.org>

Fwd: Congratulations to Christen Patterson

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 7:00 PM

Darrell Conner
Director of Production



210 Hurt Street
Martin, TN 38238
731-881-7561

1017 Campbell Street
Jackson, TN 38301
731-574-9555

----- Forwarded message -----
From: **Darrell Conner** <dconner@westtnpbs.org>
Date: Mon, May 8, 2023 at 7:44 PM
Subject: Re: Congratulations to Christen Patterson
To: Christen Patterson <crlpatterson@westtnpbs.org>

Welcome aboard!

dc

On May 8, 2023, at 5:45 PM, Christen Patterson <crlpatterson@westtnpbs.org> wrote:

I LOVE being given the opportunity to fully join this hard working team! I look forward to many years of service. Thank you so much Peter and Jennifer!

On Mon, May 8, 2023 at 5:26 PM Peter Noll <pnoll@westtnpbs.org> wrote:

Hello West TN PBS Team,
Please join me in congratulating Christen Patterson for her promotion to a full-time team member in Master Control. Christen joined us several months ago in a part-time capacity and has proven herself with dependability as well as a "can do" attitude!

Thank you for your hard work Christen and congratulations,
Peter Noll

Thank you for supporting WEST TN PBS

Peter J. Noll, General Manager & CEO

731.881.7561 (office)
818.406.3007 (cell)
P.O. Box 966
Martin TN 38237



Support Your Community Television Station - become a member today at westtnpbs.org



Melissa Conner <mconner@westtnpbs.org>

Fwd: TVJobs.com - Producer/Director/Sound Engineer position posted

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 7:03 PM

Darrell Conner
Director of Production



210 Hurt Street	1017 Campbell Street
Martin, TN 38238	Jackson, TN 38301
731-881-7561	731-574-9555

----- Forwarded message -----

From: <jobs@tvjobs.com>
Date: Thu, Jan 26, 2023 at 3:44 PM
Subject: TVJobs.com - Producer/Director/Sound Engineer position posted
To: <dconner@westtnpbs.org>

JOB POSTING NOTIFICATION FROM TVJOBS

Darrell Conner,

The "Producer/Director/Sound Engineer" position for West TN PBS was just posted in the Job Center and is now available on-line ...

Station : West TN PBS
Position : Producer/Director/Sound Engineer
Category : Production - Audio
Database : Television
Job ID : TVJ#34407763
Posted : 1/26/2023
Expires : 2/26/2023
Status : Non-Registered Employer - New Job Listing
Ad Text :

Producer/Director/Sound Engineer

West TN PBS seeks a driven Producer/Director/Sound Engineer with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content for our various distribution platforms. This position works directly with the Director of Production, but also collaborates with other departments within the station on projects as needed.

Primary Responsibilities:

- Perform as primary sound engineer for our field/studio projects, including set-up/tear-down of audio equipment.
- Creatively gather and mix 5.1 audio utilizing the Yamaha DM2000VCM audio console in various production venues.
- Multitrack record, when needed, and remix audio in the post-production environment utilizing Logic Pro software.

- Hiring, instruction, supervising and scheduling of audio assistants.
- Coordinating with the Engineering Department for necessary support.
- Ability to serve as Producer/Director in the absence of the Director of Production, including acting as Technical Director and supervising production crew members.
- Perform unsupervised as producer/videographer/editor on assigned projects.
- Assist with other responsibilities as assigned.

Required Qualifications:

- Bachelor's degree in communications or related field preferred and/or equivalent experience in the field.
- 1-2 years of professional television production experience.
- Experience with Mac platform Final Cut Pro and/or Adobe Creative Cloud, Premiere or After Effects.
- Deadline oriented.
- Ability to multi-task multiple projects at once with attention to detail.

Send cover letter, resume, references, and a link or sample of your work to:

West TN PBS-P/D/SE
P.O. Box 966
Martin, TN 38237

Position open until filled.

