

Exhibit 3

POSTING DATE: April 16, 2018
JOB#: 1-18
JOB TITLE: Account Executive
COMPANY: Hubbard Radio Brainerd, Sales-General
SCHEDULE: Monday-Friday 8:30 am - 5:00 pm + other hours
for client and station events
STATUS: Full Time, Salaried

QUALIFICATIONS:

- Previous sales, advertising, or media experience preferred.
- Understanding of the features and benefits of advertising and competitive media
- Familiarity with Microsoft Office; ability to learn sales software.
- Excellent written and oral communication skills.
- Ability to effectively present and communicate the presentation. Respond to questions appropriately and think on feet.
- Ability to establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license, clean driving record. (Driving record will be checked)

DUTIES:

- Meet or exceed monthly, quarterly, and annual sales goals. .
- Prospect and cold call to new businesses on a daily basis.
- Prepare and complete weekly face-to-face sales presentations with decision makers. Presentations will include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Work closely with other departments in creating effective promotional and marketing sales solutions for clients.
- Follow up and close all pending business in a timely manner. Update General Manager weekly on progress of pending business.
- Provide excellent customer service to direct and agency accounts. Personally contact each active account regularly- defined as an in person meeting, including the presentation of pertinent sales information.
- Obtain credit approval for new accounts. Ensure all accounts are paid on time.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include:
 - Weekly reports
 - Pending business updates
 - Credit applications following established credit policies
 - Written orders and advertising copy
- Attend and participate in weekly sales staff meetings and individual meetings with manager.
- Attend and participate in other necessary meetings and training as required by management
- Be well informed with respect to what is happening in the broadcast, media, and advertising industry in general, and in the local market specifically.
- Maintain regular, predictable attendance.
- Works cooperatively and collaboratively with others. Builds working relationships with co-workers, customers, vendors and the general public. Acts in a professional manner when representing each station.

- Other duties as assigned as reasonable and necessary.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://corporate.hubbardradio.com/careers/brainerd/>

Job# 1-18

Baxter, MN

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Account Executive- Hubbard Radio Brainerd MN

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Account Executive- Hubbard Radio Brainerd MN

by jjerve » Mon Apr 16, 2018 8:39 am



jjerve

Posts: 23

Joined: Fri Aug 19, 2016 8:50 am

Contact:

POSITION SUMMARY: This position is responsible for selling advertising time on Hubbard Radio stations by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

MUST BE ABLE TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:

- Meet or exceed monthly, quarterly, and annual budgets or sales quotas.
- Prospect and cold call to new businesses on a daily basis.
- Prepare and complete a minimum of 5-10 face-to-face sales presentations with decision makers weekly.

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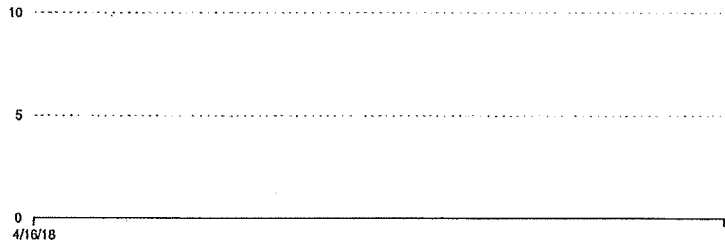
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Account Executive

Hubbard Radio Brainerd – Baxter, MN

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0 Rejected

Job Description

POSITION SUMMARY: This position is responsible for selling advertising time on Hubbard Radio stations by prospecting, developing and selling new direct-business accounts, making sales

Job Actions

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Job Overview

Views: 0

Candidates: 0

Status: Open – pause

Created: Apr 16

This job will be visible on Indeed shortly.

MUST BE ABLE TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:

- Meet or exceed monthly, quarterly, and annual budgets or sales quotas.
- Prospect and cold call to new businesses on a daily basis.
- Prepare and complete a minimum of 5-10 face-to-face sales presentations with decision makers weekly. Presentations will include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Work closely with other departments in creating effective promotional and marketing sales solutions for clients.
- Create and make presentation to agency buyers, including selling and pre-selling the station audience attributes to buyers. Negotiate rates.
- Follow up and close all pending business in a timely manner. Update General Manager weekly on progress of pending business.
- Provide excellent customer service to direct and agency accounts. Personally contact each active account regularly- defined as an in person meeting, including the presentation of pertinent sales information.
- Obtain credit approval for new accounts. Ensure all accounts are paid on time. Follow up and manage the collection process for past due accounts.
- Utilization and proficiency of Sales computer systems to aid in selling process.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include:
 - Weekly reports
 - Pending business updates
 - Credit applications following established credit policies
 - Written orders and advertising copy
 - Attend and participate in weekly sales staff meetings and individual meetings with manager.
 - Attend and participate in other necessary meetings and training as required by management
 - Be well informed with respect to what is happening in the broadcast, media, and advertising industry in general, and in the local market specifically.
 - Maintain regular, predictable attendance.
 - Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
 - Works cooperatively and collaboratively with others. Builds working relationships with co-workers, customers, vendors and the general public. Acts in a professional manner when representing each station.
 - Other duties as assigned as reasonable and necessary.

SCHEDULE: Regular working hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. plus attendance at client special events or promotions during evening hours and on the weekends.

WORK ENVIRONMENT: Works in professional, collaborative team environment with a number of members. Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues. Travel to client and potential client businesses. Business-professional appearance, dress, and manners are necessary.

PHYSICAL REQUIREMENTS : Ability to communicate in English both verbally and in writing. Ability to read, hear and speak clearly. Ability to prepare reports, business correspondence, and business proposals. Requires the ability to think critically, analytically, creatively and logically and to articulate information that may be complex in clear, concise manner to others. Able to manipulate computer keys and general office equipment, including telephone. Able to drive own vehicle for the purpose of meeting clients and attending events.

QUALIFICATIONS:

- Previous sales, advertising, or media experience preferred.
- Knowledge of the local radio industry and familiarity with all radio terminology and methodology preferred.
- Sound understanding of the features and benefits of advertising and competitive media
- Familiarity with Microsoft Office products.
- Excellent written and oral communication skills. Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate the

presentation: Ability to respond to questions appropriately and think on feet.

- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license, clean driving record and familiarity with the Brainerd Lakes area. Insurance on vehicle is required.
- Demonstrates effective negotiation and closing techniques.
- Strong analysis and judgment skills.

Job Type: Full-time

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Account Executive

Baxter, MN

 **HILLBRAND**



Job Description

POSITION SUMMARY: This position is responsible for selling advertising time on Hubbard Radio stations by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

MUST BE ABLE TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:

- Meet or exceed monthly, quarterly, and annual budgets or sales quotas.
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- Familiarity with Microsoft Office products.
- Excellent written and oral communication skills. Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate the presentation. Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license, clean driving record and familiarity with the Brainerd Lakes area. Insurance on vehicle is required.
- Demonstrates effective negotiation and closing techniques.
- Strong analysis and judgment skills.

Hubbard Radio
13225 Dogwood Drive
Baxter 56425
Map It

Phone (218) 828-1244
Email jhilborn@hubbardradio.com
Job Applications Accepted Until 05/16/2018

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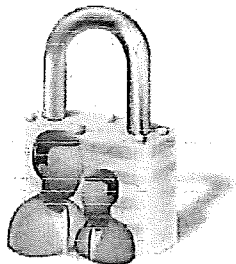
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Ⓢ 1-18 Account Executive

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Job Detail Information

Job Information

Job ID

5475373

Job Title

Account Executive- Hubbard Radio Brainerd

POSITION SUMMARY: This position is responsible for selling advertising time on Hubbard Radio stations by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

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- Works cooperatively and collaboratively with others. Builds working relationships with co-workers, customers, vendors and

Job Description

the general public. Acts in a professional manner when representing each station.

- Other duties as assigned as reasonable and necessary.

SCHEDULE: Regular working hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. plus attendance at client special events or promotions during evening hours and on the weekends.

WORK ENVIRONMENT: Works in professional, collaborative team environment with a number of members. Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues. Travel to client and potential client businesses. Business-professional appearance, dress, and manners are necessary.

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- Sound understanding of the features and benefits of advertising and competitive media
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- Excellent written and oral communication skills. Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate the presentation. Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license, clean driving record and familiarity with the Brainerd Lakes area. Insurance on vehicle is required.
- Demonstrates effective negotiation and closing techniques.
- Strong analysis and judgment skills.

