

**Maryland Public Television
Annual EEO Public File Report
Reporting Period June 1, 2013 – May 31, 2014**

I. Vacancies filled:

Position Title	Recruitment Sources	# of Applicants Interviewed	# of Interviewees from Sources	Recruitment Source for this Hire
Assistant Producer	MPT website State of Maryland Job Openings Website Jobaps Recruitment mailing list	5	5-State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Producer/Editor	MPT website State of Maryland Job Openings website Jobaps Recruitment mailing list	9	5-Internal referral 4- State of Maryland Job Openings website jobaps	Internal Referral
Associate Producer	MPT website State of Maryland Job Openings website Jobaps Recruitment mailing list	9	9-MPT website	MPT website
Chief Engineer Production & Maintenance	MPT website State of Maryland Job Openings website jobaps Society of Broadcast Engineer Website Facebook Twitter Linkedin Current Magazine Recruitment mailing list	9	8- State of Maryland Job Openings website jobaps 1-Internal referral	Internal Referral
Videographer	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	4	4- State of Maryland Job Openings website jobaps	State of Maryland Job Openings website jobaps
Associate Producer	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	4	4- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Broadcast Services Coordinator	MPT website State of Maryland Job Openings website jobaps Recruitment mailing	4	1- State of Maryland Job Openings website Jobaps 3-MPT website	State of Maryland Job Openings website Jobaps

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	list			
Producer/Editor	MPT website State of Maryland Job Openings website Jobaps Recruitment mailing list	4	2- State of Maryland Job Openings website Jobaps 2- Internal Referral	State of Maryland Job Openings website Jobaps
Contributor Relations Specialist	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	7	7- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Assistant National Distribution & Marketing	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	9	7-State of Maryland Job Openings website Jobaps 2-Internal Referral	Internal Referral
Contributor Relations Representative	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	5	5- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Major & Planned Giving Assistant	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	3- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Editor	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	6	5- State of Maryland Job Openings website Jobaps 1- Internal Referral	Internal Referral
Convio Admin/Premium Coordinator	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	6	4- State of Maryland Job Openings website Jobaps 2- Internal Referral	State of Maryland Job Openings website Jobaps
MPT Business Manager	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	4	4- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Sr. Videographer	MPT Website State of Maryland Job Openings Website Jobaps Linkedin	3	3- Internal Referral	Internal Referral

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	Society for Broadcast Engineers Website Recruitment Mailing List			
Transmitter Maintenance Engineer	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	6	5- State of Maryland Job Openings website Jobaps 1- LinkedIn	State of Maryland Job Openings website Jobaps
Production Assistant	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	3- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
National Public Relations Manager	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	4	4- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Building Security Officer I	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	9	9- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
MPT Electrician	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	9	9- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Videographer	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	3- MPT Website	MPT Website
Broadcast Engineer Production & Maintenance	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	2- State of Maryland Job Openings website Jobaps 1-Internal Referral	Internal Referral
Coordinator, MPT Vietnam Project	MPT Website, State of Maryland Job Openings Website Jobaps	7	3- State of Maryland Job Openings website Jobaps 4- Internal Referral	Internal Referral
Associate Producer/Editor		4	4- State of Maryland Job Openings Website Jobaps	State of Maryland Job Openings Website Jobaps

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There were 139 applicants interviewed during this reporting period.

II. Recruitment Sources:	# of Interviewees Referred by This Source
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Linkedin.com	1
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Maryland Public Television Website & Internal	36
11767 Owings Mills Blvd	
Owings Mills, MD 21117	
Bob Wilson	
410-581-4180	
www.mpt.org	

State of Maryland Job Openings website	102
jobaps.com/MD	
MD Dept. of Budget and Management	
48 W. Preston Street	
Baltimore, MD 21201	
Doug Swanson	
800-705-3493	
410-767-4898	
dswanson@dbm.state.md.us	

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Prong 1. Wide dissemination of notice of all full time vacancies.

