

**EXHIBIT 3**

**Copies of Job Notices Posted on the Career Site During the Reporting  
Period**

**WCAU, Philadelphia, Pennsylvania**

**WWSI, Mount Laurel, New Jersey**

# 57678BR - Photographer

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Flores, Elizabeth (206044235)

Send Hiring Manager Survey? :

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Sourcer / recruiter phone screening selected candidates

Send Candidate Survey? :

## Section 2

SAP Position Number :

76010705 - Photographer

Job ID Name :

Photojournalist

Job Title :

Photographer

Recruiter :

Ocasio, Wil (206532919)

TA Team :

Owned Stations

Requisition Service Level :

Full Service

Referral Bonus Type :

Non-Exempt - \$500

Allow Employee Referral Submission :

Senior HR Manager :

Crossen, David (Broadcast Operations, Content Distribution & NBC Owned TV Stations)

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Technical Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Photography Operations

Posting Category :  
Production

Organization :  
WCAU Desk & Photographers

Section 4

Career Band :  
Senior Staff

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Charlie Wellock

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Bala-Cynwyd, PA US

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Non-Exempt

Cost Object :  
T0T903625

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Hourly

100,000

Relocation Expenses :

Bonus :

Yes

## Section 7

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

### Responsibilities :

- Operate camera, sound, lighting and editing equipment to cover live and taped events
- Respond quickly to breaking news while taking direction and interacting with the assignment desk, reporters/anchors, production, control room, and appropriate NBC personnel
- Interact with the assignment desk, reporters/anchors, production, control room and acquisition personnel
- Proficient in HD lighting, HD videography, non-linear editing with Adobe Premier & Final Cut, Dalet editing, microwave truck operations, recording Skype interviews, phone interviews, operate Live U and Dejero
- Maintain equipment and vehicles by doing preventive maintenance and daily vehicle safety inspections
- Gather compelling video, natural sound and work with others to make sure it makes newscast
- At direction of the assignment desk respond to breaking news while obeying all traffic laws
- Be competitive and measured to make sure NBC10 & Telemundo62 is accurate and first
- Use courtesy and respect at all times and take extra caution when in the public's eye
- Attend editorial meetings to gain better understanding of overall process



**Qualifications/Requirements : Qualifications:**

- Must have a valid driver's license as well as a clean driving record
- Must adhere Environmental Health & Safety standards and regulations
- 3-5 years' experience in a top ten market
- Must be willing to submit a background investigation
- Must be able to lift up to 35 pounds of equipment at a given time
- Cable Reeler (23 pounds)
- Light Kit (33 pounds)
- Shoulder mount camera (20-25 pounds)
- TVU, LiveU, Dejero (portable units) – ranging from 11-18 pounds
- Must be able to stand for at least 2 hours at a time (in breaking news situations, may need to stand for longer periods of time – up to 8 hours)
- Must be able to operate a live truck
- Must be able to maneuver small spaces (in/out of vehicles and to be able to take camera video in tight spaces)
- Must be able to sit for up to 2 hours at a time (i.e. for editing purposes)

**Eligibility Requirements:**

- Must be willing to join IBEW Union.
- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Philadelphia, PA & surrounding areas.
- Willingness to travel and work overtime, and on weekends with short notice, and must be on-call to resolve issues
- Must have and maintain a valid drivers license for authorized driving in the State of residence.
- Must be "on call" 24 hours a day/7 days a week

**Desired Characteristics : Desired Qualifications**

- Strong storytelling, editorial, interpersonal and organizational skills
- Must have ability to organize and manage multiple priorities and work under time pressure deadline.
- Ability to simultaneously shoot, edit and operate an ENG/SNG newsgathering equipment
- Ability to work with bonded cellular live streaming technology such as LiveU, Dejero & TV U and Operate ENG/SNG vehicles under company guidelines and within proper safety parameters
- Must be able and willing to work different shifts and be

flexible with schedule changes

- Must be a self-starter - someone who doesn't wait to be told what to do
- Knowledge and ability to operate communication tools and stay connected with the assignment constituencies (i.e. use of email software, cell phone, messaging tools, etc)
- Fluent in Spanish.

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

Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition : Andrea Lewis

Coordinator :

Target Days to fill :

Restricted Access : No - Standard Req

Required? :

Complexity :

Req team : Quinones, Nancy  
 (206463759)  
 Ocasio, Wil (206532919)  
 Pope, Lia (206628592)

Application  
 Progress :

Req Creator not  
 on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 16-Nov-2020 |

Notify upon Ocasio, Wil (206532919)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 58944BR - Strategic Partnership Director - NBC 10/NBC Sports Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Halpern, Robert (206410736)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

robert.halpern@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51431144 - Strategic Partnerships Direct

Job ID Name :

Director Ad Sales

Job Title :

Strategic Partnership Director - NBC 10/NBC Sports Philadelphia

Recruiter :

Barclay, Allison (206452756)

TA Team :

NBC Sports Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - WCAU

Ad Sales

Posting Category :

Sales

Organization :

WCAU Marketing

Section 4

Career Band :

No. of Positions :

Director

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Na

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0T9

Exempt

Cost Object :

Salary Currency :

T0T903902

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

tbd

Relocation Expenses :

Bonus :

None

## Section 7

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

NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen. NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. The division is also home to multicast networks NBCLX, COZI TV and TeleXitos, the regional cable news network NECN, as well as NBC Spot On, an advanced video advertising business designed for local/regional CTV and OTT advertisers and several in-house companies including production company LXTV, marketing and promotions company Skycastle, its out-of-home business NBC Everywhere, and the Arthouse, a graphics design group. With seven regional sports networks and 42 NBC and Telemundo stations serving 38 percent of U.S. homes, NBCUniversal Local is the only network-owned local media division that is home to the largest bilingual local newsrooms within the country's top 10 TV markets. NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences

informed anytime and anywhere. For more information, visit [NBCUniversal.com](http://NBCUniversal.com).

#### Responsibilities :

NBC Philadelphia seeks a Strategic Partnership Director to lead a team of Marketing and Sales specialists responsible for developing new and innovative ways to drive revenue across our three powerful properties; NBC10, Telemundo62, and NBC Sports Philadelphia. We are searching for a high-level marketing professional who can create custom campaigns and manage them from inception through execution. The ideal candidate is highly creative, possesses exceptional bandwidth and project management skills, and is comfortable presenting to C-Suite executives. The Strategic Partnership Director will have superior leadership skills, a passion for developing local direct partnerships, and the ability to expertly leverage our best in class linear and digital assets into marketing campaigns that deliver ROI for our clients

#### Job Duties:

- Create and sell customized and scalable marketing and partnership programs including sponsorships, events, multi-platform elements and other customized components that drive advertising revenue for NBC10, NBC Sports Philadelphia and Telemundo62.
- Partner with Sales Directors and Account Executives to develop customized sales marketing campaigns designed to drive new revenue and dominant shares of transactional business.
- Engage in direct client/agency consultation to convey benefits, discover needs and create business solutions that generate new revenue.
- Take ownership of key station events and local business and community partnerships
- Identify and develop new partnership opportunities to achieve marketing, community and revenue goals for the NBC Philadelphia portfolio of brands
- Work with internal departments including brand and strategic marketing, community relations,

news and other NBC Universal resources on developing solution-based ways to grow advertising revenue

- Oversee development of streamlined sales materials and develop go to market sale strategy for NBC10, Telemundo62 and NBC Sports Philadelphia
- Liaison between ad sales and internal stakeholders to effectively translate brand/client needs into actionable cross-platform sponsorships
- Develop innovative business development strategies and new products, within or outside of advertising sales to generate incremental revenue
- Identify key advertising and category trends and focus on monetization of digital/social media, educate sales and internal constituents on path to success
- Ensure over-delivery on campaign results to extent possible, resulting in delighted clients and renewals.
- Proactively analyze business and capitalize on industry/consumer trends, new technology, and promotional opportunities.
- Maintain open lines of communication with all partners and organizations.

Qualifications/Requirements : Basic Qualifications

- A bachelor's degree in related field or equivalent experience
- Minimum 5 years of experience with an agency, client or media company sales organization background, where the individual was responsible for presentation, sponsorship, creative and promotion development.
- Understanding of the latest technologies and how to apply them to advertiser solutions a must
- Must have a keen understanding of both linear and digital media
- Ability to collaborate and operate within a team environment is necessary



- Experience managing multiple vendors and business partners.
- Must have the ability to develop and support strategy while building consensus and impacting outcomes
- Must be proficient in the programs of Office 2010 (Word, Excel, PPT).
- Experience creating engaging PowerPoint presentations, including ideation, copywriting and PPT design, is required
- Strong familiarity with both Quantitative and Qualitative research tools – the standard media measurement tools and research and ability to derive insights and craft sales stories based on relevant data

### Eligibility Requirements

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Philadelphia, PA
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- It is the policy of NBCUniversal and NBCUniversal's affiliated businesses to consider all qualified applicants for employment without regard to race, color, religion, national origin, sex (including pregnancy) sexual orientation, age, disability, veteran status or other characteristics protected by law.

Desired Characteristics : Experience managing a team of employees preferred

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

Section 8

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**The following information is to be completed by Recruiter only**

Restricted Access No - Standard Req Required? :

Req team : Barclay, Allison (206452756)  
Quinones, Nancy (206463759)  
Miranda, Leticia (206580294)  
Keith, Megan (206615480)  
Hertz, Amy (206619714)  
Pope, Lia (206628592)

Researcher :  
Talent Acquisition  
Coordinator :  
Target Days to fill :

Complexity :  
Application  
Progress :

Req Creator not on Req Team :

Turn off Autofiler  notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | Barclay, Allison (206452756) | 16-Feb-2021 |

Notify upon Keith, Megan (206615480) approval completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 61037BR - Photographer

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Pantaleno, Matthew (604035976)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51247876 - Photographer

Job ID Name :  
Photojournalist

Job Title :  
Photographer

Recruiter :  
Ocasio, Wil (206532919)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Miranda Leticia (206580294)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Technical Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Photography Operations

Posting Category :  
Production

Organization :  
WCAU Desk & Photographers

Section 4

Career Band :  
Senior Staff

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Matt Pantaleno

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Non-Exempt

Cost Object :  
T0T903600

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Hourly

100000

Relocation Expenses :

Bonus :

Yes

## Section 7

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

## Responsibilities :

- Operate camera, sound, lighting and editing equipment to cover live and taped events
- Respond quickly to breaking news while taking direction and interacting with the assignment desk, reporters/anchors, production, control room, and appropriate NBC personnel
- Interact with the assignment desk, reporters/anchors, production, control room and acquisition personnel
- Proficient in HD lighting, HD videography, non-linear editing with Adobe Premier & Final Cut, Dalet editing, microwave truck operations, recording Skype interviews, phone interviews, operate Live U and Dejero
- Maintain equipment and vehicles by doing preventive maintenance and daily vehicle safety inspections
- Gather compelling video, natural sound and work with others to make sure it makes newscast
- At direction of the assignment desk respond to breaking news while obeying all traffic laws
- Be competitive and measured to make sure NBC10 & Telemundo62 is accurate and first
- Use courtesy and respect at all times and take extra caution when in the public's eye
- Attend editorial meetings to gain better understanding of overall process

**Qualifications/Requirements :** Basic Qualifications

- Must have a valid driver's license as well as a clean driving record
- Must adhere Environmental Health & Safety standards and regulations
- 3-5 years' experience in a top ten market
- Must be willing to submit a background investigation
- Must be able to lift up to 35 pounds of equipment at a given time
- Cable Reeler (23 pounds)
- Light Kit (33 pounds)
- Shoulder mount camera (20-25 pounds)
- TVU, LiveU, Dejero (portable units) – ranging from 11-18 pounds
- Must be able to stand for at least 2 hours at a time (in breaking news situations, may need to stand for longer periods of time – up to 8 hours)
- Must be able to operate a live truck
- Must be able to maneuver small spaces (in/out of vehicles and to be able to take camera video in tight spaces)
- Must be able to sit for up to 2 hours at a time (i.e. for editing purposes)

Eligibility Requirements

- Must be willing to join IBEW Union.
- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Philadelphia, PA & surrounding areas.
- Willingness to travel and work overtime, and on weekends with short notice, and must be on-call to resolve issues
- Must have and maintain a valid drivers license for authorized diving in the State of residence.
- Must be "on call" 24 hours a day/7 days a week

**Desired Characteristics :** Desired Qualifications

- Strong storytelling, editorial, interpersonal and organizational skills
- Must have ability to organize and manage multiple priorities and work under time pressure deadline.
- Ability to simultaneously shoot, edit and operate an ENG/SNG newsgathering equipment

- Ability to work with bonded cellular live streaming technology such as LiveU, Dejero & TV U and Operate ENG/SNG vehicles under company guidelines and within proper safety parameters
- Must be able and willing to work different shifts and be flexible with schedule changes
- Must be a self-starter - someone who doesn't wait to be told what to do
- Knowledge and ability to operate communication tools and stay connected with the assignment constituencies (i.e. use of email software, cell phone, messaging tools, etc)
- Fluent in Spanish.