Type of Job	Full Time
Job Location	Baxter, Minnesota 56425
Expiration Date	05/16/2018
Job Requirements	
Degrees Wanted	None Required
Majors Wanted	Any Major
Job Targets Wanted	Business; Communications - Advertising; Marketing Advertising and Sales
Special Skills Wanted	
Other Job Requirements	

Company Information**Company Name****Hubbard Radio Wadena****Employer Web Site**<http://corporate.hubbardradio.com/careers/>**Company Description**

Radio Stations

Equal Opportunity Employer

Yes

Contact Information**Contact**

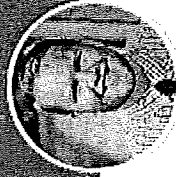
Name: Jeff Hilborn

Address: 13225 Dogwood Drive
Baxter, MN 56425Email: jhilborn@hubbardradio.com**Application Instructions**Email cover letter and resume to jhilborn@hubbardradio.com.

Ott, Michelle

From: Jerve, Justin
Sent: Monday, April 16, 2018 5:28 PM
To: Jerve, Justin
Subject: LinkedIn AE 1-2018

Harvard Business School - Is it time to reset your corporate goals? Le



Justin Jerve
Accounting/Finance/HR Professional

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Justin Jerve

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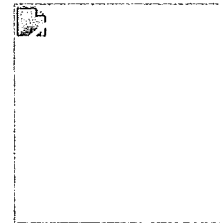
Justin Jerve, Regional Controller
Hubbard Radio Northern Minnesota

Alexandria | Bemidji | Brainerd | Wadena

Cell: 218.390.8406 | Office: 218.822.4461



POSTING DATE: May 25, 2018
JOB#: 2-18
JOB TITLE: Digital Media Director
COMPANY: Hubbard Radio Northern Minnesota,
Website/Internet
SCHEDULE: Typically Monday-Friday 8am-5pm with some
nights and weekends as needed to fulfill job
requirements.
STATUS: Full Time, Salaried



QUALIFICATIONS:

- Experience in web development/design and social media management required.
- Considerable knowledge of web development technologies, design software, mobile devices, social media platforms, web tools required, and digital marketing techniques.
- Strong design background, strong attention to detail, interpersonal and communication skills required.
- Experience working as a team member with the ability to establish and maintain good working relationships with a variety of individuals.
- Previous management experience a plus.
- Takes initiative but will follow direction when needed.
- Ability to work on short deadlines and in pressure situations.

DUTIES:

- Work cooperatively with web developers, designers, internet project coordinator, content creators, social media managers and 2060 Digital personnel to achieve job objectives.
- Establish protocols, procedures and avenues of communication to help create an environment of consistent, quality workflow.
- Work with programming, sales department heads as well as General Managers to accomplish successful digital initiatives that reflect and enhance the overall unique brand and personality of each station.
- Leads, directs, and participates in efforts to constantly improve quality of station web sites, mobile sites, mobile apps and other digital initiatives as required.
- Work with Program Director, and station staff to build successful digital media strategies for each station.
- Consistently stay up to date and educated in the fast changing areas of web development, design, social media and content curation.
- Works with Sales Managers and Account Managers on creating digital solutions for clients that meet client/manager expectations and deadlines. Attends sales meetings as required.
- Provide creative direction and design leadership on digital initiatives such as each stations web site, app(s), mobile site(s), social media presence(s), etc.
- Understands and can articulate each stations' programming directions and philosophies.
- Builds working relationships with co-workers, customers, vendors and the general public. Acts in a professional manner when representing each station.
- Works with Corporate IS as needed in the maintenance and upgrades of the web servers.
- Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the Market Managers or required to complete a project or task.
- Ability to work established schedule and other hours as needed.

- Other duties as needed.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://corporate.hubbardradio.com/careers/brainerd/>

Job# 2-18

Baxter, MN

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Digital Media Director- Hubbard Radio Northern MN

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Digital Media Director- Hubbard Radio Northern MN

by jjerive • Tue May 29, 2016 12:51 pm

jjerive
Posts: 24
Joined: Fri Aug 19, 2016 8:50 AM
Contact: [email]

igital efforts. This includes, but is not limited to: station web sites, mobile web sites, mobile apps, texting, podcasting, streaming, web site content, email blasts, social media strategies, digital client initiatives, and digital sales initiatives.

Essential Job Functions

- Work cooperatively with web developers, designers, internet project coordinator, content creators, social media managers and 2060 Digital personnel to achieve job objectives.
- Establish protocols, procedures and avenues of communication to help create an environment of consistent, quality workflow.
- Work with programming, sales department heads as well as General Managers to accomplish successful digital initiatives that reflect and enhance the overall unique brand and personality of each station.
- Leads, directs, and participates in efforts to constantly improve quality of station web sites, mobile sites, mobile apps and other digital initiatives as required.
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- Understands and can articulate each stations' programming directions and philosophies.
- Builds working relationships with co-workers, customers, vendors and the general public. Acts in a professional manner when representing each station.
- Works with Corporate IT as needed in the maintenance and upgrades of the web servers.
- Other duties as assigned.
- Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the Market Managers or required to complete a project or task.
- Ability to work established schedule and other hours as needed.
- Other duties as needed.

Physical Requirements

Ability to communicate in English both verbally and in writing. Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, calculator, etc.) for extended periods of time. Sits, stands and walks on a regular basis. Ability to hear and speak clearly and follow both oral and written direction. Requires the ability to think creatively, critically, analyze data, notice trends, and articulate information in clear, concise manner to others. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

Working Environment

Works in professional, collaborative team environment with a number of members. Normally a typical office environment with minimal exposure to excessive noise or adverse environmental issues.



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
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Digital Media Director

Baxter, MN



Job Description

Position Summary:

This person is responsible for overall management and quality control of all Northern Minnesota's digital efforts. This includes, but is not limited to: station web sites, mobile web sites, mobile apps, texting, podcasting, streaming, web site content, email blasts, social media strategies, digital client initiatives, and digital sales initiatives.

Essential Job Functions

- Work cooperatively with web developers, designers, internet project coordinator, content creators, social media managers and 2060 Digital personnel to achieve job objectives.
- Establish protocols, procedures and avenues of communication to help create an environment of consistent, quality workflow.
- Work with programming, sales department heads as well as General Managers to accomplish successful digital initiatives that reflect and enhance the overall unique brand and personality of each station.
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- Works with Corporate IS as needed in the maintenance and upgrades of the web servers.
- Other duties as assigned.
- Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned by the Market Managers or required to complete a project or task.
- Ability to work established schedule and other hours as needed.
- Other duties as needed.

Physical Requirements

Ability to communicate in English both verbally and in writing. Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, calculator, etc.) for extended periods of time. Sits, stands and walks on a regular basis. Ability to hear and speak clearly and follow both oral and written direction. Requires the ability to think creatively, critically, analyze data, notice trends, and articulate information in clear, concise manner to others.

The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

Working Environment

Works in professional, collaborative team environment with a number of members. Normally a typical office environment with minimal exposure to excessive noise or adverse environmental issues.

Qualifications

- Experience in web development/design and social media management required.
- Considerable knowledge of web development technologies, design software, mobile devices, social media platforms, web tools required, and digital marketing techniques.
- Strong design background, strong attention to detail, interpersonal and communication skills required.
- Experience working as a team member with the ability to establish and maintain good working relationships with a variety of individuals.
- Previous management experience a plus.
- Takes initiative but will follow direction when needed.
- Ability to work on short deadlines and in pressure situations.

Hubbard Radio Northern MN
13225 Dogwood Drive
Baxter, Minnesota 56425
United States
Map It

Phone (218) 822-4461

Email jjerve@hubbardradio.com

Job Applications Accepted Until 06/30/2018

Central Lakes College reserves the right to edit and/or refuse employment listings for posting on this Website.

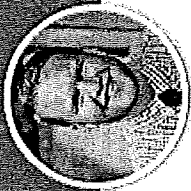
It is the policy of Central Lakes College to comply with federal and state law prohibiting discrimination in student admissions or treatment of students or employees on the basis of race, color, creed, sex, age, national origin, marital status, sexual preference, handicap, disability, status with regard to public assistance, or other protected groups. Upon request, this information will be made available in an alternative form.