Wide dissemination of our vacancies is a business imperative and ensures that we obtain a broad pool of qualified candidates.

MPT recruits for every full time vacancy using a variety of sources. Every effort is made to reach candidates in the greater Baltimore metropolitan area and throughout the state of Maryland. Many of our recruitment sources (newspapers, trade magazines, CPB, PBS, university career/alumni websites, and advocacy groups) reach candidates throughout the US.

Mailing List of Organizations:

American Association of
University Women
Contact: Kate Farrar
(p) 202-785-7700
1111 16th Street, NW
Washington, DC 20036
American Federation of
Television and Radio Artists
Contact: Patricia O'Donnell
(p) 301-657-2560
7735 Old Georgetown Rd, Suite 950
Bethesda, MD 20814

Art Institute of Washington
Contact: Kim Resnick
(p) 888-624-0300
1820 North Ft. Myers Drive
Arlington, VA 22209

Center for Immigration Studies
Contact: Mark Krikorian
(p) 202-466-8185
1629 K Street Northwest
Suite 600
Washington, DC 20006

Bowie State University
Department of Communications
(p) 301-860-4000
14000 Jericho Park Road
Bowie, MD 20715

Career Builder
www.careerbuilder.com
Suite 1100
200 N. LaSalle Street
Chicago, IL 60601

Baltimore Works
Contact: Job Developer
(p) 410-247-4898
2701 West Patapsco Ave.
Suite 110
Baltimore, MD 21230
Doleman Black Heritage Museum,
Inc.
(p) 301-797-5019
540 North Locust Street
Hagerstown, Maryland 21740

Department of Human Services
(p) 703-228-1400
Arlington Employment Center
2100 Washington Blvd.
Arlington, VA 22204

Emma Bowen Foundation for
Minority
Interests in Media
Contact: Sandra Dorsey Rice
(p) 212-975-2545
524 West 57th Street

Fairfax Virginia Department of
Rehabilitation
(p) 703-359-1124
11150 Fairfax Blvd. Suite 300
Fairfax, VA 22030

George Mason University
University Center Service-MSN-
3B6
(p) 703-993-1000
On-Campus Recruiting Coordinator
4400 University Drive
Fairfax, VA 22030

Hampton University
Attn: Vivian David
(p) 757-727-5000
114 Wigwam Building, Rm. 114
Hampton, VA 23668

Hispanic Committee of Virginia
(p) 804-378-4099
5827 Columbia Pike, Suite 200
Falls Church, VA 22041

Hispanic Link News Service
(p) 202-234-0280
1420 N. Street, NW
Washington, DC 20005

House of Ruth
Contact: Careers
(p) 410-889-7884
5 Thomas Circle, NW
Washington, DC 20005

Howard University
(p) 202-806-6100
Career Services Center, Rm 206
C. P. Powell Bldg.
525 Bryant St., N.W.
Washington, DC 20039

Jewish Women International
(p) 202-857-1300
1129 20th Street NW
Suite 801
Washington, DC 20036

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The Catholic University of America
Dept of Education, O'Boyle Hall
(p) 202-319-5000
Washington, DC 20064

Columbia School of Broadcasting
Contact: Career Services
(p) 703-591-6000
301-a Maple Ave.
Vienna, VA 22180

Columbia Union College
(p) 301-891-4000
7600 Flowers Ave
Takoma Park, MD 20912

College of Notre Dame of Maryland
Human Resources, MBK Sports &
Recreation Center, Room 215
(p) 410-435-0100
4701 North Charles Street
Baltimore, Maryland 21210

Montgomery County Industry
Council
11002 Viers Mill Rd., Suite 510
Wheaton, MD 20902

Montgomery County
Government Center
Contact: Career Services
(p) 540-394-2007
755 Roanoke St., Suite 2D
Christiansburg, VA 24073-3180
NAACP, Washington Bureau
Contact: H. Shelton
(p) 410-580-5777
Suite 915
1156 15th St. NW.
Washington, DC 20005