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Section 8

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**The following information is to be completed by Recruiter only**

Restricted Access No - Standard Req  
 Required? :  
 Req team :

Researcher :  
 Talent Acquisition  
 Coordinator :  
 Target Days to fill :  
 Complexity :  
 Application  
 Progress :



Quinones, Nancy  
(206463759)  
Ocasio, Wil (206532919)  
Miranda, Leticia  
(206580294)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 28-May-2021 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager We have identified a  
Notes : candidate for this position,  
Eric Cheavers.  
(candidates came from the  
Ernie Isgro req 57678BR)

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 61308BR - Content Producer -Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :  
Ana.Hernandez@nbcuni.com

Campus Req Category :  
Recruitment Status :  
Kick Off scheduled with hiring manager  
Send Candidate Survey? :

## Section 2

SAP Position Number :  
51457156 - Content Producer

Job ID Name :  
Producer Newsgathering

Job Title :  
Content Producer -Philadelphia

Recruiter :  
Jerez, Carmen (206679024)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service  
Referral Bonus Type :  
Exempt - \$1000  
Allow Employee Referral Submission :  
Senior HR Manager :  
Dave Crossen  
HR Manager :  
206463759  
HR Representative :  
Miranda Leticia (206580294)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - TLM WWSI

Sub Function :  
Production Newsgathering

Posting Category :  
Production

Organization :  
WWSI Union News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Entry-Level

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Yaliset Rivera

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903660

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

### Responsibilities :

- Responsible for overall production, content and every element of each newscast.
- Responsible for being a key communicator in the newsroom- talking with each person who will participate or provide content for that newscast (i.e. Assignment Editor, anchors, Digital, VJ's and production crews).
- Understand newscast mission, station priorities and be familiar with all the platforms.
- Must select stories, understand all the elements and design a newscast that achieves the daily goal.
- Knowledgeable on daily news events, awareness of past news events and know what is news in the Philadelphia market.

- Execute Live Shots and Satellite Remotes during live newscasts.
- Select, assign, write, and organize news stories. Write headlines, teases and reporter lead-ins.
- Respond to breaking news with urgency and accuracy.
- Coordinate and plan future community and social story development.
- Work with Reporters and Video Journalists to improve story and presentation.
- Editing skills to edit video clips.
- Multiplatform approach to content.
- Write news scripts, Digital articles, OTT content, promotional teasers, headlines and topicals
- Work closely with producers and News Director on story/sweeps planning and coordination.
- Assign content producers, reporters and anchors as needed.
- Contribute story ideas, participate in daily coverage decisions and editorial meetings.
- Work directly with other content producers articulating angle of story, length and video.
- Leadership: take responsibility for own actions and take risks for the team and be a team player.
- Complete discrepancy reports with detail and accuracy to help prevent future problems.
- Understand and follow all Telemundo62 News standards and ethics.

Qualifications/Requirements : Basic Qualifications

- Must be able to speak, read and write fluently in Spanish and must be able to speak, read and understand English.
- Must have 2 years minimum of producer experience.
- Excellent news judgment, creative ideas and writing skills a must.
- Must have leadership qualities, be detail oriented, organized and able to handle intense deadline pressure.

Additional Job Requirements

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Philadelphia.

Desired Characteristics : Desired Qualifications

- Take an active role in selecting the stories of the day – develop ideas that reporters can turn in one day, create producer-driven content to enhance our coverage of the big story and other stories that appear in the newscast.
- Anticipate problems and address them throughout the course of the shift, eliminate all factual/spelling/other errors that appear in the show. If a problem arises, address it immediately.
- Follow up problems with those involved and a newsroom manager.
- Bring creativity into every aspect of the newscast, use the Telemundo62 arsenal of tools and equipment to provide the most current information that is geographically diverse and maximizes viewer benefits.
- News judgment with solid ethical decision process.
- High competitive nature.
- Ability to perform under tight time deadlines

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Researcher :

Talent Acquisition  
Coordinator :

Restricted Access No - Standard Req  
Required? :

Target Days to fill  
:

Req team : Quinones, Nancy  
(206463759)  
Miranda, Leticia  
(206580294)  
Jerez, Carmen  
(206679024)

Complexity :  
Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | Jerez, Carmen<br>(206679024) | 11-Jun-2021 |

Notify upon Jerez, Carmen  
approval (206679024)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 61764BR - Content Producer, NBC Everywhere

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Mitchell, Christopher (206092639)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
christopher.mitchell@nbcuni.com

Campus Req Category :

Recruitment Status :  
Currently searching/selecting qualified candidates

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51534060 - Content Producer

Job ID Name :  
Producer Multimedia

Job Title :  
Content Producer, NBC Everywhere

Recruiter :  
Ocasio, Wil (206532919)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206422674

HR Representative :  
Carvalho Stephanie (206585454)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Digital Media



Sub-Business :  
NBCUOTS - Strategic Development

Sub Function :  
Design

Posting Category :  
Digital Media

Organization :  
NBCUL Multi & Promos-OOH

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Entry-Level

Labor Code :

Addition/ Replacement :  
Addition

EEO Category :  
Officials and Managers

Assignment Category :

Section 5

Work Location ID :  
New York, NY US

State/Province :  
New York

Country :  
United States

City :  
New York

Section 6

Company Code :  
T0R5

Salary Type :  
Exempt

Cost Object :  
T0R503902

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

60-70k

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

#### [About NBCUniversal Local](#)

[NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen. NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. The division is also home to multicast networks NBCLX, COZI TV and TeleXitos, the regional cable news network NECN, as well as NBC Spot On, an advanced video advertising business designed for local/regional CTV and OTT advertisers and several in-house companies including production company LXTV, marketing and promotions company Skycastle, its out-of-home business NBC Everywhere, and the Arthouse, a graphics design group. With seven regional sports](#)

[networks and 42 NBC and Telemundo stations serving 38 percent of U.S. homes, NBCUniversal Local is the only network-owned local media division that is home to the largest bilingual local newsrooms within the country's top 10 TV markets. NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere. For more information, visit NBCUniversal.com.](#)

**Responsibilities :** NBC Everywhere, NBC Universal's digital out of home network, is seeking a Content Producer to help the team edit and traffic digital content and ads to our partners. NBC Everywhere is a network of digital out of home platforms that reaches viewers on the go. The network is comprised of airports, taxis, quick serve restaurants, medical waiting rooms, nail salons and gas stations spanning 175 DMAs and reaching millions of viewers across the United States. The NBC Everywhere Content Team acts as a liaison between NBCU and out of home partners, delivering best-in-class entertainment, news and sports for consumers on the move.

The Content Producer's primary role is to edit, add graphics and traffic NBCU digital content to partners. Additionally, the Content Producer gathers, performs quality assurance, and delivers ads to our platform partners. Candidates should have experience editing video on Adobe Premiere and knowledge of different video formats. This role reports to the Director of Programming for NBC Everywhere.

#### JOB DUTIES:

- Gather, edit and package digital content for all of the NBC Everywhere out of home properties
- Collaborate with different brands within NBCU to actively source content that will entertain viewers and market brands to their target audiences
- Create content playlists and deliver finished materials to publishing partners
- Archive content in an organized, consistent manner

#### Qualifications/Requirements : Basic Qualifications

- Minimum 2-3 years of production, journalism or creative advertising experience
- Must demonstrate an acute attention to detail
- Must be a self-starter, capable of working independently

- Must have experience with Adobe Premiere
- Must be able to work early morning, night and weekend hours
- BS/BA degree preferably in journalism, political science or marketing

#### Additional Job Requirements

- Must be willing to work in New York
- Must be willing to submit to and clear a background investigation
- Must have unrestricted work authorization to work in the United States
- Must be at least 18 years of age
- Must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered a candidate for this position
- Ability to learn custom content management systems
- Deep knowledge of video file formats and the ability to export video deliverables to customized specifications
- Desire to work in a creative, demanding, competitive environment
- Preferred candidates will have experience with Adobe Photoshop, Media Encoder and/or After Effects

#### Desired Characteristics :

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

#### Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Eminente, Giuliana  
(206422674)  
Ocasio, Wil (206532919)  
Tibai, Thomas  
(206551936)  
Carvalho, Stephanie  
(206585454)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                       | Date        |
|------------|----------------------------|-------------|
| Recruiters | Ocasio, Wil<br>(206532919) | 30-Jun-2021 |

Notify upon Ocasio, Wil (206532919)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -

DO NOT USE :

Gail's Field :

# 62919BR - Broadcast Maintenance Technician- WCAU Pa.

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Evansky, Nick (206401161)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
Nick.Evansky@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51250388 - Maintenance Technician

Job ID Name :  
Engineer Broadcast

Job Title :  
Broadcast Maintenance Technician- WCAU Pa.

Recruiter :  
Sirota, Maryana (206674713)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Technical Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Broadcast Engineering  
  
Posting Category :  
Technology & Engineering  
  
Organization :  
Eng Ops - DOC, Maintenance

Section 4

Career Band :  
Senior Staff  
  
Career Level :  
Experienced  
  
Addition/ Replacement :  
Replacement  
  
Name of Replacement :  
Patrick J Burke

No. of Positions :  
1  
  
Labor Code :  
  
EEO Category :  
Officials and Managers  
  
Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center  
  
Country :  
United States

State/Province :  
Pennsylvania  
  
City :  
Philadelphia

Section 6

Company Code :  
T0T9  
  
Cost Object :  
T0T903800

Salary Type :  
Non-Exempt  
  
Salary Currency :  
US Dollar



Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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Responsibilities : You will be part of a dedicated team of broadcast maintenance technicians covering our 24/7/365 operations. The ideal candidate will have demonstrated the ability to work alone and as part of a team. The candidate will have extensive experience in the on-going maintenance, support and troubleshooting of critical broadcast & production systems. The role includes working on projects and with new technologies. On-site shift work is required.

- Must be Customer driven and comfortable in 24/7/365 environment.
- Responsible for installing, maintaining, and troubleshooting broadcast equipment.
- Maintain, support, troubleshooting and upgrades of Studio, Control Room and Distribution technologies

including IP/SDI router (GVG); Intercom system (ClearCom); Switchers (Ross); Audio System (LAWO); Robotic camera system (Ross); Video Encoding (Harmonic) and associated equipment and technologies.

- Maintain, support & troubleshooting of on-air systems, QOS, continuity, confirm all systems meet ATSC specifications for Over-the-Air and Cable providers.
- Documentation (AutoCAD), SOP's and upkeep of maintenance logs and databases.
- Solid working knowledge of an IP video and audio facility and workflow.
- Works well under pressure in order to rectify technical issues in a timely manner.
- Works well within a team but also works efficiently independently
- Undertake Projects as assigned and ensure on-time delivery.
- Working with Division and Vendors on projects and troubleshooting.
- Well-organized, self-motivated and ability to multi-task in a fast-paced environment.
- Must be solution-oriented, proactive, and willing to dig to find a sound resolution.
- Must be able to act with urgency, immediacy, and make appropriate decisions

#### Qualifications/Requirements : Basic Qualifications

- Degree in Engineering or 5 years of relevant experience
- Experience in a similar role within a TV Station, ISP, media company, systems integrator or other relevant industry.
- Experience working in News very desirable.
- Excellent knowledge of computer-based technologies within a Broadcast environment.
- Strong communication & interpersonal skills with ability to interface with all levels of management & user community.
- Strong analytical and problem-solving skills.
- Must be able to lift equipment weighing up to 50 pounds.