Ott, Michelle

From: Jerve, Justin
Sent: Tuesday, May 29, 2018 3:47 PM
To: Jerve, Justin
Subject: Linked In Dig Director



 Home  My Network




Justin Jerve
Accounting/Finance/HR Professional
[View full profile](#)

473 Followers

Manage
Private to you

Your followers

Your drafts



Justin Jerve
Accounting/Finance/HR Professional
4d




Looking for a digital content/social media all-star for our gro Minnesota. A chance to both create and coach. Pretty open position is based out of. You pick the resort town you want to


Please pass along to anyone you know who may be interested

<https://lnkd.in/efbnUih>

#digital #socialmedia

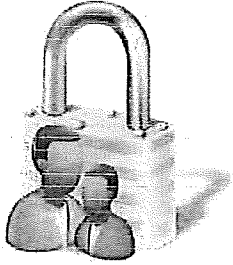
1 Like

 Like  Comment  Share

 216 views of your post in the feed

HB Hubbard Broadcasting, Inc.

Review & Recruitment Information Management System



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- E-mails
- Letters
- Reports
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- Logout

Recruitment Job Posting E-mail

Choose a Job Ref# to include in the E-mail then click on Submit

Job Ref #	Email to
WJJY-FM	<input checked="" type="checkbox"/> Bemidji State University-Career Svcs -aschmidt@bemidjistate.edu- (Pending Sending)
© 2-18 Digital Media Director	<input type="checkbox"/> Minnesota Broadcasters Association -llasere@minnesotabroadcasters.com- (05/29/18 02:47:02 PM)

2 Records

Submit

Back

3415 University Ave. St. Paul MN 55114 | HBI 2006 All rights reserved
(RIMS2015)

Ott, Michelle

From: LGubrud@bemidjistate.edu
Sent: Wednesday, May 30, 2018 12:46 PM
To: Jerve, Justin
Subject: Your job has been approved!

May 30, 2018

Dear Paul Bunyan Broadcasting:

The following job you previously submitted to our office has been approved. It is now available for student viewing:

Job ID: 46053

Job Title: Digital Media Director

You may click the link below and log into our system to review this job or to submit any changes:

<https://www.myinterface.com/bemidjistate/employer>

POSTING DATE: July 18, 2018
JOB#: 4-18
JOB TITLE: Traffic Specialist
COMPANY: Hubbard Radio Brainerd, Administrative
SCHEDULE: Monday- Friday 8am to 5pm.
STATUS: Full Time, Hourly

QUALIFICATIONS:

1. High school diploma or GED required. College degree preferred.
2. 1+ year or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
3. MS Windows based computer experience required
4. Must be disciplined with a solid work ethic.
5. Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.
6. Must be able to manage a high volume of information accurately and efficiently with minimal mistakes.
7. Excellent verbal and written communication skills.
8. Demonstrated ability to work with a wide variety of people but also able to work independently.
9. Ability to work under pressure and with tight deadlines.
10. Analytical, critical thinking skills.
11. Ability to solve problems by identifying issues and creating an appropriate plan based on independent interpretation of guidelines.

DUTIES:

1. Creates programming log formats in a timely manner and enters new program information into Marketron system, based on direction from Program Directors/Programming staff. Follows processes to alert Account Executives that advertisers may need to be moved due to program changes, changes orders when spots meet new program criteria, or pre-empt spots when they do not.
2. Enters contracts with high degree of accuracy, review for errors in written orders and addresses with Sales staff if needed.
3. Enters and updates copy in Marketron system, makes sure correct scripts/copy air for each contract being scheduled onto the log.
4. Reviews master programming schedule and compares with logs. Checks the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensures that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs.
5. On a daily basis, places spots on logs by maximizing commercial inventory following philosophies set forth by General Manager. Reviews and edits logs as far into the future as possible.
6. Responsible for daily preparation of the Radio program/commercial log using prescribed broadcast software. Edits log so that it is error free. Ensures each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed. Ensures program information is accurate and specific conditions are met. Communicates inventory problems to the General Manager.
7. Backs up Receptionist and answers phone, greets guests and handles auction sales transactions efficiently and accurately.

8. Works cooperatively and professionally with a variety of individuals including other Business Office staff, Programming staff, Account Executives and General/Sales Managers.
9. Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed.
10. Works on other traffic and/or sales projects as assigned.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

APPLY TO:

<http://corporate.hubbardradio.com/careers/brainerd/>

Job# 4-18

Baxter, MN

No Telephone Calls Please

AN EQUAL OPPORTUNITY EMPLOYER

Back to all jobs

Traffic Specialist

Hubbard Radio Brainerd – 13225 Dogwood Drive, Baxter, MN

Sponsor this job

edit job

close job

view cost & performance

find candidates for this job

Views: 0

Candidates: 0

Status: Open – pause

Created: Jul 18

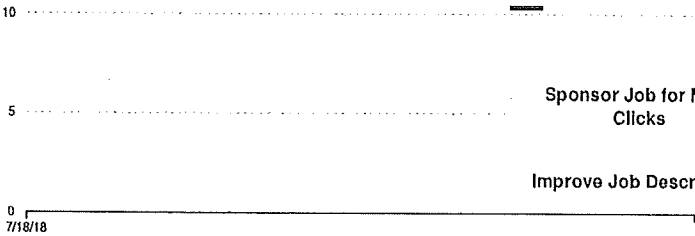
This job will be visible on Indeed shortly.

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

Clicks this week



Sponsor Job for More Clicks

Improve Job Description

Candidates



Job Description

Position Summary

The Traffic Specialist is responsible for the daily preparation of the Hubbard Radio Brainerd's commercial/program logs including, log editing and commercial spot placement so as to maximize station revenue and minimize loss for Hubbard Radio Brainerd.

Essential Job Functions

- Creates programming log formats in a timely manner and enters new program information into Marketron system, based on direction from Program Directors/Programming staff. Follows processes to alert Account Executives that advertisers may need to be moved due to program changes, changes orders when spots meet new program criteria, or pre-empt spots when they do not.
- Enters contracts with high degree of accuracy, review for errors in written orders and addresses with Sales staff if needed.
- Enters and updates copy in Marketron system, makes sure correct scripts/copy air for each contract being scheduled onto the log.
- Reviews master programming schedule and compares with logs. Checks the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensures that logs are 100% accurate and contain specific information including sponsorships, promos, tied events

set forth by General Manager. Reviews and edits logs as far into the future as possible.

- Responsible for daily preparation of the Radio program/commercial log using prescribed broadcast software. Edits log so that it is error free. Ensures each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed. Ensures program information is accurate and specific conditions are met. Communicates inventory problems to the General Manager.
- Backs up Receptionist and answers phone, greets guests and handles auction sales transactions efficiently and accurately.
- Works cooperatively and professionally with a variety of individuals including other Business Office staff, Programming staff, Account Executives and General/Sales Managers.
- Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed.
- Works on other traffic and/or sales projects as assigned.

Qualifications

Education

- High school diploma or GED required. College degree preferred.

Experience

- 1+ year or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
- MS Windows based computer experience required

Skills

- Must be disciplined with a solid work ethic.
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.
- Must be able to manage a high volume of information accurately and efficiently with minimal mistakes.
- Excellent verbal and written communication skills.
- Demonstrated ability to work with a wide variety of people but also able to work independently.
- Ability to work under pressure and with tight deadlines.
- Analytical, critical thinking skills.
- Ability to solve problems by identifying issues and creating an appropriate plan based on independent interpretation of guidelines.

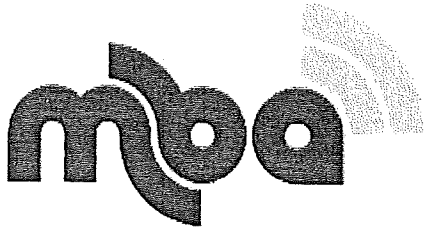
Physical Requirements:

Sit for extended periods of time. Communicate in English both verbally and in writing. Hear and speak clearly. Follow both oral and written direction in English. Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, calculator, etc) for extended periods of time. Move from work area to other areas within the building quickly if necessary. Think critically and analyze data. Articulate information in clear, concise manner to others. Must be able to perform the essential functions of the job. The company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

Work Environment

Works in collaborative team environment with a number of members in a professional sales office. Work is transacted in person, over the telephone and via e-mail. Work area is often quiet but can get loud at times.