Habitat Chesapeake Women Build
Contact: Leila Kohler-Frueh
(p) 410-366-1250, ext.128
3741 Commerce Dr., Suite 309
Baltimore, MD 21227

Georgetown University
Career Education Center
(p) 202-687-0100
One Leavey Center
Box 571086
Washington, DC 20057
George Washington University
Journalism Department
Contact: Samara Sit
(p) 202-242-6673
805 21 Street, NW, Suite 400
Washington, DC 20052

Greater Baltimore Urban League
Contact: Careers
(p) 410-523-8150
512 Orchard Street
Baltimore, MD 21201

Greater Washington Urban League
Executive Offices
(p) 202-265-8200
2901 14th Street, NW
Washington, DC 20009

Parents and Friends of Ex-Gays
and Gays
Contact: Regina Griggs
(p) 301-322-0900
Box 510
Reedville, VA 22539

Prince George's Community
College
Contact: Sandra Parker
(p) 301-618-8400
301 Largo Road
Largo, MD 20774-2199
Prince George's Workforce
Development
Contact: Beverly Carlyle
(p) 301-618-8400
1100 Mercantile Lane, Suite 120
Largo, MD 20774
Salisbury University
Career Services, GC 133
Contact: C Dickerson
(p) 410-543-6000
1101 Camden Ave.
Salisbury, MD 21801

Maryland Institute College of
Art and Design
Contact: Megan Rogers
(p) 410-669-9200
1300 W. Mt. Royal Ave.
Baltimore, MD 21217

Marymount University
Contact: Careers
(p) 703-522-5600
2807 N. Glebe Road
Arlington, VA 22207

Mayor's Office on Latinos Affairs
(p) 202-671-2825
Reeves Municipal Center, 2nd Floor
2000 14th Street, NW, Second Floor
Washington, DC 20009

Morgan State University
Fine and Performing Arts Dept.
Contact: Earlene Goodson
(p) 443-885-3333
1700 E. Cold Spring Lane
Baltimore, MD 21251

Virginia Assoc. of Broadcasters
Contact: Careers
(p) 434-977-3716
250 W. Main Street., Suite 100
Charlottesville, VA 22902

Wider Opportunities for Women
Suite 930
Contact: Shawn McMahon
(p) 202-464-1596
1001 Connecticut Ave., NW
Washington, DC 20036

Conexiones of Howard County
feli@conexioneshc.org
P.O. Box 6997
Columbia, MD 21045

Women Work!
(p) 412-281-9240
305 Wood St., Suite 325
Pittsburgh, PA 15222

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Hood College
Career Services
(p) 301-663-3131
401 Rosemont Ave.
Frederick, Maryland 21701

Nat'l Organization for Women
Contact: Careers
(p) 202-628-8669
1100 H Street., NW, 3rd Floor
Washington, DC 20005

Nat'l Association of Black
College Broadcasters
P. O. Box 3191
Atlanta, GA 30302

Nat'l Academy of Television
Arts and Sciences
Contact: Jeffery Kramer
(p) 212-586-8424
12504 Quarterhorse Drive
Bowie, MD 20720

National Council of Negro Women
Contact: Nakiya Lee
(p) 202-737-0120
633 Pennsylvania Ave., N.W.
Washington, DC 20004

Nat'l Lesbian and Gay Journalists
Association
Contact: Career Center
(p) 202-588-9888
2120 L Street, NW, Suite 850
Washington, DC 20037

Television Bureau of Advertising
Contact: Careers
(p) 212-486-1111
120 Wall Street FL 15
New York, NY 10005-3905

UDC Department of Mass Media
Contact: Careers
(p) 202-274-5000
4200 Connecticut Ave., NW
Washington, DC 20008

University of Baltimore
Contact: Jessica Johnson, Coordinator
(p) 410-837-4200
Job Development and Internships
1420 N. Charles Street
Baltimore, MD 21201

Career Services
University of Maryland
(p) 301-405-1000
Baltimore County
1000 Hilltop Road
Baltimore, MD 21250