#### Additional Job Requirements

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Philadelphia, Pennsylvania

Desired Characteristics : Desired Qualifications

- Bilingual (Spanish and English)

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Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for

this req

Allow Reapplies :

Requisition Notes

:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Sirota, Maryana<br>(206674713) | 11-Aug-2021 |

Notify upon Valicenti, Estela  
approval (206687751)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 63377BR - Photojournalist - NBC 10 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Pantaleo, Matthew (604035976)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51261660 - Photographer

Job ID Name :  
Photojournalist

Job Title :  
Photojournalist - NBC 10 Philadelphia

Recruiter :  
Sirota, Maryana (206674713)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Technical Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Photography Operations

Posting Category :  
Production

Organization :  
WCAU Desk & Photographers

Section 4

Career Band :  
Senior Staff

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Danlelle Gatewood

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Bala-Cynwyd, PA US

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Non-Exempt

Cost Object :  
T0T903600

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80000

Relocation Expenses :

Bonus :

None

## Section 7

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### Responsibilities :

- Operate camera, sound, lighting and editing equipment to cover live and taped events
- Respond quickly to breaking news while taking direction and interacting with the assignment desk, reporters/anchors, production, control room, and appropriate NBC personnel
- Interact with the assignment desk, reporters/anchors, production, control room and acquisition personnel
- Proficient in HD lighting, HD videography, non-linear editing with Adobe Premier & Final Cut, Dalet editing, microwave truck operations, recording Skype interviews, phone interviews, operate Live U and Dejero
- Maintain equipment and vehicles by doing preventive maintenance and daily vehicle safety inspections
- Gather compelling video, natural sound and work with others to make sure it makes newscast

- At direction of the assignment desk respond to breaking news while obeying all traffic laws
- Be competitive and measured to make sure NBC10 & Telemundo62 is accurate and first
- Use courtesy and respect at all times and take extra caution when in the public's eye
- Attend editorial meetings to gain better understanding of overall process

Qualifications/Requirements :

- Must have a valid driver's license as well as a clean driving record
- Must adhere Environmental Health & Safety standards and regulations
- Minimum of 3 years experience in a top ten market
- Must be able to lift up to 35 pounds of equipment at a given time
  - Cable Reeler (23 pounds)
  - Light Kit (33 pounds)
  - Shoulder mount camera (20-25 pounds)
  - TVU, LiveU, Dejero (portable units) – ranging from 11-18 pounds
- Must be able to stand for at least 2 hours at a time (in breaking news situations, may need to stand for longer periods of time – up to 8 hours)
- Must be able to operate a live truck

Desired Characteristics :

- Strong storytelling, editorial, interpersonal and organizational skills
- Must have ability to organize and manage multiple priorities and work under time pressure deadline.
- Ability to simultaneously shoot, edit and operate an ENG/SNG newsgathering equipment
- Ability to work with bonded cellular live streaming technology such as LiveU, Dejero & TV U and Operate ENG/SNG vehicles under company guidelines and within proper safety parameters
- Must be able and willing to work different shifts and be flexible with schedule changes
- Must be a self-starter - someone who doesn't wait to be told what to do
- Knowledge and ability to operate communication tools and stay connected with the assignment constituencies (i.e. use of email software, cell phone, messaging tools, etc)
- Fluent in Spanish.

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regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 30-Aug-2021 |

Notify upon Quinones, Nancy  
approval (206463759)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 65269BR - Assignment Editor - NBC 10/T62 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Pantaleno, Matthew (604035976)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76011897 - Assignment Editor

Job ID Name :  
Editor Assignment Desk

Job Title :  
Assignment Editor - NBC 10/T62 Philadelphia

Recruiter :  
Williams, Scott (206508258)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production Newsgathering

Posting Category :  
Editorial

Organization :  
WCAU Desk & Photographers

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Raymond Casalena

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903625

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

0.00

Relocation Expenses :

Bonus :

Yes

## Section 7

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### Responsibilities :

- Spearhead coverage of a breaking/developing news story both editorially and logistically
- Effectively research, coordinate & implement coverage of breaking news & on-going stories
- Ability to jump in & quickly assess what is needed on coverage of a breaking story
- Ability to find & book characters who help define a story
- Collaborate with NBC News digital and broadcast platforms on newsgathering, social media initiatives and content distribution
- Use data to inform and evolve newsgathering, storytelling and social media strategies while deepening engagement with our audience
- Initiate & maintain communication with affiliates & News Channel counterparts

- Consistently monitor, furnish, discover and break news through social media platforms and tools
- Update social media feeds
- Establish & maintain working story & contact files
- Monitor competitive broadcasts, cable and digital platforms
- Ability to put together a story coverage plan & layout with oversight from management
- Create original content in a written format

Qualifications/Requirements :

- Minimum 2 years editorial production experience at a network, cable or digital outlet
- Must have a Bachelor's degree or equivalent experience
- Working knowledge of microwave & satellite trucks, live-u, b-gan, mcds
- Must have unrestricted work authorization to work in the United States
- Must be willing to work in Philadelphia, PA

Desired Characteristics :

- Solid working knowledge of TV production, affiliates & satellite operations
- Proficient on all social media outlets
- Ability to clearly communicate ideas and status updates to both technical and non-technical resources
- Able to work independently and as a member of a team
- Capable of managing multiple deliverables and completing assigned tasks quickly
- Passion for news and an interest in multiple platforms (broadcast, cable, web, mobile)
- Innovative and flexible thinker, comfortable suggesting solutions
- Committed to quality in every assignment, large or small - Strong research skills and editorial judgment
- Enjoy working in a fast-paced environment with tight deadlines
- Strong interpersonal skills and news judgement

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Section 8

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**The following information is to be completed by Recruiter only**

Restricted Access No - Standard Req Required? :

Req team : Quinones, Nancy (206463759)  
Pope, Lia (206628592)  
Valicenti, Estela (206687751)

Researcher :  
Talent Acquisition Coordinator :  
Target Days to fill :

Complexity :  
Application Progress :

Req Creator not on Req Team :

Turn off Autofiler notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                        | Date        |
|------------|-----------------------------|-------------|
| Recruiters | Williams, Scott (206508258) | 03-Nov-2021 |

Notify upon approval completion Pope, Lia (206628592)

HR Manager Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :



# 65309BR - Content Producer - Telemundo Las Vegas

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Carmona, Johali (206572968)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to: :  
johali.carmona@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51491581 - Content Producer

Job ID Name :  
Producer Newsgathering

Job Title :  
Content Producer - Telemundo Las Vegas

Recruiter :  
Arroyave, James (206424861)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Not Participating in Bonus Program

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
212064403

HR Representative :  
Quirarte Liz (206059331)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUOTS - TLM KBLR

Sub Function :  
Production Newsgathering

Posting Category :  
Production

Organization :  
KBLR News II

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Yngrid Rojas Barroso

Assignment Category :

Section 5

Work Location ID :  
Las Vegas - Polaris Ave

State/Province :  
Nevada

Country :  
United States

City :  
Las Vegas

Section 6

Company Code :  
E0Q9

Salary Type :  
Exempt

Cost Object :  
E0Q903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

NA

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : The Content Producer will work closely with the Executive Producer, Assignment Editors, Producers, Reporters and Anchors.

He/she will be responsible for the production of assigned news content by writing, editing and in some cases video recording the material for broadcast and all digital platforms. The Content Producer will be responsible for the overall coverage of assigned stories on all platforms throughout the day.

Qualifications/Requirements : • A degree in Broadcasting, Journalism or related field.  
• A minimum 1 or 2 years' news writing experience.  
• Spanish and English languages proficiency (reading and writing).

- Applicants must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered.
- Must have a flexible schedule with ability to work any of a 24x7 shifts and willingness to work long hours, weekends and holidays with short notice.
- Must be willing to work in Las Vegas, NV.
- Must have unrestricted work authorization to work in the United States.
- Must be at least 18 years of age.
- Must have a valid Driver's License.

Qualifications/Requirements :

- A degree in Broadcasting, Journalism or related field.
- A minimum 1 or 2 years' news writing experience.
- Spanish and English languages proficiency (reading and writing).
- Applicants must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered.
- Must have a flexible schedule with ability to work any of a 24x7 shifts and willingness to work long hours, weekends and holidays with short notice.
- Must be willing to work in Las Vegas, NV.
- Must be willing to submit to a background investigation.
- Must have unrestricted work authorization to work in the United States.
- Must be at least 18 years of age.
- Must have a valid Driver's License.

- Desired Characteristics :
- Strong news writing skills.
  - Ability to write, edit, produce and gather content under heavy deadline pressure, without compromising accuracy or credibility.
  - Significant experience in a news environment.
  - Strong journalistic skills.
  - Knowledge and understanding of various media platforms, including broadcast, web and mobile.
  - Strong computer skills, with basic understanding of multi-media file formats.
  - A pioneering spirit with the desire to learn emerging technologies.
  - Passion to develop and present story ideas.
  - Invested and engaged in the local community and authentically understands and represents the local viewer.

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services, genetic information, or any other basis protected by applicable law. NBCUniversal will consider for employment qualified applicants with criminal histories in a manner consistent with relevant legal requirements, including the City of Los Angeles Fair Chance Initiative For Hiring Ordinance, where applicable.

Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Holschbach, Olga  
(212064403)  
Carreno, Mary  
(206427928)  
Quirarte, Liz (206059331)  
Carmona, Johali  
(206572968)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                              | Date        |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave,<br>James<br>(206424861) | 04-Nov-2021 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 65394BR - Sales Operation Specialist - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
McGinnis, Thomas Joseph (206089260)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to: :  
Thomas.McGinnis@nbcuni.com

Campus Req Category :

Recruitment Status :  
Final candidate selected/identified

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51499580 - Sales Operations Specialist

Job ID Name :  
Cust Support Ad Sales Support & Analysis

Job Title :  
Sales Operation Specialist - NBC Philadelphia

Recruiter :  
Vasquez, Manny (206684834)

TA Team :  
Owned Stations

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - WCAU

Ad Sales Support & Analysis

Posting Category :

Sales

Organization :

WCAU Sales Traffic

Section 4

Career Band :

No. of Positions :

Senior Staff

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Chris Gardner

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0TF

Non-Exempt

Cost Object :

Salary Currency :



T0TF03889

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

NA

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : NBC10/T62/NBC Sports Philadelphia is seeking a Sales Operations Specialist to help support our Sales Account Executive team. Apply today to join the Philadelphia region's largest media company, Comcast/NBCU.

Qualifications/Requirements :

- Support our Account Executives efforts to drive revenue and deliver unapparelled customer service both internally and with clients
- Execute broadcast and digital campaign entry
- Perform order maintenance throughout campaign flight
- Send a weekly report of pre-empted revenue to account managers
- Work with sales management and Account Executives to come up with creative solutions for pre-empted revenue
- Communicate and confirm all order changes or makegoods to buying agency

- Post out campaigns regularly throughout flight to ensure delivery
- Regularly check coding on TP/high-profile events for accuracy
- Send Pre and Post logs to clients as requested
- Assist traffic with locating instructions and other campaign materials
- Post-flight invoice maintenance, adjustments, edit as necessary
- Coordinate with agency and account managers to resolve any billing discrepancies
- Work closely with various levels of management and staff within marketing, sales, programming, and finance departments
- Complete specialized trackers or other forms required by specific clients

Desired Characteristics :

- Self-starter who is organized, responsive, and dependable
- Capacity to tackle multiple projects at one time
- Team players who brings positivity every day and embraces the concept of collaboration
- Willing to learn and work in a fast-paced and dynamic environment

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## Section 8

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Researcher :

forms. Once a req is saved as restricted, it cannot be reversed.

Talent Acquisition  
Coordinator :

Restricted Access No - Standard Req  
Required? :

Target Days to fill  
:

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Vasquez, Manny  
(206684834)  
Valicenti, Estela  
(206687751)

Complexity :  
  
Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                             | Date        |
|------------|----------------------------------|-------------|
| Recruiters | Vasquez,<br>Manny<br>(206684834) | 08-Nov-2021 |

Notify upon Vasquez, Manny  
approval (206684834)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66006BR - NBC10 Marketing Specialist -Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
McDermott, Paula (206691296)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
paula.mcdermott@nbcuni.com

Campus Req Category :  
Recruitment Status :  
Kick Off scheduled with hiring manager  
Send Candidate Survey? :

## Section 2

SAP Position Number :  
51461562 - Marketing Specialist

Job ID Name :  
Specialist Sales Marketing

Job Title :  
NBC10 Marketing Specialist -Philadelphia

Recruiter :  
Jerez, Carmen (206679024)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service  
Referral Bonus Type :  
Non-Exempt - \$500  
Allow Employee Referral Submission :  
Senior HR Manager :  
Dave Crossen  
HR Manager :  
206628592  
HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Marketing

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Sales Marketing  
  
Posting Category :  
Marketing  
  
Organization :  
WCAU Marketing

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Entry-Level

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Yvonne Cedeno

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
E0QL

Salary Type :  
Exempt

Cost Object :  
E0QL03902

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Annual

50000

Relocation Expenses :

Bonus :

Yes

## Section 7

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Responsibilities : NBCU Philadelphia (NBC10, T62, NBCSP) is seeking a high-performing individual that has effective communication, can develop pitch ideas, coordinate, write and execute presentations in a timely manner. The Integrated Marketing Specialist is responsible for building collateral materials and coordinating marketing departmental efforts. This employee understands marketing fundamentals and creative evaluation. Communication, writing, and presentation skills are essential. Computer skills are necessary, especially proficiency with Excel, PowerPoint, Microsoft Word, Photo shop and social media platforms.