Job Type: Full-time



Minnesota Broadcasters Association
minnesotabroadcasters.com/careers

August, 2018

Please note that all employers listed are Equal Opportunity Employers (EOE). Women and Minorities are encouraged to apply

Minnesota Broadcasters Association
401 North Third Street
Suite 370
Minneapolis, MN 55401-1300

Account Executive

KARE 11, a TEGNA Media Inc. company, has an opening for an Account Executive to join our sales team. We're looking for a driven, solutions-based seller eager to represent our vast range of broadcast and digital product offerings. College degree with minimum 2 years of media sales and/or B2B experience preferred. Excellent presentation skills and ability to communicate with decision makers at all levels. For details and to apply go to: <http://www.tegna.com/> EOE

Accounts Payable Supervisor #110-19

American Public Media Group is looking to fill the position of Accounts Payable Supervisor who will be responsible for the continuous improvement of APMG's cash disbursement cycle including: leading the accounts payable team; maintaining effective policies, procedures, internal controls; coordinating accurate, timely and efficient processing of payments; and managing the integrity of all assigned financial platforms, records, accounts and reporting. For more details and to apply go to: <https://americanpublicmedia.applicantpro.com/jobs/> Closing Date: 8/14/2018 EOE

Associate Producer

KMSP/WFTC, Mpls is looking for a full time, regular Associate Producer who is multi-faceted and can help create and contribute to an innovative and engaging newscast. Must have strong news judgment, good writing skills, knowledge of current events and excellent communication skills. Knowledge of tv production techniques and newsroom computer systems is required and experience in a medium to major market and a 4-year college degree. For details and to apply go to: www.21cfcareers.com EOE

Account Executive

Entercom, Mpls seeks experienced, self-motivated sales professional to develop and sell advertising and marketing campaigns to new and existing clients with an emphasis on new business development digital sales. Will use a wide variety of Entercom products in their portfolio to solicit business for advertising in Entercom's on-air non-traditional and digital platforms. BS/BA Degree preferred. High level of sales maturity with emphasis on integrated marketing and digital solution selling. For details and to apply go to: <https://entercom.avature.net/careers/JobDetail?id=13045>

Content Director

Alpha Media-Redwood Falls, MN is seeking an experienced Content Director with a great attitude and exceptional work ethic for Redwood Falls on-air and online. Bachelor's Degree or appropriate combination of education and experience. Experience with programming and digital brand management. Understanding of the markets, listeners and competitors to drive optimum ratings growth. Knowledge of industry trends and revenue drivers. For more details and to apply go to: www.alphamediausa.com/careers/openings EOE

Content Editor

KMSP/WFTC-TV, Mpls is looking for an experienced News Content Editor who will not only gather information and plan news coverage but will be capable of presenting that information across our digital, social and broadcast platforms. Will be responsible for the basic functions of the assignment desk and digital/social content desk. Must be able to thrive in a busy and at times chaotic environment, have strong news judgment and ability to research and have expert knowledge of AP writing style and social media management. For details and to apply go to: www.21cfcareers.com EOE

Content Manager

KBJR-TV, Duluth is seeking a detail-orientated, organized and enthusiastic Content Manager to help guide our news coverage across all platforms. Candidate will serve as an editorial decision maker for TV, web, mobile and social media. Newsroom experience as a producer or a reporter is a must. Knowledge of the market is a plus. For details and to apply go to: www.careersatquincy.com EOE

Digital Ad Operations Specialist

KARE11, Minneapolis, is seeking a Digital Ad Operations Specialist. This key sales support role oversees all digital advertising campaigns including, but not limited to, front-end research, order entry, creative management, campaign optimization, and post-sale acidity. Candidate will be able to execute a variety of tasks in a fast-paced, multi-tasking environment. For more info and to apply go to: <https://www.jobs.net/jobs/tegna/en-us/Content/Search-by-Station/> EOE

Digital/Nonlinear/Video Editor-Part Time

KSTP-TV, St Paul is looking for a part time, hourly Digital/Nonlinear/Video Editor with a minimum of 2 years TV News/Production House editing experience, knowledge of non-linear editing and all aspects of broadcast news deadline editing, excellent communications skills. For details and to apply go to: <http://kstp.com/jobs> Job#35-18 EOE

Digital Project Coordinator

KSTP-FM is looking to fill the position of Digital Project Coordinator this individual will help to ensure that the digital marketing and creative services process runs smoothly. Is responsible for organizing project direction from the accounts Reps, Managers and Promotions teams and seeing it through to production, approval, scheduling and reporting of results. For details and to apply go to: <http://www.ks95.com/careers> Job#33-18 EOE

Job 19-1162

This job posting was for an internal candidate to go from PT to FT in ADP. This was not posted externally.

Requisition Posting Details

Requisition #: 19-1162 - On Air Talent

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: This position creates and performs live broadcasts that are entertaining and informative, that project the Company's desired on-air image, and that achieve maximum audience acceptance and ratings. On Air Talent works closely with the programming and sales teams to grow the Company's revenue and on-air and digital audience.

Job Responsibilities:

- Plan, prepare and deliver live and recorded program content for station in an entertaining and professional manner in a style consistent with the appropriate station format.
- Prepare and create a topical show by gathering information from news flashes, wire copy, periodicals, computer, web and television.
- Interview guests and other famous or public personalities, as well as moderating panels or discussion shows.
- Answer phone lines and interview members of listening audience.
- Write and reads or ad-lib segments to identify station, announce station breaks, commercials, etc.
- Preparation of online blogs and similar social media activities on behalf of the Stations; the creation of podcasts or videos or both for online distribution, and participation in, and use of, various digital media platforms.
- Ensure that contests and promotions are conducted in compliance with FCC regulations, as well as federal and state laws.
- Follow and enforce FCC regulations, station and company policies, including implementing station's/state's EAS procedures.
- Promote the Company and clients of the Company by planning and attending in-person appearances such as community events, including hosting and assisting at charity functions and remote broadcasts.
- Maintain positive relationships with national & local community.
- Perform necessary and required technical functions of assigned air-shift, including the performing and logging of engineering readings.
- Maintain the program and music logs and ensure that commercials or programs are aired at times logged and the program log is properly signed, initialed and any omissions noted. Report all discrepancies on the Company Discrepancy Report. Record assigned commercial, promotion or public service announcements in a professional manner.
- Assure thorough, advance preparation of content, commercials, technical arrangements and show elements.
- Maintain and build a positive cooperative attitude within the station. Build working relationships with co-workers, customers, vendors and the general public.
- Act in a professional manner when representing each station.
- Attend and participate in meetings as required.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed, as assigned or required.
- Make public appearances.
- Complete other duties as requested and needed.

Qualification:

- Previous on air experience preferred. Degree in Communication, Journalism, related field or equivalent experience preferred.
- Ability to establish listener motivation and loyalty in the target demographic.
- Good conversationalist, well-read, knowledgeable and articulate in dealing with current affairs; Ability to enunciate clearly and interpret and read copy fluently. Articulate information in clear, concise manner to others. Ability to read, hear and speak clearly and follow both oral and written direction. Ability to think spontaneously and ad lib while on air and at appearances in a coherent manner in situations that can change quickly.
- Ability to operate all mechanical functions of preparing and delivering an on-air performance, including the recording, editing and playback of listener telephone calls; the preparation of recorded "bits" and other show elements; the operation of the control room console and studio equipment.
- Ability to write and create commercial production, voiceovers and imaging as needed.
- Possess thorough knowledge and understanding of FCC rules and regulations which pertain to announcers, particularly but not limited to Sections 315, 217 and 508.
- Ability and willingness to be coached and directed by Program Director or Consultant.
- Project an appropriate professional appearance and demeanor.
- Ability to work in compliance with company policies and procedures.
- Ability to function in a team environment.
- Ability to work established schedule and other hours as needed.
- Travel to and attend station promotional appearances including sales appearances.
- Physical Requirements: Ability to communicate in English, both verbally and in writing. Ability to multi-task with a variety of duties while producing the show. Manual dexterity and fine motor skills to manipulate computer keys and board controls as well as general office equipment (telephone, copier, etc.) for extended periods of time. Wear headsets and be confined to a specific space during the course of work. Sit and/or stand for extended periods of time. Average pushing and pulling, bending, stooping and reaching overhead. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

EEO Statement: We are an equal opportunity employer.