University of Maryland
Graduate School/Career Services
(p) 301-405-1000
660 W. Redwood St., Room 021
Baltimore, MD 21201

Virginia Assoc. of Broadcasters
Contact: Careers
(p) 434-977-3716
250 W. Main Street., Suite 100
Charlottesville, VA 22902

Dept. of Mass Communications
Internship Program
Frostburg State University
(p) 301-687-4000
101 Braddock Road
Frostburg, MD 21532
Lesbian, Gay, Bisexual, and
Transgender Equity Center
(p) 301-405-8720
2218 Marie Mount Hall
University of Maryland
College Park, MD 20742
Maryland Women's Heritage
Center
Contact: Jill Moss Greenberg
(p) 443-708-2442
39 W Lexington St
Baltimore, MD 21201

Girl Scouts of Central MD
Contact: Violet Apple
(p) 410-358-9711
4806 Seton Dr
Baltimore, MD 21215

Prong 2. Notice of each full time vacancy to recruitment organizations that have requested it.

MPT maintains a list of organizations interested in receiving notices of full time vacancies. MPT also places notices on-air, asking organizations that may be interested in receiving notices to contact MPT's human resources department. No organizations have asked to be placed on this list.

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Prong 3. Participation in longer-term recruitment initiatives (job fairs, scholarship and internship programs and community events) designed to inform the public of employment opportunities in broadcasting.

Establishment of an internship program designed to develop skills needed for broadcast employment.

Maryland Public Television has an active internship program and posts internship opportunities on university and college job/internship online message boards throughout the great Baltimore metropolitan area.

We were able to provide 12 internships to students in the combined summer/fall of 2013 and spring 2014. Interns represented Towson University, Johns Hopkins University, St. Mary's College, McDaniel College, Syracuse University, Westminster College, University of Maryland, Maryland Institute College of Art and Stevenson University.

We continue to interview and select students for spring, summer and fall internships.

Participation in Job Fairs by station personnel who have substantial responsibility in hiring decisions:

October 2013

Kristin Cook, Recruitment Manager, Human Resources participated in the Goucher College Career Fair

Kristin Cook, Recruitment Manager, Human Resources participated in the Towson University Career Fair

November 2013

Alex Vitalo, Director, Creative Services and Interactive Media, attended the Baltimore City Schools Career Expo

Claudia Burn, Senior Video Operator, Video Operations and Susan Schmitt, Director, Benefits & Compensation, Human Resources, attended a Career Fair at McDaniel College

March 2014

Kristin Cook, Recruitment Manager, Human Resources participated in the Maryland Institute College of Art Career Fair

Kristin Cook, Recruitment Manager, Human Resources participated in the Stevenson University Design Symposium

April 2014

Kim Holcomb, Director, Special Projects Unit, Kristin Cook, Recruitment Manager, Human Resources and Randy O'Connor, Managing Director, Corporate Support participated in the Stevenson University Career Fair

Kristin Cook, Recruitment Manager, Human Resources participated in Mock Interview Day at Franklin High School

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Establishment of training or mentoring program designed to enable employees to acquire skills to qualify for higher level positions.

MPT has a formal training program in place for Transmitter Engineers. Under the supervision of our Transmitter Supervisor and Chief Trainer (2013-2014), George Ferenz, candidates are hired and trained in transmitter related engineering operations in order to be promoted to the Engineer level.

MPT also has an informal training program in place that allows employees hired at the Assistant Producer level to continue to advance to Associate Producer, Producer and Executive Producer level positions.

Participation in events or programs relating to career opportunities sponsored by educational institutions.

On-going, June 2013-May 2014, Alex Vitalo, Director, Creative Services and Interactive Media, continues to serve on the Maryland Department of Education, Arts, Media & Communications state-wide advisory panel. She is an advisor for the Baltimore City Public Schools local advisory board and has been in attendance at their meetings this year.