AA/EEO

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<https://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 2/26/2023.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<https://www.tvjobs.com/cgi-bin/JOB?ID=3580101458571754>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs. If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you manage your online jobs.<<



Melissa Conner <mconner@westtnpbs.org>

Fwd: URGENT -- please note the panic in my typing

Katrina Cobb <kcobb@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 7:12 PM

----- Forwarded message -----

From: <kcobb@wljt.org>
Date: Tue, Jan 31, 2023 at 1:10 PM
Subject: URGENT -- please note the panic in my typing
To: Miranda Barnes <mbarnes@westtnpbs.org>

We have an ad in today's Weakley Co Press and it just went live online. How fast can you get these up on the website????

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

6 attachments

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51K

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94K

 **Jan 2023 PT MCO Job Posting.doc**
54K

3/27/24, 7:34 PM

WLJT Mail - Fwd: URGENT -- please note the panic in my typing



Jan 2023 PT MCO Job Posting.pdf
64K



Katrina Cobb <kcobb@westtnpbs.org>

help wanted ad

Katrina Cobb <kcobb@westtnpbs.org>
To: mellen@mayfield-messenger.com

Mon, Feb 13, 2023 at 10:51 AM

Hello, Mary Ellen -- I'm glad we've finally connected. We need the attached ad to run in the Paducah Sun this week -- preferably the issue that has the highest circulation.

Please advise how much it will be -- you can call and I'll provide you with a credit card number -- and which day it will run.

Thank you --

Katrina Cobb
West TN PBS
731-881-7561



We're Hiring!

Producer/Director/Sound Engineer

West TN PBS seeks a driven Producer/Director/Sound Engineer with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content for our various distribution platforms. This position works directly with the Director of Production, but also collaborates with other departments within the station on projects as needed. Qualified candidates must possess a bachelor's degree in Communications or related field and a minimum of one year of professional television experience.

Producer Director (1).png
296K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



Producer/Director/Sound Engineer

West TN PBS seeks a driven Producer/Director/Sound Engineer with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content for our various distribution platforms. This position works directly with the Director of Production, but also collaborates with other departments within the station on projects as needed.

Primary Responsibilities:

- Perform as primary sound engineer for our field/studio projects, including set-up/tear-down of audio equipment.
- Creatively gather and mix 5.1 audio utilizing the Yamaha DM2000VCM audio console in various production venues.
- Multitrack record, when needed, and remix audio in the post-production environment utilizing Logic Pro software.
- Hiring, instruction, supervising and scheduling of audio assistants.
- Coordinating with the Engineering Department for necessary support.
- Ability to serve as Producer/Director in the absence of the Director of Production, including acting as Technical Director and supervising production crew members.
- Perform unsupervised as producer/videographer/editor on assigned projects.
- Assist with other responsibilities as assigned.

Required Qualifications:

- Bachelor's degree in communications or related field preferred and/or equivalent experience in the field.
 - 1-2 years of professional television production experience.
 - Experience with Mac platform Final Cut Pro and/or Adobe Creative Cloud, Premiere or After Effects.
 - Deadline oriented.
 - Ability to multi-task multiple projects at once with attention to detail.
-

This position reports to the Director of Production. This person provides leadership to production personnel regarding assigned projects.

Send cover letter, resume, references, and a link or sample of your work to:

West TN PBS-P/D/SE
P.O. Box 966
Martin, TN 38237

Position open until filled. AA/EEO

Jan 2023



Katrina Cobb <kcobb@westtnpbs.org>

help wanted ad

Katrina Cobb <kcobb@westtnpbs.org>
To: brandon@jacksonpost.news

Mon, Jan 30, 2023 at 11:46 AM

Good morning, Brandon!

I need to have the attached ad run in this week's Jackson Post, if at all possible. Please take a look and let me know if you need any further info to move forward. You can bill us or I can call you with a credit card number.