There is daily interaction with local and national sales teams across NBC Sports, Telemundo62 and NBC10. This

employee will coordinate with producers, graphic designers, digital planners and vendors to ensure all marketing assets are completed on time and meet brand and strategic objectives. Employee is well versed in using digital and social media as well as implementing sales marketing strategy for various platforms. There is some need to coordinate and execute some small and large events.

The Strategic Partnerships group is a small, high-impact team within NBCU Philadelphia Sales Group that drives strategy, business development, creative content, and presentations under the supervision of the Director of Strategic Partnerships, collaborating with cross functional account teams to build and develop strong organic growth for clients. The role requires a diverse skill set of creative thinking, organizational skills and problem solving.

The Integrated Marketing Specialist will work internally with a cross-functional account team including Sales, Marketing, and Ad Operations, and externally with clients and agencies, to coordinate the execution and successful fulfillment of campaigns.

Qualifications/Requirements : Communicate, implement, and manage marketing campaigns for our sales efforts

Excellent writing and interpersonal communication skills

Excellent organizational skills

Strong attention to detail and quality

Execute local, non-traditional marketing strategies and campaigns

Ability to work in a fast-paced environment and prioritize multiple tasks

Knowledge of video production, graphic design, and social media

Work closely with the NBC Sports and Telemundo products to bring expertise to cross-sellers

Track the performance of advertising campaigns effectiveness

Must have a current driver's license

Bachelor's degree in Marketing, Communications, Sales, or related field

Minimum 2 years of traditional and/or digital media and marketing experience within a media company or agency

Desired Characteristics : Self-starter able to complete with minimal supervision

Exceptional competencies in PowerPoint, Word and Excel programs

Able to work various hours on short notice including weekends and evenings, as needed

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Restricted Access No - Standard Req

Required? :

Req team :



Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | Jerez, Carmen<br>(206679024) | 30-Nov-2021 |

Notify upon Jerez, Carmen  
approval (206679024)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66107BR - General Assignment Reporter, WCAU

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Flores, Elizabeth (206044235)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76032035 - General Assignment Reporter

Job ID Name :  
Producer On Air Talent

Job Title :  
General Assignment Reporter, WCAU

Recruiter :  
Williams, Scott (206508258)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Admin Support

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WCAU News

Section 4

Career Band :  
Lead Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Pam Osborne

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

130000

Relocation Expenses :

Bonus :

None

## Section 7

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## Responsibilities :

- Gathering information on newsworthy events and write, produce and present fair, accurate, and unbiased news stories as assigned. Will need to be responsible for providing on-air news, including various field and in-studio shoots.
- Create reports and help produce news specials and packages, based on either breaking news or on pre-planned stories that were promoted ahead of time.
- Assist Producer in establishing sources, finding and executing enterprise news investigations, building and maintaining an active list of story ideas on a year-round basis, both long-term deeper digging stories and quicker turns, document acquisition and paper trails.

- Extensive community involvement, making a reasonable amount of appearances tied into the viewer community
- Develop and maintain a network of news sources providing access to exclusive local news stories.
- Stay informed on newsworthy events locally and nationally
- Work cooperatively as a team member under tight daily deadlines.

Qualifications/Requirements : • Five years of experience as a television anchor or reporter in a top 10 market  
• BS/BA in Journalism/Communications or equivalent background

Desired Characteristics : • Candidate should have the ability to read and understand a variety of materials ranging from daily newspapers to technical reports and legal papers.  
• Candidate should have the ability to investigate information to establish facts and determine truth.  
• The individual should have a basic understanding of desktop computers and the ability to learn Dalet/Windows system as well as new systems as they are implemented.  
• Should have a developed ability to use the Internet to seek information.  
• Should be well presented on-camera and be able to deliver copy ready from a teleprompter if in the studio.  
• Ability to communicate both verbally and in writing with those people in the news department and other departments throughout the station.  
• The ability to interact professionally and effectively with all internal NBC employees and external organizations is an essential function of this job.  
• Ability to multi-task in a fast-paced and stressful environment and act as a team player.  
• Demonstrated ability to make decisions while meeting deadlines and handling multiple projects.  
• Demonstrated knowledge of sound news judgment  
• Ability to interact with all levels of the station and corporate management.

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Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Pope, Lia (206628592)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 01-Dec-2021 |

Notify upon Pope, Lia (206628592)  
approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 66171BR - MMJ/Reporter - NBC 10 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Flores, Elizabeth (206044235)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76032035 - General Assignment Reporter

Job ID Name :  
Producer On Air Talent

Job Title :  
MMJ/Reporter - NBC 10 Philadelphia

Recruiter :  
Williams, Scott (206508258)

TA Team :  
Owned Stations

Requisition Service Level :  
Admin Support

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production



Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WCAU News

Section 4

Career Band :  
Lead Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Pam Osborne

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

85000

Relocation Expenses :

Bonus :

None

## Section 7

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### Responsibilities :

- Responsible for news coverage in the tristate area; Philadelphia, New Jersey, and Delaware.
- Responsible for shooting, writing and editing daily stories, as well as gather material to contribute to building the rundown.
- Responsible for assisting in the production of the live broadcast.
- Responsibilities also include keeping up to date on current events and news in the tri-state area.
- Expected to participate in community events and station activities from time to time as master of ceremonies and/or Host as requested by the station.
- Must be able to interact with viewers/users on social media sites.

- Perform special projects and other duties as assigned
- Ensure that all content meets company standards for journalistic integrity and production quality

Qualifications/Requirements :

- Minimum 3 years of experience working in broadcast television
- BS/BA in journalism/ Communications
- Superior on-air presence
- Be informed on news events locally and nationally
- Develop and maintain a network of contacts providing access to exclusive stories
- Assist producer in establishing sources, finding and executing enterprise news investigations, building and maintaining strong list of story ideas
- Ability to ad-lib and improvise effortlessly in various types of on air situations
- Must work well under pressure with an ability to meet deadlines
- Candidate must work effectively with other in a team oriented environment
- Independent problem solving & multi-tasking
- Must be able to work a flexible schedule in a 24/7 news environment in addition to standard hours.

Desired Characteristics :

- Must be willing to work in Philadelphia, New Jersey, and Delaware
- Must have unrestricted work authorization to work in the United States

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Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Pope, Lia (206628592)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 03-Dec-2021 |

Notify upon Pope, Lia (206628592)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66373BR - Content Producer - Telemundo Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51482144 - Senior Content Producer

Job ID Name :  
Producer Newsgathering

Job Title :  
Content Producer - Telemundo Philadelphia

Recruiter :  
Arroyave, James (206424861)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - TLM WWSI

Sub Function :  
Production Newsgathering

Posting Category :  
Production

Organization :  
WWSI Union News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Jomary Morales

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903660

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80000

Relocation Expenses :

Bonus :

Yes

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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Responsibilities : Responsible for overall production, content and every element of each newscast.  
 Responsible for being a key communicator in the newsroom- talking with each person who will participate or provide content for that newscast (i.e. Assignment Editor, anchors, VJ's and production crews).  
 Understand newscast mission, station priorities and be familiar with all the platforms.  
 Must select stories, understand all the elements and design a newscast that achieves the daily goal.  
 Knowledgeable on daily news events, awareness of past news events and know what is news in the Philadelphia market.  
 Execute Live Shots and Satellite Remotes during live newscasts.  
 Select, assign, write, and organize news stories. Write

headlines, teases and reporter lead-ins.  
 Respond to breaking news with urgency and accuracy.  
 Coordinate and plan future community and social story development.  
 Work with Video Journalists to improve story and presentation.  
 Editing skills to edit video clips.  
 Write news scripts, promotional teasers, headlines and topicals  
 Work closely with producers and News Director on story/sweeps planning and coordination.  
 Assign content producers, reporters and anchors as needed.  
 Contribute story ideas, participate in daily coverage decisions and editorial meetings.  
 Work directly with content producers articulating angle of story, length and video.  
 Leadership: take responsibility for own actions and take risks for the team and be a team player.  
 Complete discrepancy reports with detail and accuracy to help prevent future problems.  
 Understand and follow all Telemundo62 News standards and ethics.

Qualifications/Requirements : Must be able to speak, read and write fluently in Spanish and must be able to speak, read and understand English.  
 2 to 4 years producer experience.  
 Excellent news judgment, creative ideas and writing skills a must.  
 Must have leadership qualities, be detail oriented, organized and able to handle intense deadline pressure.  
 Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered  
 Must be willing to work in the Philadelphia area and travel as needed for special assignments.  
 Must be willing to work long hours, varying shifts (including nights and weekends) and report to work in emergencies depending upon news coverage when necessary.  
 Must have unrestricted work authorization to work in the United States.  
 Must be 18 years or greater  
 Must have a valid driver's license

Desired Characteristics : Take an active role in selecting the stories of the day – come up with story ideas that reporters can turn in one day, create producer driven content to enhance our coverage of the big story and other stories that appear in



the newscast.

Anticipate problems and address them throughout the course of the shift, eliminate all factual/spelling/other errors that appear in the show. If a problem arises, address it immediately.

Follow up problems with those involved and a newsroom manager.

Bring creativity into every aspect of the newscast, use the Telemundo62 arsenal of tools and equipment to provide the most current information that is geographically diverse and maximizes viewer benefits.

News judgment with solid ethical decision process.

High competitive nature.

Ability to perform under tight time deadlines

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

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                              | Date        |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave,<br>James<br>(206424861) | 14-Dec-2021 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66469BR - General Assignment Reporter, WCAU

Status: Closed

Job req template: US Requisition Form

## Section 1

|                                  |                          |
|----------------------------------|--------------------------|
| Hiring Manager :                 | Campus Req Category :    |
| Flores, Elizabeth (206044235)    |                          |
| Send Hiring Manager Survey? :    | Recruitment Status :     |
| No                               |                          |
| Send Hiring Manager Survey to: : | Send Candidate Survey? : |
|                                  |                          |

## Section 2

|  |                                      |
|--|--------------------------------------|
| SAP Position Number :                  | Requisition Service Level :          |
| 76032035 - General Assignment Reporter | Admin Support                        |
| Job ID Name :                          | Referral Bonus Type :                |
| Producer On Air Talent                 | Exempt - \$1000                      |
| Job Title :                            | Allow Employee Referral Submission : |
| General Assignment Reporter, WCAU      |                                      |
| Recruiter :                            | Senior HR Manager :                  |
| Williams, Scott (206508258)            | Dave Crossen                         |
| TA Team :                              | HR Manager :                         |
| NBCU Local & News Group                | 206628592                            |
|  | HR Representative :                  |
|  | Pope Lia (206628592)                 |

## Section 3

|                    |                |
|--------------------|----------------|
| Business Segment : | SAP Function : |
| NBCUniversal Local | Production     |

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WCAU News

Section 4

Career Band :  
Lead Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Pam Osborne

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

130000

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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### Responsibilities :

- Gathering information on newsworthy events and write, produce and present fair, accurate, and unbiased news stories as assigned. Will need to be responsible for providing on-air news, including various field and in-studio shoots.
- Create reports and help produce news specials and packages, based on either breaking news or on pre-planned stories that were promoted ahead of time.
- Assist Producer in establishing sources, finding and executing enterprise news investigations, building and maintaining an active list of story ideas on a year-round basis, both long-term deeper digging stories and quicker turns, document acquisition and paper trails.

- Extensive community involvement, making a reasonable amount of appearances tied into the viewer community
- Develop and maintain a network of news sources providing access to exclusive local news stories.
- Stay informed on newsworthy events locally and nationally
- Work cooperatively as a team member under tight daily deadlines.