November 2013, Colette Colclough, Vice President, Human Resources, conducted a presentation about career development at the Achievement Academy at Harbor City High School

January 2014, Vicki Hudson, Producer, Broadcast Promotion and Bob Wilson, Executive Producer, Interactive Media, gave a career presentation at a Johns Hopkins University Media class

February 2014, Alex Vitalo, Director, Creative Services and Interactive Media, Colette Colclough, Vice President, Human Resources and Kristin Cook, Recruitment Manager, Human Resources hosted two students from Digital Harbor High School for career shadow day

April 2014, Colette Colclough, Vice President, Human Resources, Kristin Cook, Recruitment Manager, Human Resources, Harry Vaughn, Managing Director, Production Services, Vicki Hudson, Producer, Broadcast Promotion, Heather Marchese, Managing Director, Major & Planned Giving, George Beneman, Vice President, Technology Division, Stuart Kazanow, Senior Administrative Assistant, Content Division, Adrienne White, Business Manager, Finance & Accounting and Linda Taggart, Managing Director, Individual Giving conducted presentations to 25 students from the University of Maryland about careers in Broadcast Television
Susan Watanabe, Managing Director, Education Technology, gave a Career Day presentation at Ducketts Lane Elementary School

Listing each upper level opening in a job bank or newsletter of a media trade group with broad based membership, including participation of women and minorities.

All Maryland Public Television positions, including upper level positions that are open, are listed with the State of Maryland job bank, jobaps. MPT also lists upper level and TV related job openings with PBS and the Corporation of Public Broadcasting.

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Provide training to upper level management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

In addition to formal training that was conducted in the past, managers are advised of these issues on a regular basis during senior management meetings. This year, as directed by the CPB, our concentration has been on diversity and EEO. In addition to the training, information on the numbers and percentages of minorities and females is shared in various meetings with the staff and on a monthly basis with upper management and the Commission. When recruitment is taking place, each manager is given individual training and guidance on equal opportunity policies.

November 2013, Managers at Maryland Public Television attended a mandatory EEO training provided by personnel from the office of the Statewide EEO Coordinator with the Department of Budget and Management

April 2014, Kristin Cook, Recruitment Manager, Human Resources and Susan Schmitt, Director, Benefits & Compensation, Human Resources, attended the EEO Professional Group Meeting at the Columbia Workforce Center

Participation in other activities designed to disseminate information as to employment opportunities in broadcasting to job candidates who might be unaware of such opportunities.

We welcome civic groups, community groups and local schools for tours, screenings and lectures throughout the year.

Tours

Joseph Campbell, Producer/Editor, Production Services, Feb. 2014 (8 scouts)

Loren Johnson, Audience Services, Dec. 2013 (Senior Box Office)

Harry Vaughn, Managing Director, Production Services, April 2014 (25 students from University of Maryland)

Faith Wachter, Director of Outreach, Community Engagement, Feb. 2014 (cub scouts & adults)

Faith Wachter, Director of Outreach, Community Engagement, March 2014 (cub scouts & adults)

Faith Wachter, Director of Outreach, Community Engagement, March 2014 (International delegation from United Arab Emirates)

Faith Wachter, Director of Outreach, Community Engagement, April 2014 (cub scouts & adults)

Faith Wachter, Director of Outreach, Community Engagement, May 2014 (cub scouts & adults)

Eric Neumann, Director of Fundraising & Development Production, Development and Kathy Pugh, Producer/Editor, Development (35 women from Roland Park Woman's Club)

Job skills

1 student, Franklin High School, Sept. 2013-May. 2014 (job skills)

1 student, Dulaney High School, Sept. 2013-Dec. 2013 (job skills)

10 students, the Harbour School, June 2013-May 2014 (job skills)

10 participants from Itineris engaged in volunteer opportunities, June 2013-May 2014 (job skills)

1 Senior Citizen from Department of Aging, January 2014-June 2014 (job skills)

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Pledge volunteers

120 students from Dulaney High School, June 2013-May 2014

17 individuals between the months of June 2013-May 2014

525 volunteers from 25 organizations from June 2013-May 2014