	Req Number	Req Title	Req Status	#O	Location	Position	CBO Name	CBO Send Action	CBO Flyer	Time CBO Send Completed
<input type="checkbox"/>	19-1162	On Air Talent	Filled Mar 20, 2019	1	Brainerd-MNBRN	On Air Talent-S0159	5000-Internal	Emailed		Mar 5, 2020 11:39 am

Requisition Posting Details

Requisition #: 19-1396 - Account Executive

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

Job Responsibilities:

- Meet and exceed monthly, quarterly, and annual budgets including spot, digital, and new direct business. Prospect new businesses on a weekly basis.
- Prepare and complete sales presentations with decision makers.
- Make presentations to include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Follow up and close all pending business in a timely manner.
- Update Sales Manager weekly on progress of pending business.
- Work closely with other departments in creating effective promotional sales solutions for clients.
- Create and make presentations to agency personnel, including selling and pre-selling the station audience attributes.
- Provide exceptional customer service to direct and agency accounts. Personally contact each active account regularly- defined as an in-person meeting, including the presentation of pertinent sales information.
- Obtain credit approval for new accounts.
- Ensure all accounts are paid in a timely manner. Follow up and assist in the collection process for past due accounts.
- Utilization of and proficiency with Sales software.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include but are not limited to: forecast reports, pending business updates, written orders and advertising copy.
- Attend and participate in weekly sales staff meetings, individual meetings with manager and other necessary meetings and training as required by management.
- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of trends in digital and broadcast advertising industry.
- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualification:

- Previous sales, advertising, digital sales, or media experience preferred.
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge helpful.
- Excellent written and oral English language communication skills.
- Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.
- Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events.
- Demonstrate effective negotiation and closing techniques.
- Strong analytical skills, good judgment, and a "positive can do attitude" are required.
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically, analytically, creatively and logically; and to articulate information in clear, concise manner to others.
- Ability to work evenings and weekends.
- Physical Requirements: Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.

EEO Statement: We are an equal opportunity employer.

#2988089 Account Executive

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School	Applications	Last Update	Status	Comments	
University of Wisconsin - Whitewater	1	Expired 24 days ago	Expired	0	≡
University of Wisconsin Oshkosh	0	Expired 24 days ago	Expired	0	≡
University of Wisconsin-Eau Claire	0	Expired 24 days ago	Expired	0	≡
University of Wisconsin-La Crosse	0	Expired 24 days ago	Expired	0	≡
University of Wisconsin-Milwaukee	0	Expired 24 days ago	Expired	0	≡

Home (/)	University of Wisconsin-Platteville	0	Expired 24 days ago	Expired 0	≡
My Profile (/users/17629733)	University of Wisconsin-River Falls	0	Expired 24 days ago	Expired 0	≡
Company Profile (/employers/164520)					

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Jobs
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 (/employers/164520)

Account Executive
Hubbard Broadcasting, Inc. (/employers/164520)

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- Fairs
(/career_fairs)

About this Job

About Us
Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview
The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

- Job Responsibilities**
- Meet and exceed monthly, quarterly, and annual budgets including spot, digital, and new direct business. Prospect new businesses on a weekly basis.
 - Prepare and complete sales presentations with decision makers.
 - Make presentations to include a customer needs analysis, research and supporting documentation, and creative business solutions.
 - Follow up and close all pending business in a timely manner.
 - Update Sales Manager weekly on progress of pending business.
 - Work closely with other departments in creating effective promotional sales solutions for clients.
 - Create and make presentations to agency personnel, including selling and pre-selling the station audience attributes.
 - Provide exceptional customer service to direct and agency accounts.

Home
(/)

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(/users/17629733)

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(/jobs)

Relationships

Search Students
(/students)

Schools
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Contacts
(/contacts)

Campus

Events
(/events)

Interviews
(/interview_schedules)

Fairs
(/career_fairs)

Personally contact each active account regularly- defined as an in-person meeting, including the presentation of pertinent sales Information.

- Obtain credit approval for new accounts.
- Ensure all accounts are paid in a timely manner. Follow up and assist in the collection process for past due accounts.
- Utilization of and proficiency with Sales software.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include but are not limited to: forecast reports, pending business updates, written orders and advertising copy.
- Attend and participate in weekly sales staff meetings, individual meetings with manager and other necessary meetings and training as required by management.
- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of trends in digital and broadcast advertising industry.
- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualifications

- Previous sales, advertising, digital sales, or media experience preferred.
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge helpful.
- Excellent written and oral English language communication skills.
- Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.
- Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events.
- Demonstrate effective negotiation and closing techniques.
- Strong analytical skills, good judgment, and a "positive can do attitude" are required.
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically, analytically, creatively and logically; and to articulate information in clear, concise manner to others.
- Ability to work evenings and weekends.

[Home](#)
(/)

[My Profile](#)
(/users/17629733)

[Company Profile](#)
(/employers/164520)

[Postings](#)

[Jobs](#)
(/jobs)

[Relationships](#)

[Search Students](#)
(/students)

[Schools](#)
(/employer_approvals)

[Contacts](#)
(/contacts)

[Campus](#)

[Events](#)
(/events)

[Interviews](#)
(/Interview_schedules)

[Fairs](#)
(/career_fairs)

- **Physical Requirements:** Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.

EEO Statement
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Location

Baxter, Minnesota, United States of America

Compensation

TYPE
Paid

PAY RATE
Not Specified

DURATION
Permanent

Company Details

COMPANY SIZE
1,000 - 5,000 employees

INDUSTRY
Movies, TV, Music industry

COMPANY TYPE
Private company

HEADQUARTERS

#2988089 Account Executive

Home
(/)
My Profile
(/users/17629733)
Company Profile
(/employers/164520)

Job Details (/jobs/2988089)

Edit (/jobs/2988089/edit)

Applicants (/jobs/2988089/applications)

Job Preview job posting (/jobs/2988089/edit?initial_page=4)

Applicants

Review 1 Applicant (/jobs/2988089/applications)

Edit Details (/jobs/2988089/edit)

Expire Job

View profiles and download application documents.

Duplicate job (/jobs/2988089/duplicate?job_id=2988089)

Postings
Jobs
(/jobs)
Relationships
Search Students
(/students)
Schools
(/employer_approvals)
Contacts
(/contacts)
Campus
Events
(/events)
Interviews
(/interview_schedules)
Fairs
(/career_fairs)

School	Applications	Last Update	Status	Comments
Minnesota State University, Mankato	0	Expired 24 days ago	Expired	0
South Dakota State University	0	Expired 24 days ago	Expired	0
Southwest Minnesota State University	0	Expired 24 days ago	Expired	0
St. Catherine University	0	Expired 24 days ago	Expired	0

Home (/)	St. Cloud State University - Career Center	0	Expired 24 days ago	Expired 0	≡
My Profile (/users/17629733)	St. Olaf College	0	Expired 24 days ago	Expired 0	≡
Company Profile (/employers/164520)	The College of St. Scholastica	0	Expired 24 days ago	Expired 0	≡
Postings					
Jobs (/jobs)	University of Minnesota	0	Expired 24 days ago	Expired 0	≡
Relationships					
Search Students (/students)	University of Northwestern - St. Paul	0	Expired 24 days ago	Expired 0	≡
Schools (/employer_approvals)					
Contacts (/contacts)	University of Wisconsin - Green Bay	0	Expired 24 days ago	Expired 0	≡
Campus					
Events (/events)					
Interviews (/interview_schedules)					
Fairs (/career_fairs)					

< 2 / 3 >



(/employers/164520)

Account Executive

Hubbard Broadcasting, Inc. (/employers/164520)

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About this Job

About Us

Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Home
(/)

My Profile
(/users/17629733)

Company Profile
(/employers/164520)

Postings

Jobs
(/jobs)

Relationships

Search Students
(/students)

Schools
(/employer_approvals)

Contacts
(/contacts)

Campus

Events
(/events)

Interviews
(/interview_schedules)

Fairs
(/career_fairs)

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- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualifications

- Previous sales, advertising, digital sales, or media experience preferred.
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge

Home

(/)

My Profile

(/users/17629733)

Company Profile

(/employers/164520)

Postings

Jobs

(/jobs)

Relationships

Search Students

(/students)

Schools

(/employer_approvals)

Contacts

(/contacts)

Campus

Events

(/events)

Interviews

(/interview_schedules)

Fairs

(/career_fairs)

helpful.