Qualifications/Requirements : • Five years of experience as a television anchor or reporter in a top 10 market  
• BS/BA in Journalism/Communications or equivalent background

Desired Characteristics : • Candidate should have the ability to read and understand a variety of materials ranging from daily newspapers to technical reports and legal papers.  
• Candidate should have the ability to investigate information to establish facts and determine truth.  
• The individual should have a basic understanding of desktop computers and the ability to learn Dalet/Windows system as well as new systems as they are implemented.  
• Should have a developed ability to use the Internet to seek information.  
• Should be well presented on-camera and be able to deliver copy ready from a teleprompter if in the studio.  
• Ability to communicate both verbally and in writing with those people in the news department and other departments throughout the station.  
• The ability to interact professionally and effectively with all internal NBC employees and external organizations is an essential function of this job.  
• Ability to multi-task in a fast-paced and stressful environment and act as a team player.  
• Demonstrated ability to make decisions while meeting deadlines and handling multiple projects.  
• Demonstrated knowledge of sound news judgment  
• Ability to interact with all levels of the station and corporate management.

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Pope, Lia (206628592)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 16-Dec-2021 |

Notify upon Pope, Lia (206628592)  
approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :



# 66591BR - Assignment Editor - NBC 10/T62 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Pantaleno, Matthew (604035976)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76011897 - Assignment Editor

Job ID Name :  
Editor Assignment Desk

Job Title :  
Assignment Editor - NBC 10/T62 Philadelphia

Recruiter :  
Williams, Scott (206508258)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production Newsgathering

Posting Category :  
Editorial

Organization :  
WCAU Desk & Photographers

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Christine Mattson

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903625

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

0.00

Relocation Expenses :

Bonus :

Yes

## Section 7

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### Responsibilities :

- Spearhead coverage of a breaking/developing news story both editorially and logistically
- Effectively research, coordinate & implement coverage of breaking news & on-going stories
- Ability to jump in & quickly assess what is needed on coverage of a breaking story
- Ability to find & book characters who help define a story
- Collaborate with NBC News digital and broadcast platforms on newsgathering, social media initiatives and content distribution
- Use data to inform and evolve newsgathering, storytelling and social media strategies while deepening engagement with our audience
- Initiate & maintain communication with affiliates & News Channel counterparts

- Consistently monitor, furnish, discover and break news through social media platforms and tools
- Update social media feeds
- Establish & maintain working story & contact files
- Monitor competitive broadcasts, cable and digital platforms
- Ability to put together a story coverage plan & layout with oversight from management
- Create original content in a written format

Qualifications/Requirements : - Minimum 2 years editorial production experience at a network, cable or digital outlet  
- Must have a Bachelor's degree or equivalent experience  
- Working knowledge of microwave & satellite trucks, live-u, b-gan, mcds  
- Must have unrestricted work authorization to work in the United States  
- Must be willing to work all shifts; Operation is 24/7/365.  
- Must be willing to work in Philadelphia, PA

Desired Characteristics : - Solid working knowledge of TV production, affiliates & satellite operations  
- Proficient on all social media outlets  
- Ability to clearly communicate ideas and status updates to both technical and non-technical resources  
- Able to work independently and as a member of a team  
- Capable of managing multiple deliverables and completing assigned tasks quickly  
- Passion for news and an interest in multiple platforms (broadcast, cable, web, mobile)  
- Innovative and flexible thinker, comfortable suggesting solutions  
- Committed to quality in every assignment, large or small -  
Strong research skills and editorial judgment  
- Enjoy working in a fast-paced environment with tight deadlines  
- Strong interpersonal skills and news judgement

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Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Williams, Scott  
(206508258)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 20-Dec-2021 |

Notify upon Pope, Lia (206628592)

approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67417BR - Sales Operation Specialist - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
McGinnis, Thomas Joseph (206089260)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :  
Final candidate slate identified

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51499580 - Sales Operations Specialist

Job ID Name :  
Cust Support Ad Sales Support & Analysis

Job Title :  
Sales Operation Specialist - NBC Philadelphia

Recruiter :  
Vasquez, Manny (206684834)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Sales

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Ad Sales Support & Analysis

Posting Category :  
Sales

Organization :  
WCAU Sales Traffic

Section 4

Career Band :  
Senior Staff

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
Chris Gardner

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0TF

Salary Type :  
Non-Exempt

Cost Object :  
T0TF03889

Salary Currency :  
US Dollar



Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

NA

Relocation Expenses :

Bonus :

None

## Section 7

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Responsibilities : NBC10/T62/NBC Sports Philadelphia is seeking a Sales Operations Specialist to help support our Sales Account Executive team. Apply today to join the Philadelphia region's largest media company, Comcast/NBCU.

Qualifications/Requirements :

- Support our Account Executives efforts to drive revenue and deliver unapparelled customer service both internally and with clients
- Execute broadcast and digital campaign entry
- Perform order maintenance throughout campaign flight
- Send a weekly report of pre-empted revenue to account managers
- Work with sales management and Account Executives to come up with creative solutions for pre-empted revenue
- Communicate and confirm all order changes or makegoods to buying agency
- Post out campaigns regularly throughout flight to ensure

delivery

- Regularly check coding on TP/high-profile events for accuracy
- Send Pre and Post logs to clients as requested
- Assist traffic with locating instructions and other campaign materials
- Post-flight invoice maintenance, adjustments, edit as necessary
- Coordinate with agency and account managers to resolve any billing discrepancies
- Work closely with various levels of management and staff within marketing, sales, programming, and finance departments
- Complete specialized trackers or other forms required by specific clients

Desired Characteristics :

- Self-starter who is organized, responsive, and dependable
- Capacity to tackle multiple projects at one time
- Team players who brings positivity every day and embraces the concept of collaboration
- Willing to learn and work in a fast-paced and dynamic environment

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## Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

forms. Once a req is saved as restricted, it cannot be reversed.

Talent Acquisition  
Coordinator :

Restricted Access No - Standard Req  
Required? :

Target Days to fill  
:

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Vasquez, Manny  
(206684834)  
Valicenti, Estela  
(206687751)

Complexity :  
  
Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                             | Date        |
|------------|----------------------------------|-------------|
| Recruiters | Vasquez,<br>Manny<br>(206684834) | 21-Jan-2022 |

Notify upon Vasquez, Manny  
approval (206684834)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 67722BR - Anchor - Telemundo Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
Ana.Hernandez@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51482132 - Anchor

Job ID Name :  
Anchor On Air Talent Exempt

Job Title :  
Anchor - Telemundo Philadelphia

Recruiter :  
Arroyave, James (206424861)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - TLM WWSI

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WWSI Union News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Iris Delgado

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903660

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

N/a

Relocation Expenses :

Bonus :

Yes

## Section 7

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### Responsibilities :

- Gathering information on newsworthy events and write, produce, and present fair, accurate and unbiased news stories as assigned. Will need to be responsible for providing on-air news including both in studio and frequent field shoots.
- Will be responsible for writing and presenting news for multiple platforms
- Create videos and social media content to engage new audiences
- Create report and help produce news specials and packages, breaking news, and pre-planned stories.
- Ability to improvise on-air and translate news press conferences and breaking news content

- Assist producer in establishing sources, finding, and executing enterprise news investigations, building, and maintaining strong list of story ideas on a year-round basis, both long-term deeper digging stories and quicker turns, document acquisition and paper trails.
- Develop and maintain a network of news sources providing access to exclusive local news stories.
- Large community involvement, making appearances tied into the viewer community
- Stay informed on newsworthy events locally and nationally
- Work cooperatively as a team member under tight daily deadlines

Qualifications/Requirements : Basic Qualifications:

- 3 years of experience as a television anchor or reporter
- BS/BA in Journalism/Communications or equivalent background
- Flexibility with respect to scheduling and/or assigned work shifts
- Must be willing to work in Philadelphia, PA
- Fluent in Spanish and English

Eligibility Requirements:

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Willingness to travel and work overtime, and on weekends with short notice
- Must be 18 years or greater
- Must be willing to submit to a background investigation
- Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume (if applicable)
- Must have unrestricted authorization to work in the United States
- Bilingual. Fluent in English and Spanish
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.

- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

- Desired Characteristics :
- Demonstrated ability to make decisions while meeting deadlines and handling multiple projects.
  - Demonstrated ability of good news judgment
  - Ability to interact with all levels of station and corporate management.

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NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)



Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                              | Date        |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave,<br>James<br>(206424861) | 28-Jan-2022 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 64021BR - Sales Account Executive - Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Halpern, Robert (206410736)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
john.braun@nbuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51499584 - Account Executive

Job ID Name :  
Account Manager Ad Sales

Job Title :  
Sales Account Executive - Philadelphia

Recruiter :  
Asuncion, Ed (206474246)

TA Team :  
NBC Sports Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Valicenti Estela (206687751)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Sales

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Ad Sales  
  
Posting Category :  
Sales  
  
Organization :  
WCAU Local Sales

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Officials and Managers

Name of Replacement :  
N/A

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0TF

Salary Type :  
Exempt

Cost Object :  
T0TF03889

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

TBD

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

[The NBCU Owned properties in Philadelphia, NBC10/ Telemundo62/ NBC Sports Philadelphia, has an opening for a Sales Account Executive. This position is primarily responsible for delivering sales revenue and achieving quarterly revenue goals. The ideal candidate can effectively work with local business decision makers and advertising agencies and has the resourcefulness to identify emerging businesses and categories. The Sales Account Executive will be expected to prospect and close new business and service an existing client roster. This position requires an individual with a keen ability to develop client focused marketing solutions that leverage the entire linear and digital portfolio of NBC Universal Philadelphia. Our next Account Executive will be an enthusiastic, positive team player who adds value to our best in class company culture.](#)

**Responsibilities : Overview:**

The NBCU Owned properties in Philadelphia, NBC10/ Telemundo62/ NBC Sports Philadelphia, has an opening for a Sales Account Executive. This position is primarily responsible for delivering sales revenue and achieving quarterly revenue goals. The ideal candidate can effectively work with local business decision makers and advertising agencies and has the resourcefulness to identify emerging businesses and categories. The Sales Account Executive will be expected to prospect and close new business and service an existing client roster. This position requires an individual with a keen ability to develop client focused marketing solutions that leverage the entire linear and digital portfolio of NBC Universal Philadelphia. Our next Account Executive will be an enthusiastic, positive team player who adds value to our best in class company culture.

**Responsibilities:**

- Own, manage, and develop relationships with clients, agencies and advertisers through day-to-day interaction
- Responsible for bringing in New Business Revenue. Embrace, understand, target, pitch and secure new sources of marketing, advertising, promotional and event revenue for NBC10, Telemundo62, and NBC Sports Philadelphia
- Create customized solutions for local and national clients that will demonstrate the power and extensive portfolio of NBCU Philadelphia, along with the monetization of all properties and platforms
- Ascertain and market to previously untapped, emerging and traditional brands/ businesses; Drive revenue through successful negotiating and closing skills; Recommend and sell the value and benefit of Linear, Non-Linear, OTT, Out-Of-Home, Sponsorships, Sports, Community and Event Marketing opportunities, etc.
- Position the both the General Market and Spanish Language marketplace, opportunities across various categories to generate demand for NBC10, Telemundo62, and NBC Sports Philadelphia
- Create and present customized solutions in an accurate and comprehensive manner that positions the NBCU Philadelphia Triopoly as the ONLY multiple platform solution in the market
- Develop growth revenue by focusing on "conversion" targets from competitive media including Radio, Print, Digital, Social Media, Out-Of-Home, Cable, etc.
- Highly organized management of a business opportunity pipeline and sharp, accurate revenue forecasting skills
- Learn all NBCU sales data management systems, Traffic/Order flow processes and create presentations using PPT, MS EXCEL, CLEARSLIDE, etc.