Producer/Director/Sound Engineer
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Producer Director.png
296K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



Melissa Conner <mconner@westtnpbs.org>

Fwd: (WTPBS Script) Now Hiring Spot

Darrell Conner <dconner@westtnpbs.org>
To: Melissa Conner <mconner@westtnpbs.org>

Wed, Mar 27, 2024 at 6:29 PM

Begin forwarded message:

From: Darrell Conner <dconner@westtnpbs.org>
Date: March 27, 2024 at 6:28:07 PM CDT
To: Darrell Conner <dconner@westtnpbs.org>
Subject: Fwd: (WTPBS Script) Now Hiring Spot

Begin forwarded message:

From: Darrell Conner <dconner@westtnpbs.org>
Date: February 1, 2023 at 2:47:09 PM CST
To: George Hawks <georgetvo@icloud.com>
Subject: (WTPBS Script) Now Hiring Spot

Hope all is well. The following needs to be an energetic read, and should come in at :30. If it doesn't, I'll attempt a rewrite. Let me know if you have any questions. Thanks in advance.

dc

West Tennessee PBS is now hiring! We're seeking qualified applicants for the following positions...

Producer/Director/Sound Engineer

We're looking for someone with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content.

(pause)

Administrative & Finance Assistant

We're looking for a "numbers" person with a friendly, approachable voice and personality. This person will assist in the daily accounting and business management of the station.

(pause)

And Part-time Master Control Operator

The successful candidate will work in our master control facilities, which are located on the UT-Martin campus.

For more information on these positions and how to apply, visit westtnpbs.org/employment. West TN PBS is an equal opportunity employer.



Katrina Cobb <kcobb@westtnpbs.org>

please share

kcobb@westtnpbs.org <kcobb@westtnpbs.org>
To: Rodney Freed <rffreed@utm.edu>

Thu, Feb 9, 2023 at 3:18 PM

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

3 attachments



Administrative & Finance Assistant

West TN PBS seeks a "numbers" person to fill the upcoming position of Administrative & Finance Assistant. This person must possess a friendly, approachable voice and personality as the first person our callers will encounter. They should also be skilled in basic Microsoft Office applications (especially Word and Excel), general accounting/bookkeeping - including accounts payable and receivable - and be willing to assist in other areas of the operation as needed. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and at least 2 years experience in an office setting.

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.

No phone calls please. AA/EEO

Admin & Fin Asst.png
304K



We're Hiring!

Master Control Operator

West TN PBS seeks a detail oriented individual for the position of part-time Master Control Operator. Successful candidates will work in our master control facilities, which are located on the UT-Martin campus, where they will operate the technical facilities as designated by the logs, schedules and other protocols for the efficient, legal and appropriate over-the-air delivery of programming materials to the viewing audience. Qualified candidates must possess a minimum of a high school diploma, or its equivalent, and must be available to work nights, weekends and holidays.

MCO.png
294K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



We're Hiring!

Producer/Director/Sound Engineer

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Producer Director.png
296K

Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.
No phone calls please. AA/EEO



Katrina Cobb <kcobb@westtnpbs.org>

positions available

kcobb@wljt.org <kcobb@wljt.org>
To: hhodges7@utm.edu

Fri, Feb 10, 2023 at 8:17 AM

Katrina C. Cobb



Assistant Station Manager

P. O. Box 966

Martin TN 38237

731-881-7561

3 attachments

 **Jan 2023 Admin and Finance Asst Job Posting.pdf**
94K

 **Jan 2023 Producer Director Sound Job Posting.pdf**
94K

 **Jan 2023 PT MCO Job Posting.pdf**
64K

West TN PBS

Producer/Director/Sound Engineer

Job Position Posted on Facebook:

February 1, 2023



We're Hiring!

Producer/Director/Sound Engineer

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Visit westtnpbs.org/employment for full job description and application procedures. Position open until filled.

No phone calls please. AA/EEO

West TN PBS

Feb 1, 2023 · 🌐

West TN PBS

Producer/Director/Sound Engineer

Job Position Posted on Facebook:

February 16, 2023



West TN PBS

We're Hiring!

Producer/Director/Sound Engineer

West TN PBS seeks a driven Producer/Director/Sound Engineer with the energy, experience and desire to bring great sounding audio to our local productions, as well as being able to create compelling program content for our various distribution platforms. This position works directly with the Director of Production, but also collaborates with other departments within the station on projects as needed. Qualified candidates must possess a bachelor's degree in Communications or related field and a minimum of one year of professional television experience.

Visit westtnps.org/employment for full job description and application procedures. Position open until filled.

No phone calls please. AA/EEO



West TN PBS

Feb 16, 2023 · 