- Excellent written and oral English language communication skills.
- Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.
- Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events.
- Demonstrate effective negotiation and closing techniques.
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EEO Statement

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Location

Baxter, Minnesota, United States of America

Compensation

Home
(/)
My Profile
(/users/17629733)
Company Profile
(/employers/164520)

Postings

Jobs
(/jobs)

Relationships

Search Students
(/students)
Schools
(/employer_approvals)
Contacts
(/contacts)

Campus

Events
(/events)
Interviews
(/interview_schedules)
Fairs
(/career_fairs)

TYPE
Paid

PAY RATE
Not Specified

DURATION
Permanent

Company Details

COMPANY SIZE
1,000 - 5,000 employees

INDUSTRY
Movies, TV, Music Industry

COMPANY TYPE
Private company

HEADQUARTERS
3415 University Avenue West, Saint Paul, Minnesota 55114, United States of America

WEBSITE
https://hubbardbroadcasting.com/

SOCIAL MEDIA
(No Facebook Listed)
(No Twitter Listed)
(No LinkedIn Listed)

Employer Preferences

ALLOWED SCHOOL YEARS
All school years and graduation dates allowed

ALLOWED MAJORS
All majors allowed

WORK AUTHORIZATION REQUIREMENTS
US work authorization is required

Contact Information


CONTACTS
Justin Jerve

#2988089 Account Executive

[Home](#)[\(/\)](#)[My Profile](#)[\(/users/17629733\)](#)[Company Profile](#)[\(/employers/164520\)](#)[Postings](#)[Jobs](#)[\(/jobs\)](#)[Relationships](#)[Search Students](#)[\(/students\)](#)[Schools](#)[\(/employer_approvals\)](#)[Contacts](#)[\(/contacts\)](#)[Campus](#)[Events](#)[\(/events\)](#)[Interviews](#)[\(/interview_schedules\)](#)[Fairs](#)[\(/career_fairs\)](#)[Job Details \(/jobs/2988089\)](#)[Edit \(/jobs/2988089/edit\)](#)[Applicants \(/jobs/2988089/applications\)](#)[Job Preview job posting \(/jobs/2988089/edit?Initial_page=4\)](#)[Edit Details \(/jobs/2988089/edit\)](#)[Expire Job](#)[Duplicate job \(/jobs/2988089/duplicate?job_id=2988089\)](#)**Applicants**[Review 1 Applicant \(/jobs/2988089/applications\)](#)[View profiles and download application documents.](#)

School	Applications	Last Update	Status	Comments	
Augsburg University	0	Expired 24 days ago	Expired	0	≡
Bemidji State University/Northwest Technical College	0	Expired 24 days ago	Expired	0	≡
College of Saint Benedict & Saint John's University	0	Expired 24 days ago	Expired	0	≡
Concordia College	0	Expired 24 days ago	Expired	0	≡

Home (/)	Concordia University, St. Paul	0	Expired 24 days ago	Expired 0	≡
My Profile (/users/17629733)	Gustavus Adolphus College	0	Expired 24 days ago	Expired 0	≡
Company Profile (/employers/164520)	Macalester College	0	Declined 2 months ago	Declined 1	≡
Postings					
Jobs (/jobs)	Marquette University	0	Expired 24 days ago	Expired 0	≡
Relationships					
Search Students (/students)	Metropolitan State University	0	Expired 24 days ago	Expired 0	≡
Schools (/employer_approvals)					
Contacts (/contacts)	Minnesota State University Moorhead	0	Expired 24 days ago	Expired 0	≡
Campus					
Events (/events)					
Interviews (/interview_schedules)					
Fairs (/career_fairs)					

 (/employers/164520)

Account Executive

Hubbard Broadcasting, Inc. (/employers/164520)

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About this Job

About Us

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[Home](#)[\(/\)](#)[My Profile](#)[\(/users/17629733\)](/users/17629733)[Company Profile](#)[\(/employers/164520\)](/employers/164520)[Postings](#)[Jobs](#)[\(/jobs\)](/jobs)[Relationships](#)[Search Students](#)[\(/students\)](/students)[Schools](#)[\(/employer_approvals\)](/employer_approvals)[Contacts](#)[\(/contacts\)](/contacts)[Campus](#)[Events](#)[\(/events\)](/events)[Interviews](#)[\(/interview_schedules\)](/interview_schedules)[Fairs](#)[\(/career_fairs\)](/career_fairs)

Job Overview

The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

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- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualifications

- Previous sales, advertising, digital sales, or media experience preferred.
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- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge

[Home](#)
(/)
[My Profile](#)
(/users/17629733)
[Company Profile](#)
(/employers/164520)

[Postings](#)

[Jobs](#)
(/jobs)

[Relationships](#)

[Search Students](#)
(/students)
[Schools](#)
(/employer_approvals)
[Contacts](#)
(/contacts)

[Campus](#)

[Events](#)
(/events)
[Interviews](#)
(/Interview_schedules)
[Fairs](#)
(/career_fairs)

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- Excellent written and oral English language communication skills.
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Location

Baxter, Minnesota, United States of America

Compensation

- Home
- (/)
- My Profile
- (/users/17629733)
- Company Profile
- (/employers/164520)
- Postings
- Jobs
- (/jobs)
- Relationships
- Search Students
- (/students)
- Schools
- (/employer_approvals)
- Contacts
- (/contacts)

- Campus
- Events
- (/events)
- Interviews
- (/interview_schedules)
- Fairs
- (/career_fairs)

TYPE
Paid

PAY RATE
Not Specified

DURATION
Permanent

Company Details

COMPANY SIZE
1,000 - 5,000 employees

INDUSTRY
Movies, TV, Music industry

COMPANY TYPE
Private company

HEADQUARTERS
3415 University Avenue West, Saint Paul, Minnesota 55114, United States of America

WEBSITE
https://hubbardbroadcasting.com/

SOCIAL MEDIA
(No Facebook Listed)
(No Twitter Listed)
(No LinkedIn Listed)

Employer Preferences

ALLOWED SCHOOL YEARS
All school years and graduation dates allowed

ALLOWED MAJORS
All majors allowed

WORK AUTHORIZATION REQUIREMENTS
US work authorization is required

Contact Information

CONTACTS
Justin Jerve

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[ABOUT CLC](#)

[PROGRAMS & COURSES](#)

[ENROLL NOW](#)

[CAMPUS LIFE](#)

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[← Go back](#)

Account Executive

Baxter, MN

Job Description

About Us

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EEO Statement

We are an equal opportunity employer.

Apply here:

[https://recruiting.adp.com/srccar/public/RTI.home?c=2175307&d=ExternalCareerSite&r=5000523487806&_fromPublish=true#/_](https://recruiting.adp.com/srccar/public/RTI.home?c=2175307&d=ExternalCareerSite&r=5000523487806&_fromPublish=true#/)

Hubbard Radio Brainerd

13225 Dogwood Dr. S.

Baxter, MN 56465

United States

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Website <http://recruiting.adp.com/srccar>

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| › <u>CLC News</u> | › <u>Transfer Information</u> | › <u>Jobs for Students</u> | › <u>Staples Campus Maps</u> |
| › <u>Security & Safety</u> | › <u>Visit the College</u> | › <u>Human Resources</u> | › <u>Employee Directory</u> |
| › <u>Request Information</u> | › <u>CLC Email</u> | › <u>Customized Training</u> | › <u>Bookstore</u> |

CLC is an affirmative action, equal opportunity employer and educator. We are committed to a policy of nondiscrimination in employment and education opportunity and work to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as needed basis, determined through appropriate documentation of need. Please contact

Job Detail Information

Job Information

Job ID**5994482****Job Title****Account Executive****About Us**

Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

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- Attend and participate in weekly sales staff meetings, individual meetings with manager and other necessary meetings and training as required by management.
- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of

Job Description

trends in digital and broadcast advertising industry.

- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualifications

- Previous sales, advertising, digital sales, or media experience preferred.
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge helpful.
- Excellent written and oral English language communication skills.
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- Ability to work evenings and weekends.
- Physical Requirements: Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.

EEO Statement

We are an equal opportunity employer.