- Participate in team and station projects, as well as special sales and community events
- Maintain a current knowledge of audience impressions, programs and competitive landscape and conditions in the local and national marketing/advertising marketplaces
- Maintain astute knowledge of current industry trends

- Qualifications/Requirements :
- BS/BA degree
  - Minimum 5 years of experience in sales and/or marketing roles, start-up, media company experience
  - Track record of achieving revenue targets and annual goals
  - Experience presenting Scarborough, Nielsen, Polk, Kantar and all research data
  - Ability to work a flexible schedule and be available some evening and weekend hours, as needed for client or station in-person / and-or virtual events
  - Must have the ability to drive and own a vehicle for transportation to and from client meetings

#### Additional Job Requirements

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- MUST BE WILLING TO WORK IN PHILADLEPHIA, PENNSYLVANNIA
- Willingness to travel and work overtime, and on weekends with short notice
- Must have a valid driver's license

- Desired Characteristics :
- Agency, media, television, production, creative marketing and/or other brand entertainment experience is preferred
  - Bilingual skills preferred: English / Spanish
  - Solutions-oriented, critical thinker with the ability to quickly understand, grasp and assess opportunities and challenges, with the ability to respond with creative ideas and solutions
  - Strong communication and presentation skills, both oral and written
  - Excellent computer skills with MS programs: Excel, PPT, Word and ability to create innovative presentation decks with expertise
  - Adept at identifying sharp relevant prospecting targets, generating proposals and closing sales
  - Must possess proven abilities for high volume level of prospecting and F2F /Virtual qualified meetings/attainment skills

- Must have high level of work productivity in generating frequent weekly effective selling proposals and presentations
- Perceptive, Personable, Insightful and Intuitive abilities
- Ability to creatively analyze and react to a variety of sales challenges
- Skilled at multi-tasking, while remaining organized and focused
- Broad based knowledge of traditional and emerging media platforms
- Innovative approach to a changing marketplace
- Enthusiastic and positive mental attitude team player within the organization
- To work with a wide variety of departments, divisions within the company
- Strong verbal influencing skills
- Competitive / Desire to win disposition
- Retain ownership mentality on all duties and tasks

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Section 8

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Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                        | Date        |
|------------|-----------------------------|-------------|
| Recruiters | Asuncion, Ed<br>(206474246) | 23-Sep-2021 |

Notify upon approval completion  
Miranda, Leticia  
(206580294)

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :



# 64065BR - Sales Operation Specialist - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
McGinnis, Thomas Joseph (206089260)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to: :  
thomas.mcginnis@nbcuni.com

Campus Req Category :  
Recruitment Status :  
Job offer pending HR/Finance approval  
Send Candidate Survey? :

## Section 2

SAP Position Number :  
51499580 - Sales Operations Specialist

Job ID Name :  
Cust Support Ad Sales Support & Analysis

Job Title :  
Sales Operation Specialist - NBC Philadelphia

Recruiter :  
Vasquez, Manny (206684834)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service  
Referral Bonus Type :  
Non-Exempt - \$500  
Allow Employee Referral Submission :  
Yes  
Senior HR Manager :  
Dave Crossen  
HR Manager :  
206463759  
HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
SAP Function :

NBCUniversal Local

Sales

Sub-Business :

Sub Function :

NBCUL - WCAU

Ad Sales Support & Analysis

Posting Category :

Sales

Organization :

WCAU Sales Traffic

Section 4

Career Band :

No. of Positions :

Senior Staff

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Chris Gardner

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0TF

Non-Exempt

Cost Object :

Salary Currency :

T0TF03889

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

NA

Relocation Expenses :

Bonus :

None

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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Responsibilities : NBC10/T62/NBC Sports Philadelphia is seeking a Sales Operations Specialist to help support our Sales Account Executive team. Apply today to join the Philadelphia region's largest media company, Comcast/NBCU.

Qualifications/Requirements :

- Support our Account Executives efforts to drive revenue and deliver unapparelled customer service both internally and with clients
- Execute broadcast and digital campaign entry
- Perform order maintenance throughout campaign flight
- Send a weekly report of pre-empted revenue to account managers
- Work with sales management and Account Executives to

come up with creative solutions for pre-empted revenue

- Communicate and confirm all order changes or makegoods to buying agency
- Post out campaigns regularly throughout flight to ensure delivery
- Regularly check coding on TP/high-profile events for accuracy
- Send Pre and Post logs to clients as requested
- Assist traffic with locating instructions and other campaign materials
- Post-flight invoice maintenance, adjustments, edit as necessary
- Coordinate with agency and account managers to resolve any billing discrepancies
- Work closely with various levels of management and staff within marketing, sales, programming, and finance departments
- Complete specialized trackers or other forms required by specific clients

Desired Characteristics :

- Self-starter who is organized, responsive, and dependable
- Capacity to tackle multiple projects at one time
- Team players who brings positivity every day and embraces the concept of collaboration
- Willing to learn and work in a fast-paced and dynamic environment

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## Section 8

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Researcher :

Talent Acquisition Coordinator :

Target Days to fill :

Restricted Access No - Standard Req Required? :

Complexity :

Req team : Quinones, Nancy (206463759) Pope, Lia (206628592) Vasquez, Manny (206684834) Valicenti, Estela (206687751)

Application Progress :

Req Creator not on Req Team :

Turn off Autofiler notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                       | Date        |
|------------|----------------------------|-------------|
| Recruiters | Vasquez, Manny (206684834) | 24-Sep-2021 |

Notify upon Vasquez, Manny approval (206684834) completion

HR Manager Notes :

Old Responsibilities - DO NOT USE :

Gail's Field :



# 65052BR - Director of Station Technology & Operations- Telemundo & NBC10

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Evansky, Nick (206401161)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to: :  
nick.evansky@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51457155 - Senior Systems Engineer

Job ID Name :  
Engineer Business Solutions

Job Title :  
Director of Station Technology & Operations-  
Telemundo & NBC10

Recruiter :  
Smeal, Brittany (206707270)

TA Team :  
Operations & Technology

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Technology and Engineering

Sub-Business :

Sub Function :

NBCUL - WCAU

Business Solutions

Posting Category :

Technology & Engineering

Organization :

WCAU News Ops

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Officials and Managers

Replacement

Assignment Category :

Name of Replacement :

Amador

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0T9

Exempt

Cost Object :

Salary Currency :



T0T903800

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

n/a

Relocation Expenses :

Bonus :

Yes

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities : **Overview:**

Spanning three floors of the Comcast Technology Center, the dazzling new home of NBC 10 and Telemundo 62 is an 80,000-square-foot broadcast center and Philadelphia's news epicenter. It features cutting-edge newsroom IP technology and LEED energy-efficient design. NBC Universal is one of the world's leading media and entertainment companies in the development, production and marketing of entertainment, news and information to a global audience. The Technology & Operations department (PHI TechOps) provides providing **Technical Support, Engineering, Media Operations, Production, Studios and Facilities** services for internal clients for the local portfolio of NBCU Owned Television Station businesses.

The Director of Technology is a full-time position leading the

Technical Support teams focused on the implementation of technology solutions and providing client focused technical support. This position is a critical part of delivering world class support, innovative new technology, enabling operational change and driving smart business solutions. Reporting to the VP, Technology & Operations. The Director of Technology will be the client facing role, responsible the direct supervision of the technical team, overseeing complex technical project delivery, and support and sustainability for local technical systems. Candidate must have experience in managing and developing technical staff with a deep understanding of current and emerging technologies across media and entertainment including infrastructure, distribution, live production, post-production, newsgathering and newsroom systems.

Job Responsibilities:

- Development, implementation and accountability to standards, controls and processes that ensure a high degree of availability and reliability across all technical systems and operations
- Collaborate with our Regional Sports Network (RSN) Technology & Operations team and look for ways to work together, refine workflows and create synergies.
- Facilitate team success with strategic guidance and helping identify and mitigate roadblocks
- Manage day to day technical support operations, ensuring the Station's technical support standards are met focusing on load balancing, prioritization, SLAs and client satisfaction
- Support Enterprise teams with IT system troubleshooting and problem resolution
- Handle and address customer communication, escalation and incident response management
- Provide escalation support for deployed infrastructure as needed by liaising with vendors and other internal / external engineering SMEs for problem resolution
- Manage the implementation, commissioning, documentation and operational handoff of new technology
- Work with client Operations teams to promote a strong VOC (Voice of the Customer) to define requirements and deliver solutions that creatively solve business challenges or implement new processes across Production, Creative Services and other departments as needed

- Evaluate and manage technical solutions across all broadcast systems including both SDI and ST-2110 video infrastructures, physical / virtualized / cloud-based compute & storage, network, encode / decode platforms, live production systems, news gathering tools, NLE, media asset management systems, distribution and transmission systems
- Ensure the successful handoff and maintenance of all relevant documentation, system knowledge and support processes to the support & operational teams
- Test new technology through participation in POC initiatives and make recommendations for inclusion in strategic plan
- Make recommendations on needed resources, feasibility, budget and timing requirements
- Participate in the development and management of capital budgets and YoY operational budgets
- Promote and ensure the use of key documentation processes and the transfer of knowledge across teams
- Provide coaching, leadership and development of expertise across the technical teams
- Ongoing monitoring and reporting of team metrics
- Other duties as deemed necessary

Qualifications/Requirements :

- Candidate must have minimum of 10 years of technical leadership experience with proven record of developing and supporting high performing teams
- Bachelor's degree in Project Management, Media, Computer Science, Engineering, or equivalent experience with 8+ years' industry experience preferred
- Experience in the architecture and management of IT, broadcast infrastructure and production systems, including ST-2110 for live production environments
- Experience supporting a major market News operation or Sports network and live events

Desired Characteristics :

- Strong leader with the ability to motivate employees, develop talent, tackle organizational challenges and maintain a culture of accountability and high performance
- Collaborative self-starter that demonstrates initiative and the desire for continuous improvement.
- Highly customer focused with the ability to directly engage with stakeholders across all levels

- Ability to break down a complex problem and apply structure to make it manageable and achievable
- Passion for learning new technologies and applying them to business challenges
- Experience in business analysis / requirements definition and risk management
- Excellent communication and presentation skills. Ability to visualize and communicate both high level concepts and ideas, as well as tactical details for executives, business stakeholders and technology teams across all levels
- Experience executing large complex initiatives in a large matrixed environment with the ability to establish trust with stakeholders
- Experience in assessing project health, removing organizational roadblocks and making room for failure in order to ensure project success
- Flexibility and ability to pivot from one initiative to the next, while managing multiple concurrent projects from very small to very large

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## Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Restricted Access No - Standard Req  
Required? :

Complexity :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)  
Smeal, Brittany  
(206707270)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | O'Brien, Erin<br>(206413805) | 27-Oct-2021 |

Notify upon Pope, Lia (206628592)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66005BR - Telemundo 62 Marketing Specialist - Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
McDermott, Paula (206691296)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
paula.mcdermott@nbcuni.com

Campus Req Category :  
Recruitment Status :  
Kick Off scheduled with hiring manager  
Send Candidate Survey? :

## Section 2

SAP Position Number :  
51461562 - Marketing Specialist

Job ID Name :  
Specialist Sales Marketing

Job Title :  
Telemundo 62 Marketing Specialist -  
Philadelphia

Recruiter :  
Jerez, Carmen (206679024)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service  
Referral Bonus Type :  
Non-Exempt - \$500  
Allow Employee Referral Submission :  
Senior HR Manager :  
Dave Crossen  
HR Manager :  
206628592  
HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Marketing

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Sales Marketing  
  
Posting Category :  
Marketing  
  
Organization :  
WCAU Marketing

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Entry-Level

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Yvonne Cedeno

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
E0QL

Salary Type :  
Exempt

Cost Object :  
E0QL03902

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Annual

50000

Relocation Expenses :

Bonus :

Yes

## Section 7

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Responsibilities : NBCU Philadelphia (NBC10, T62, NBCSP) is seeking a high-performing individual that has effective communication, fluent in Spanish and English, can develop pitch ideas, coordinate, write and execute presentations in a timely manner. The Integrated Marketing Specialist is responsible for building collateral materials and coordinating marketing departmental efforts. This employee understands marketing fundamentals and creative evaluation. Communication, writing, and presentation skills are essential. Computer skills are necessary, especially proficiency with Excel, PowerPoint, Microsoft Word, Photo shop and social media platforms.



There is daily interaction with local and national sales teams across NBC Sports, Telemundo62 and NBC10. This employee will coordinate with producers, graphic designers, digital planners and vendors to ensure all marketing assets are completed on time and meet brand and strategic objectives. Employee is well versed in using digital and social media as well as implementing sales marketing strategy for various platforms. There is some need to coordinate and execute some small and large events.

The Strategic Partnerships group is a small, high-impact team within NBCU Philadelphia Sales Group that drives strategy, business development, creative content, and presentations under the supervision of the Director of Strategic Partnerships, collaborating with cross functional account teams to build and develop strong organic growth for clients. The role requires a diverse skill set of creative thinking, organizational skills and problem solving.

The Integrated Marketing Specialist will work internally with a cross-functional account team including Sales, Marketing, and Ad Operations, and externally with clients and agencies, to coordinate the execution and successful fulfillment of campaigns.