Type of Job
Job Location
Expiration Date
Job Requirements
Degrees Wanted
Majors Wanted
Job Targets Wanted
Special Skills Wanted

Full Time
 Baxter, Minnesota 56425
 09/30/2019
 None Required
 Any Major
 Any Job Target

Other Job Requirements**Company Information****Company Name**

Hubbard Radio

Employer Web Site<http://hubbardbroadcasting.com>**Company Description**

Radio Stations

Equal Opportunity Employer

Yes

Contact Information**Contact**

Name: Justin Jerve

Address: 201 1/2 Jefferson St S
Wadena, MN 56482

Phone: 218-631-1803

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P	Req Number	Req Title	Req Status	#O	Location	Position	CBO Name	Time CBO		
								CBO Send Action	CBO Send Flyer	CBO Send Completed
<input type="checkbox"/>	1. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	M-858-Metropolitan State University Twin Cities	Eniailed		Aug 15, 2019 05:39 pm
<input type="checkbox"/>	2. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	2213-Radio1 Broadcast School	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	3. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	839-Bemidji State University Career Svcs	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	4. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	2187-Minnesota State University Moorhead	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	5. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	610-Minnesota Broadcasters Association	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	6. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	2296-South Dakota State University Journalism Dept	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	7. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	584-U of Wisconsin Eau Claire, Internships	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	8. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	2196-Lakes Area Professional Women Association	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	9. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	665-Northland Community & Technical College	Eniailed		Aug 15, 2019 02:38 pm
<input type="checkbox"/>	10. 19-1396	Account Executive	Filled Sep 30, 2019	1	Brainerd-MNBRN	Account Executive-S0016	2189-Alexandria Technical College	Eniailed		Aug 15, 2019 02:38 pm

Requisition Posting Details

Requisition #: 19-1527 - Regional Traffic Specialist

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: This position is responsible for the daily preparation of the commercial/program log including log editing and commercial spot placement so as to maximize station revenue and minimize loss, and performing continuity duties.

Job Responsibilities:

- On a daily basis, place spots on logs by maximizing commercial inventory following philosophies set forth by General Manager.
- Review and audit day parts as far into the future as possible.
- Responsible for daily preparation of the program/commercial log using prescribed broadcast software.
- Edit log so that it is error free.
- Ensure each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed.
- Ensure program information is accurate and specific conditions are met.
- Communicate inventory problems to the Controller and General Manager.
- Create programming formats in a timely manner and enter new program information into system based on program orders received.
- Schedule formats onto each station's log.
- Follow processes to alert account managers that advertisers may need to be moved due to program changes, change orders when spots meet new program criteria, or pre-empt spots when they do not.
- Review master programming schedule and compares with logs.
- Check the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensure that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs.
- Assign episode numbers to programming on the logs from the schedule provided from the Programming Department.
- Maintain inventory tree including maintaining existing inventory codes, making new codes and adding inventory code comments so managers and account managers know what programming is available to sell, sellout levels and rates for each program.
- Communicate any problems to Controller.
- Perform continuity duties, including processing production orders and coordinating production with the Programming Department.
- Provide reports to the Sales Staff. Download and enter copy instructions for barter contracts. Attend meetings as required or requested.
- Assist and perform work for other Sales Assistants as needed, including covering breaks. Ensure adequate administrative support at all times during the workday.
- Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.
- Offer ideas that would enhance or improve the way work is done.
- Report to work on time and work established schedule/hours.
- Ability to work other hours or alternate schedules as needed.
- Complete other duties as requested and needed.

Qualification:

- High school diploma or GED required.
- College degree preferred.
- 1+ yrs or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
- MS Windows based computer experience required.
- Previous broadcast or traffic experience helpful.
- Must be disciplined with a solid work ethic.
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.
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- Demonstrated ability to work with a wide variety of people but also able to work independently.
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- Ability to work in compliance with company policies and procedures.
- Physical Requirements Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers and general office equipment (telephone, copier, etc.) for extended periods of time. Ability to read and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Sit for extended periods of time. Above average pushing and pulling, walking, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.,

EEO Statement: We are an equal opportunity employer.



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Regional Traffic Specialist

Moderators: shawnski, jdenver

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Regional Traffic Specialist

by jserve » Tue Oct 15, 2019 9:52 am

About Us

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Maintain inventory tree including maintaining existing inventory codes, making new codes and adding inventory code comments so managers and account managers know what programming is available to sell, sellout levels and rates for each program.

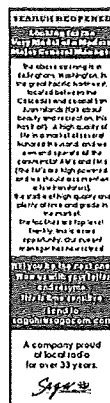
Communicate any problems to Controller.

Perform continuity duties, including processing production orders and coordinating production with the Programming Department.

Provide reports to the Sales Staff. Download and enter copy instructions for barter contracts. Attend meetings as required or requested.

Assist and perform work for other Sales Assistants as needed, including covering breaks. Ensure adequate administrative support at all times during the workday. Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.

Offer ideas that would enhance or improve the way work is done.



10/15/2019, 11:53 AM

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Regional Traffic Specialist

Baxter, MN

Job Description

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Ensure adequate administrative support at all times during the workday.

Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.

Offer ideas that would enhance or improve the way work is done.

Report to work on time and work established schedule/hours.

Ability to work other hours or alternate schedules as needed.

Complete other duties as requested and needed.

Qualifications

High school diploma or GED required.

College degree preferred.

1+ yrs or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.

MS Windows based computer experience required.

Previous broadcast or traffic experience helpful.

Must be disciplined with a solid work ethic.

Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.

Must be able to manage a high volume of information accurately and efficiently with minimal mistakes.

Excellent verbal and written communication skills.

Demonstrated ability to work with a wide variety of people but also able to work

independently.

Ability to work well under pressure and with tight deadlines.

Analytical, critical thinking skills. Ability to solve problems by identifying issues and creating an appropriate plan based on interpretation of guidelines.

Ability to work in compliance with company policies and procedures.

Physical Requirements Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers and general office equipment (telephone, copier, etc.) for extended periods of time. Ability to read and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Sit for extended periods of time. Above average pushing and pulling, walking, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.,

EEO Statement

We are an equal opportunity employer.

Hubbard Radio Brainerd

Website <https://recruiting.adp.com/srccar/public/RTIc-2175307&d-ExternalCareerSite&r=5000545265606&>

Phone (218) 828-1244

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College of Saint Benedict & Saint John's University	0	Expired 3 months ago	Expired	0	≡
Concordia College	0	Expired 3 months ago	Expired	0	≡

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Regional Traffic Specialist

Hubbard Broadcasting, Inc. (/employers/164520)

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About this Job

About Us

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Qualifications

- High school diploma or GED required.

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EEO Statement

We are an equal opportunity employer.

About Hubbard Broadcasting, Inc.

Founded in 1923, Hubbard Broadcasting is a family owned and operated media company headquartered in Saint Paul, Minnesota. Hubbard Broadcasting owns 13 television stations and 50 radio stations across the country and also owns and operates the independent cable and satellite network REELZ. Hubbard Broadcasting also owns F&F Productions (a premier HDTV remote production facilities company) and the Hubbard Radio Network, which distributes talk radio content to subscribing radio stations in Minnesota and North Dakota. Hubbard Broadcasting's digital marketing agencies, 2060 Digital and Hubbard Interactive, are market leaders in the digital advertising space.

Location

Brainerd, Minnesota, United States of America

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(/interview_schedules)

Fairs

(/career_fairs)

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

1,000 - 5,000 employees

INDUSTRY

Movies, TV, Music industry

COMPANY TYPE

Private company

HEADQUARTERS

3415 University Avenue West, Saint Paul, Minnesota 55114, United States of America

WEBSITE

<https://hubbardbroadcasting.com/>

SOCIAL MEDIA

(No Facebook Listed)

(No Twitter Listed)

(No LinkedIn Listed)

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

CONTACTS

Justin Jerve

#3208509 Regional Traffic Speci...

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Southwest Minnesota State University	0	Expired 3 months ago	Expired	0	≡
St. Catherine University	0	Expired 3 months ago	Expired	0	≡

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Regional Traffic Specialist

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Favorite Job

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Qualifications

- High school diploma or GED required.

[Home](#)[\(/\)](#)[My Profile](#)[\(/users/17629733\)](#)[Company Profile](#)[\(/employers/164520\)](#)[Postings](#)[Jobs](#)[\(/jobs\)](#)[Relationships](#)[Search Students](#)[\(/students\)](#)[Schools](#)[\(/employer_approvals\)](#)[Contacts](#)[\(/contacts\)](#)[Campus](#)[Events](#)[\(/events?include_past_events\)](#)[Interviews](#)[\(/interview_schedules\)](#)[Fairs](#)[\(/career_fairs\)](#)

- College degree preferred.
- 1+ yrs or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
- MS Windows based computer experience required.
- Previous broadcast or traffic experience helpful.
- Must be disciplined with a solid work ethic.
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.
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EEO Statement

We are an equal opportunity employer.

About Hubbard Broadcasting, Inc.

Founded in 1923, Hubbard Broadcasting is a family owned and operated media company headquartered in Saint Paul, Minnesota. Hubbard Broadcasting owns 13 television stations and 50 radio stations across the country and also owns and operates the independent cable and satellite network REELZ. Hubbard Broadcasting also owns F&F Productions (a premier HDTV remote production facilities company) and the Hubbard Radio Network, which distributes talk radio content to subscribing radio stations in Minnesota and North Dakota. Hubbard Broadcasting's digital marketing agencies, 2060 Digital and Hubbard Interactive, are market leaders in the digital advertising space.

Location

Brainerd, Minnesota, United States of America

- Home

(/)

My Profile

(/users/17629733)

Company Profile

(/employers/164520)
- Postings
- Jobs

(/jobs)
- Relationships
- Search Students

(/students)

Schools

(/employer_approvals)

Contacts

(/contacts)
- Campus
- Events

(/events?include_past_events)

Interviews

(/interview_schedules)

Fairs

(/career_fairs)

Compensation

TYPE
Paid

PAY RATE
Not Specified

DURATION
Permanent

Company Details

COMPANY SIZE
1,000 - 5,000 employees

INDUSTRY
Movies, TV, Music Industry

COMPANY TYPE
Private company

HEADQUARTERS
3415 University Avenue West, Saint Paul, Minnesota 55114, United States of America

WEBSITE
https://hubbardbroadcasting.com/

SOCIAL MEDIA
(No Facebook Listed)
(No Twitter Listed)
(No LinkedIn Listed)

Employer Preferences

ALLOWED SCHOOL YEARS
All school years and graduation dates allowed

ALLOWED MAJORS
All majors allowed

WORK AUTHORIZATION REQUIREMENTS
US work authorization is required

Contact Information

CONTACTS
Justin Jerve

#3208509 Regional Traffic Speci...

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School	Application	Last Update	Status	Comments	
University of Wisconsin - Whitewater	0	Declined 4 months ago	Declined	0	≡
University of Wisconsin Oshkosh	0	Expired 3 months ago	Expired	0	≡
University of Wisconsin-Eau Claire	0	Expired 3 months ago	Expired	0	≡
University of Wisconsin-La Crosse	0	Expired 3 months ago	Expired	0	≡
University of Wisconsin-Milwaukee	0	Expired 3 months ago	Expired	0	≡

Home (/)	University of Wisconsin-Platteville	0	Expired 3 months ago	Expired 0	≡
My Profile (/users/17629733)	University of Wisconsin-River Falls	0	Expired 3 months ago	Expired 0	≡
Company Profile (/employers/164520)					

< 3 / 3 >

Postings

Jobs

(/jobs)



(/employers/164520)

Regional Traffic Specialist

Hubbard Broadcasting, Inc. (/employers/164520)

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Relationships

Search Students

(/students)

Schools

(/employer_approvals)

Contacts

(/contacts)

Campus

Events

(/events?include_past_events)

Interviews

(/interview_schedules)

Fairs

(/career_fairs)

About this Job

About Us

Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview

This position is responsible for the daily preparation of the commercial/program log including log editing and commercial spot placement so as to maximize station revenue and minimize loss, and performing continuity duties.

Job Responsibilities

- On a daily basis, place spots on logs by maximizing commercial inventory following philosophies set forth by General Manager.
- Review and audit day parts as far into the future as possible.
- Responsible for daily preparation of the program/commercial log using prescribed broadcast software.
- Edit log so that it is error free.
- Ensure each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed.
- Ensure program information is accurate and specific conditions are met.
- Communicate inventory problems to the Controller and General Manager.
- Create programming formats in a timely manner and enter new program information into system based on program orders received.
- Schedule formats onto each station's log.

Home	(/)
My Profile	(/users/17629733)
Company Profile	(/employers/164520)
Postings	
Jobs	(/jobs)
Relationships	
Search Students	(/students)
Schools	(/employer_approvals)
Contacts	(/contacts)
Campus	
Events	(/events?include_past_events)
Interviews	(/interview_schedules)
Fairs	(/career_fairs)

- Follow processes to alert account managers that advertisers may need to be moved due to program changes, change orders when spots meet new program criteria, or pre-empt spots when they do not.
- Review master programming schedule and compares with logs.
- Check the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensure that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs.
- Assign episode numbers to programming on the logs from the schedule provided from the Programming Department.
- Maintain inventory tree including maintaining existing inventory codes, making new codes and adding inventory code comments so managers and account managers know what programming is available to sell, sellout levels and rates for each program.
- Communicate any problems to Controller.
- Perform continuity duties, including processing production orders and coordinating production with the Programming Department.
- Provide reports to the Sales Staff. Download and enter copy instructions for barter contracts. Attend meetings as required or requested.
- Assist and perform work for other Sales Assistants as needed, including covering breaks. Ensure adequate administrative support at all times during the workday.
- Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.
- Offer Ideas that would enhance or improve the way work is done.
- Report to work on time and work established schedule/hours.
- Ability to work other hours or alternate schedules as needed.
- Complete other duties as requested and needed.

Qualifications

- High school diploma or GED required.
- College degree preferred.
- 1+ yrs or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
- MS Windows based computer experience required.
- Previous broadcast or traffic experience helpful.
- Must be disciplined with a solid work ethic.
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Location

Brainerd, Minnesota, United States of America

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent


Company Details

COMPANY SIZE

1,000 - 5,000 employees

INDUSTRY

Movies, TV, Music Industry



Justin Jerve

Accounting/Finance/HR Professional

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35

Views of your post

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Justin Jerve

Accounting/Finance/HR Professional

now • 🌐 Anyone

Hubbard Radio Northern Minnesota is looking for a Regional Traffic Specialist, to be based with a centralized traffic team in the beautiful Brainerd Lakes Area. Please share with anyone you think may be interested. Thanks!

More Details here:
https://lnkd.in/g_Fnurq

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 Norfolk VA
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 West Palm Beach

Regional Traffic Specialist

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Apply Here: <https://recruiting.adp.com/srccar/public/RTI.home?c=2175307> EOE
 (10-16-19)

Visit Website: recruiting.adp.com
 Hubbard Radio Brainerd
 13225 Dogwood Dr S
 Baxter, MN 56425

Midwest (Format: Various) ** Visit Web Site **

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Req Number	Req Title	Req Status	#O	Location	Position	CBO Name	CBO Send Action	Time CBO Send	
								CBO Flyer	Completed ✓
1. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	M-858-Metropolitan State University Twin Cities	Emailed	Oct 15, 2019 12:16 pm	
2. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	2213-Radio1 Broadcast School	Emailed	Oct 15, 2019 10:58 am	
3. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	839-Bemidji State University Career Svcs	Emailed	Oct 15, 2019 10:58 am	
4. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	2187-Minnesota State University Moorhead	Emailed	Oct 15, 2019 10:58 am	
5. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	610-Minnesota Broadcasters Association	Emailed	Oct 15, 2019 10:58 am	
6. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	2296-South Dakota State University Journalism Dept	Emailed	Oct 15, 2019 10:58 am	
7. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	584-U of Wisconsin Eau Claire, Internships	Emailed	Oct 15, 2019 10:58 am	
8. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	2196-Lakes Area Professional Women Association	Emailed	Oct 15, 2019 10:58 am	
9. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	665-Northland Community & Technical College	Emailed	Oct 15, 2019 10:58 am	
10. 19-1527	Regional Traffic Specialist	Filled Oct 25, 2019	1	Brainerd-MNBRN	Traffic Specialist-H0978	2189-Alexandria Technical College	Emailed	Oct 15, 2019 10:58 am	