Qualifications/Requirements : Fluency in Spanish language required

Communicate, implement, and manage marketing campaigns for our sales efforts

Excellent writing and interpersonal communication skills

Excellent organizational skills

Strong attention to detail and quality

Execute local, non-traditional marketing strategies and campaigns

Ability to work in a fast-paced environment and prioritize multiple tasks

Knowledge of video production, graphic design, and social media

Work closely with the NBC Sports and Telemundo

products to bring expertise to cross-sellers

Track the performance of advertising campaigns effectiveness

Must have a current driver's license

Bachelor's degree in Marketing, Communications, Sales, or related field

Minimum 2 years of traditional and/or digital media and marketing experience within a media company or agency

Desired Characteristics : Self-starter able to complete with minimal supervision

Exceptional competencies in PowerPoint, Word and Excel programs

Able to work various hours on short notice including weekends and evenings, as needed

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

Section 8

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**The following information is to be completed by Recruiter only**

Researcher :

Talent Acquisition Coordinator :

Target Days to fill :

Restricted Access No - Standard Req  
Required? :

Complexity :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | Jerez, Carmen<br>(206679024) | 30-Nov-2021 |

Notify upon Jerez, Carmen  
approval (206679024)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66090BR - APC Technician, NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Tomaszewski, Frank (206032667)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
frank.tomaszewski@nbcuni.com

Campus Req Category :

Recruitment Status :  
Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76010433 - APC Technician

Job ID Name :  
Technical Director Local

Job Title :  
APC Technician, NBC Philadelphia

Recruiter :  
Ocasio, Wil (206532919)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Admin Support

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Technical Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Studio and Remote Production

Posting Category :  
Production

Organization :  
News Ops- Directors, Stg Mgrs, APC, Temp

Section 4

Career Band :  
Senior Staff

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Technicians

Name of Replacement :  
N/A

Assignment Category :  
Full-Time Regular

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Non-Exempt

Cost Object :  
T0T903800

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

75,000

Relocation Expenses :

Bonus :

Yes

## Section 7

### About Us : About NBCUniversal Local

NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen. NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. The division is also home to multicast networks NBCLX, COZI TV and TeleXitos, the regional cable news network NECN, as well as NBC Spot On, an advanced video advertising business designed for local/regional CTV and OTT advertisers and several in-house companies including production company LXTV, marketing and promotions company Skycastle, its out-of-home business NBC Everywhere, and the Arthouse, a graphics design group. With seven regional sports networks and 42 NBC and Telemundo stations serving 38 percent of U.S. homes, NBCUniversal Local is the only network-owned local media division that is home to the largest bilingual local newsrooms within the country's top 10 TV markets. NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere. For more information, visit [NBCUniversal.com](https://www.nbcuniversal.com).

NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

#### Responsibilities :

- Technical execution of local news and special programming utilizing various Ross Automated Production Control technologies.
- Works in conjunction with editorial and production personnel to create and execute newscasts, recordings, and specials.
- Ensure the highest technical standards within our Production Control Rooms and Studios
- Experience with advanced operations of switchers, graphics, audio, Intercom, microphone systems, robotic cameras, server playback and ingest.
- Good knowledge of Newsroom Computer systems. Dalet Galaxy is a plus.
- Must have strong communication, interpersonal skills, and the ability to stay focused under pressure.
- Follow Control Room SOP's and assist in drafting new procedures when needed.
- Ability to troubleshoot technical issues, find workarounds to minimize any on-air impacts

Qualifications/Requirements : College Degree or similar or 5 years of equivalent work experience  
 Minimum 3 years working in a medium to large sized market in a TD/ Director capacity using Production Automation.  
 Conversant with computers & software applications found in production control rooms  
 Strong technical skills and understanding of various production technologies  
 Be up to date on and interested in current news events  
 Strong organizational and multi-tasking skills  
 Ability to communicate effectively and work in a team and alone when required  
 Ability to work under pressure and in deadline driven

situations

The role is 24/7/365 and shift based. Candidate must be able to work in different dayparts, overtime, weekends and holidays as required

Must have unrestricted work authorization to work in the United States

Must join or be a member of IBEW

Must be 18 years or older

Desired Characteristics : Bi-Lingual (Spanish speaking)

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req

Required? :

Req team : Tomaszewski, Frank (206032667)  
Quinones, Nancy (206463759)  
Ocasio, Wil (206532919)  
Pope, Lia (206628592)



Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                       | Date        |
|------------|----------------------------|-------------|
| Recruiters | Ocasio, Wil<br>(206532919) | 14-Dec-2021 |

Notify upon Ocasio, Wil (206532919)  
approval  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66468BR - Multi-Media Journalist - Telemundo Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51421552 - Multi-Media Journalist

Job ID Name :  
Reporter On Air Talent

Job Title :  
Multi-Media Journalist - Telemundo Philadelphia

Recruiter :  
Arroyave, James (206424861)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

Sub-Business :

SAP Function :  
Production

Sub Function :

NBCUL - TLM WWSI

Production On Air Talent

Posting Category :

Production

Organization :

WWSI Union News

Section 4

Career Band :

Professional Band

No. of Positions :

1

Career Level :

Experienced

Labor Code :

EEO Category :

Professionals

Addition/ Replacement :

Replacement

Assignment Category :

Name of Replacement :

Brian Mendoza

Section 5

Work Location ID :

Bala-Cynwyd, PA US

State/Province :

Pennsylvania

Country :

United States

City :

Philadelphia

Section 6

Company Code :

T0T9

Salary Type :

Exempt

Cost Object :

T0T903660

Salary Currency :

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

95,000

Relocation Expenses :

Bonus :

Yes

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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Responsibilities : Responsible for news coverage in the tristate area; Philadelphia, New Jersey, and Delaware.  
Responsible for shooting, writing, and editing daily stories, as well as gather material to contribute to building the rundown.  
Responsible for sharing story ideas and relevant content.  
Expected to have a multiplatform approach to content.  
Responsible for assisting in the production of the live broadcast.  
Responsibilities also include keeping up to date on current events and news in the tri-state area.  
Take on anchor duties as needed  
Expected to participate in community events and station activities from time to time as master of ceremonies and/or Host as requested by the station.  
Must be able to interact with viewers/users on social media sites.  
Perform special projects and other duties as assigned

Ensure that all content meets company standards for journalistic integrity and production quality

- Qualifications/Requirements :
- Minimum 2 years of experience working in Spanish market broadcast television
  - Superior on-air presence
  - Be informed on news events locally and nationally
  - Develop and maintain a network of contacts providing access to exclusive stories
  - Assist producer in establishing sources, finding and executing enterprise news investigations, building and maintaining strong list of story ideas
  - Ability to ad-lib and improvise effortlessly in various types of on air situations
  - Minimum of 2 years of experience as a working journalist
  - BS/BA in journalism/ Communications
  - Interested candidates must submit a resume/CV online to be considered at [nbcunicareers.com](http://nbcunicareers.com)
  - Must have strong Spanish and English writing & verbal skills
  - Must be able to work a flexible schedule in a 24/7 news environment in addition to standard hours.
  - Must be willing to work in Philadelphia, New Jersey, and Delaware
  - Must be 18 years or older
  - Must have unrestricted work authorization to work in the United States
  - Must work well under pressure with an ability to meet deadlines
  - Bilingual (English/Spanish) required both written and verbal.
  - Candidate must work effectively with other in a team oriented environment
  - Independent problem solving & multi-tasking

Desired Characteristics :

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

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req

Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes

:

Approval routing

| Job title  | User                              | Date        |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave,<br>James<br>(206424861) | 16-Dec-2021 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 66753BR - Content Producer - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Gerrow, Kathy (206010305)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Elizabeth.Flores@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

76029301 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - NBC Philadelphia

Recruiter :

Jerez, Carmen (206679024)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :



NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - WCAU

Production Newsgathering

Posting Category :

Production

Organization :

WCAU News

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Emily Lippiello

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0T9

Exempt

Cost Object :

Salary Currency :

T0T903620

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80000

Relocation Expenses :

Bonus :

Yes

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

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- Responsibilities :
- Must understand the newscast mission, station priorities and be familiar with all platforms.
  - Content Producers work closely with Show Producers, Assignment Editors, Reporters, and Anchors to edit, write, produce and gather content on all WCAU platforms.
  - Must be knowledgeable on daily news events, aware of past events, and know what news is in the Philadelphia Market.
  - Producers will be responsible for the overall coverage of assigned stories on all platforms throughout the day, including but not limited to Out-of-Home, web, and broadcast.
  - The incumbent is expected to be a key communicator in the newsroom, talking with each person who will

participate or provide content for that newscast.

- Will collaborate with managers, show producers, digital team, and assignment desk to deliver complete local news coverage that is fair and accurate.
- Will be a key contributor for story ideas, participate in daily coverage decisions and be a leader during editorial meetings.
- Will write news scripts and edit video clips.
- Must be able to produce under heavy deadline pressure without compromising credibility.

- Qualifications/Requirements :
- Bachelor's Degree
  - Must have unrestricted work authorization to work in the United States
  - Willingness to join AFTRA as this position may be covered by the AFTRA collective bargaining agreement.
  - Experience editing content on a desktop editing system
  - Ability to make priority decisions under deadline
  - Strong ability to deliver news as it develops on all current and future platforms
  - Team player mentality

- Desired Characteristics :
- Minimum 3 years experience in newsgathering and/or production
  - Minimum 3 years experience writing, producing, and desktop editing
  - A sense of to learn emerging technologies
  - Strong journalistic skills
  - Significant experience in the news environment

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Researcher :

Talent Acquisition  
Coordinator :

Target Days to fill  
:

Complexity :

Application  
Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                           | Date        |
|------------|--------------------------------|-------------|
| Recruiters | Williams, Scott<br>(206508258) | 03-Jan-2022 |

Notify upon Jerez, Carmen  
approval (206679024)  
completion

HR Manager  
Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67396BR - Content Producer - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Gerrow, Kathy (206010305)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Elizabeth.Flores@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

76029301 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - NBC Philadelphia

Recruiter :

Jerez, Carmen (206679024)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - WCAU

Production Newsgathering

Posting Category :

Production

Organization :

WCAU News

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Emily Lippiello

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0T9

Exempt

Cost Object :

Salary Currency :

T0T903620

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80000

Relocation Expenses :

Bonus :

Yes

## Section 7

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- Responsibilities :
- Must understand the newscast mission, station priorities and be familiar with all platforms.
  - Content Producers will line produce newscasts as well as edit, write, produce and gather content on all WCAU platforms.
  - Must be knowledgeable on daily news events, aware of past events, and know what news is in the Philadelphia Market.
  - Producers will be responsible for the overall coverage of assigned stories on all platforms throughout the day, including but not limited to Out-of-Home, web, and broadcast.
  - The incumbent is expected to be a key communicator in the newsroom, talking with each person who will participate or



provide content for that newscast.

- Will collaborate with managers, other content producers, digital team, reporters, anchors and assignment desk to deliver complete local news coverage that is fair and accurate.
- Will be a key contributor for story ideas, participate in daily coverage decisions and be a leader during editorial meetings.
- Will write news scripts and edit video clips.
- Must be able to produce under heavy deadline pressure without compromising credibility.
- Must be able to line produce continuous coverage for breaking news and severe weather.

- Qualifications/Requirements :
- Bachelor's Degree
  - Must have unrestricted work authorization to work in the United States
  - Willingness to join AFTRA as this position may be covered by the AFTRA collective bargaining agreement.
  - Experience editing content on a desktop editing system
  - Ability to make priority decisions under deadline
  - Strong ability to deliver news as it develops on all current and future platforms
  - Team player mentality

- Desired Characteristics :
- Minimum 3 years experience in newsgathering and/or production
  - Minimum 3 years experience writing, producing, and desktop editing
  - A sense of to learn emerging technologies
  - Strong journalistic skills
  - Significant experience in the news environment

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req

Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Valicenti, Estela  
(206687751)

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes

:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | Jerez, Carmen<br>(206679024) | 20-Jan-2022 |

Notify upon Pope, Lia (206628592)  
approval  
completion

HR Manager  
Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67400BR - Meteorologist - Telemundo Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :  
No

Send Hiring Manager Survey to: :

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51470447 - Multi-Media Journalist

Job ID Name :  
Multi Media Journalist

Job Title :  
Meteorologist - Telemundo Philadelphia

Recruiter :  
Arroyave, James (206424861)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206463759

HR Representative :  
Pope Lia (206628592)

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - TLM WWSI

Sub Function :  
Production On Air Talent

Posting Category :  
Production

Organization :  
WWSI Union News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
N/A

Assignment Category :

Section 5

Work Location ID :  
Bala-Cynwyd, PA US

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903660

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

100,000

Relocation Expenses :

Bonus :

Yes

## Section 7

About Us : NBCUniversal owns and operates over 20 different businesses across 30 countries including a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, world-renowned theme parks and a premium ad-supported streaming service.

Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

Responsibilities :

- Implement Telemundo 62's philosophy of being the most trusted source for disruptive weather on all platforms
- Develop innovative and creative ways of presenting the daily weather story
- Provide high-precision weather forecasts that impact our viewers
- Process weather story quickly to prepare and protect our viewers
- Breaking Weather Cut-ins
- Use social media daily and especially during severe weather
- Upload daily digital weather segments
- Updating weather content on telemundo62.com
- Live weather reporting and storytelling
- Make public appearances on behalf of station as an ambassador for the company
- Drive the weather content with producers and platforms

Be available at any time dangerous weather conditions occur  
Have urgency and accuracy with breaking news  
Keep producers and managers informed of upcoming weather conditions for coverage plans  
Support other stations when needed  
Work directly with WSI to troubleshoot issues or needs  
Tell the market's weather stories in a way that connects with and captivates viewers  
Produce weather graphics and analyze data from the National Weather Service as well as other meteorological sources.  
Produce AR and other graphics to give context to weather stories  
Work with the producers and news team to create complete coverage of weather. Also prepare and post forecasts for multiple platforms  
Some live reporting and attendance at community and weather-related events will be required

- Qualifications/Requirements :
- Bachelor's degree
  - Minimum 2 years as on-air weathercaster
  - Experience with WSI weather system and graphics
  - Must be willing to work long hours, holidays, varying shifts (including nights, overnights and weekends) and report to work to respond to news emergencies
  - Must be willing to work in Philadelphia area and travel as needed for special assignments.
  - Must have unrestricted work authorization to work in the United States
  - Bilingual, proficient in Spanish
  - Must be 18 years or older.
  - Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
  - Must have a valid driver's license
  - Must be "on call" 24 hours a day/7 day a week
  - Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
  
  - Must be fully vaccinated against COVID-19 at the commencement of employment or must undergo regular COVID-19 testing if Company determines your job position requires accessing an NBCUniversal worksite.
  
  - Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

- Desired Characteristics :
- Bachelor's in Meteorology preferred
  - Tell local weather story that connects with viewers
  - Work with news team to create complete coverage of weather story
  - Ability to anticipate situations, meet deadlines, organize and manage multiple priorities
  - High energy and teamwork mentality are a must
  - Multiplatform approach to content.
  - Strong computer skills especially in PowerPoint
  - Well organized and a high level of attention to detail
  - Basic Knowledge of graphic production software, writing and editing
  - Scientist who is also a great storyteller
  - Passion to be a part of a major weather event, no matter when it happens
  - Experience with severe weather coverage, including but not limited to hurricanes, tornados, severe thunderstorms, flooding and ice events
  - Compelling on-air presence – crisp, clear, and confident delivery in Spanish
  - Should thrive working under the intense deadline pressure of television weather
  - Technologically savvy with strong computer skills (working knowledge of WSI system preferred.)
  - Excellent written and verbal communication/presentation skills in Spanish.
  - Strong leadership qualities and self-motivation.
  - Understanding of the demands of an on-air HD and digital environment

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NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.



Section 8

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Restricted Access No - Standard Req Required? :

Req team : Quinones, Nancy (206463759)  
Pope, Lia (206628592)  
Valicenti, Estela (206687751)

Researcher :

Talent Acquisition Coordinator :

Target Days to fill :

Complexity :

Application Progress :

Req Creator not on Req Team :

Turn off Autofiler notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                        | Date        |
|------------|-----------------------------|-------------|
| Recruiters | Arroyave, James (206424861) | 21-Jan-2022 |

Notify upon approval completion Arroyave, James (206424861)

HR Manager Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 67428BR - Content Producer - NBC Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Gerrow, Kathy (206010305)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Elizabeth.Flores@nbcuni.com

Campus Req Category :

Recruitment Status :

Kick Off scheduled with hiring manager

Send Candidate Survey? :

## Section 2

SAP Position Number :

76029301 - Content Producer

Job ID Name :

Producer Newsgathering

Job Title :

Content Producer - NBC Philadelphia

Recruiter :

Jerez, Carmen (206679024)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Yes

Senior HR Manager :

Dave Crossen

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

SAP Function :

NBCUniversal Local

Production

Sub-Business :

Sub Function :

NBCUL - WCAU

Production Newsgathering

Posting Category :

Production

Organization :

WCAU News

Section 4

Career Band :

No. of Positions :

Professional Band

1

Career Level :

Labor Code :

Experienced

EEO Category :

Addition/ Replacement :

Professionals

Replacement

Assignment Category :

Name of Replacement :

Full-Time Regular

Emily Lippiello

Section 5

Work Location ID :

State/Province :

Comcast Technology Center

Pennsylvania

Country :

City :

United States

Philadelphia

Section 6

Company Code :

Salary Type :

T0T9

Exempt

Cost Object :

Salary Currency :

T0T903620

US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

80000

Relocation Expenses :

Bonus :

Yes

## Section 7

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- Responsibilities :
- Must understand the newscast mission, station priorities and be familiar with all platforms.
  - Content Producers work closely with Show Producers, Assignment Editors, Reporters, and Anchors to edit, write, produce and gather content on all WCAU platforms.
  - Must be knowledgeable on daily news events, aware of past events, and know what news is in the Philadelphia Market.
  - Content Producers will be responsible for the overall coverage of assigned stories on all platforms throughout the day, including but not limited to Out-of-Home, web, and broadcast.
  - The incumbent is expected to be a key communicator in the newsroom, talking with each person who will

participate or provide content for that newscast.

- Will collaborate with managers, show producers, digital team, and assignment desk to deliver complete local news coverage that is fair and accurate.
- Will be a key contributor for story ideas, participate in daily coverage decisions and be a leader during editorial meetings.
- Will write news scripts and edit video clips.
- Must be able to produce under heavy deadline pressure without compromising credibility.

- Qualifications/Requirements :
- Bachelor's Degree
  - Must have unrestricted work authorization to work in the United States
  - Willingness to join AFTRA as this position may be covered by the AFTRA collective bargaining agreement.
  - Experience editing content on a desktop editing system
  - Ability to make priority decisions under deadline
  - Strong ability to deliver news as it develops on all current and future platforms
  - Team player mentality

- Desired Characteristics :
- Minimum 3 years experience in newsgathering and/or production
  - Minimum 3 years experience writing, producing, and desktop editing
  - A sense of to learn emerging technologies
  - Strong journalistic skills
  - Significant experience in the news environment

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Restricted Access No - Standard Req Required? :

Req team : Quinones, Nancy (206463759)  
Pope, Lia (206628592)  
Valicenti, Estela (206687751)

Researcher :  
Talent Acquisition Coordinator :  
Target Days to fill :

Complexity :  
Application Progress :

Req Creator not on Req Team :

Turn off Autofiler notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                      | Date        |
|------------|---------------------------|-------------|
| Recruiters | Jerez, Carmen (206679024) | 21-Jan-2022 |

Notify upon approval completion Pope, Lia (206628592)

HR Manager Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :



# 68179BR - Systems Engineer

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Hutz, Michael (206042787)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to: :  
michael.hutz@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51421538 - Systems Engineer

Job ID Name :  
Coordinator Business Solutions

Job Title :  
Systems Engineer

Recruiter :  
Smeal, Brittany (206707270)

TA Team :  
Operations & Technology

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Non-Exempt - \$500

Allow Employee Referral Submission :  
Yes

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Technology and Engineering

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Business Solutions  
  
Posting Category :  
Technology & Engineering  
  
Organization :  
WCAU/WWSI IT and Media

Section 4

Career Band :  
Staff Specialist

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Office and Clerical

Name of Replacement :  
Daniel Mendoza

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Non-Exempt

Cost Object :  
T0T903934

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

65000

Relocation Expenses :

Bonus :

None

## Section 7

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### Responsibilities : **Overview:**

The Philadelphia Technology & Operations department provides Technical Support, Engineering, Media Operations, Production, Studios and Facilities services for internal clients for the local portfolio of NBCU Owned Television Station businesses including a triopoly consisting of the NBC and Telemundo News organizations and the local RSN. The Technology team has responsibility for partnering with our local & division teams to build, deploy and support the technical systems used at NBCU Owned Television Stations NBC 10 & Telemundo 62.

Reporting to the Manager of Information Technology and Digital Media, the Systems Engineer is a full-time position within the Technology & Operations Department that will be primarily responsible for helping gather requirements, planning, designing, and implementing systems within our mission critical, broadcast

and enterprise IT environment. The role requires that you possess the necessary self-discipline to take ownership and responsibility for delivering technical solutions considering both business and technical needs of all customers with the goal of providing a quality product that meets the user needs. You will be part of a talented IT team that demonstrate superb technical competency, delivering internal customer-oriented solutions, mission critical infrastructure, and ensuring the highest levels of availability and performance. The role will suit individuals who are excited by the opportunity to work with leading edge technologies in the design, implementation and transition to IP based and highly virtualized broadcast environments.

**Job Responsibilities:**

- “A Hands on” accomplished systems engineer dedicated to help our business win by supporting mission critical infrastructure & IT systems, projects, and new initiatives.
- Develop strong working relationships with department leaders and their teams including Production Operations, Engineering, IT, Creative Services, Sales, Traffic and News and Field Operations groups to manage systems, documentation, develop best practices and implement new technologies & deliver projects on time & within budget.
- Work with internal / external Technical Support teams to ensure timely resolution of customer requests and issues.
- Provide troubleshooting & support for systems, infrastructure, and applications, including root cause analysis.
- Evaluate and optimize workflows related to all systems including IP fabric for video infrastructures, virtualized Windows environments, encode/decode platforms, newsgathering tools, NLE, Media Asset Management systems, and file-based distribution systems and other workflow tools.
- Evaluate, test, and install upgrades to all platform operating systems, applications, and hardware
- Risk Management: Assess all issues, adds, changes to mitigate potential system impact.
- Ongoing assessment of workflows, identifying manual processes that can be streamlined or improved upon with new hardware, software, or automation
- Participate in the testing of new technology.
- Commission, and configure new technology
- Develop and maintain system documentation for operational and troubleshooting purposes.

- Work with operations teams to ensure SOP's & documentation are written and up to date
- Produce work that is consistently professional, reliable and detail oriented.
- Other duties as deemed necessary

Qualifications/Requirements : Basic Qualifications:

- Bachelor's degree in Computer Science, Engineering or similar with 5+ years' experience preferred. Equivalent experience considered.
- Must be keen to learn and develop new skills
- Must possess strong multitasking skills and the ability to prioritize tasks
- Demonstrated knowledge of media over managed IP networks and protocols.
- Experience in supporting large scale systems to support business needs
- Experience supporting a major market or network News operation
- Proficient in A/V file transcoding, data archiving processes and video compression technologies & standards
- Hands on experience with support of non-linear edit systems such as the Adobe Creative Cloud Suite
- Proven Experience in a similar role with an ISP, media company, systems integrator, or other relevant industry.
- Must be able to process large amounts of information, analyze this information and make sound decisions, sometimes under intense deadline pressure
- Proficient with IT routers, switches, firewalls, and port management applications

Eligibility Requirements:

- Interested candidate must submit a resume/CV through [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered
- Must be willing to work in Center City Philadelphia, Pa
- Willingness to travel and work outside standard hours, and on weekends with short notice
- Must be willing to submit to a background investigation
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Ability to lift and carry 50+ pounds of gear
- Must be covered by Solutions, NBCU's Alternative Dispute Resolution Program

Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated,

submitting your vaccination record no later than 7 days following commencement of employment.

Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.

Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols.

- Desired Characteristics :
- Knowledge and experience with hardware virtualization
  - Knowledge of media workflow tools and production systems such as Vantage, Dalet, Ross Overdrive or similar
  - Knowledge of distribution technologies, including streaming.
  - Knowledge of newsgathering and communications systems
  - Strong ability to read and generate system documentation (Visio, ACAD)
  - Positive work ethic, ability to work well in groups to execute projects on time and on budget while meeting customer expectations
  - Ability to communicate and interact effectively with diverse audiences across different departments, ranging from non-technical clients to technical professionals and operations staff
  - Knowledge of standard engineering processes such as change control and agile development concepts.
  - Ability to work on own initiative
  - Excellent organization, collaboration, and communication skills
  - Knowledge and experience with setup, testing and documentation of proof-of-concept systems

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Section 8

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)

Req Creator not Yes  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                         | Date        |
|------------|------------------------------|-------------|
| Recruiters | O'Brien, Erin<br>(206413805) | 10-Feb-2022 |

Notify upon Pope, Lia (206628592)  
approval  
completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :



# 70415BR - Meteorologist - NBC 10 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Flores, Elizabeth (206044235)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
Elizabeth.Flores@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
76010198 - Meteorologist

Job ID Name :  
Meteorologist On Air Talent

Job Title :  
Meteorologist - NBC 10 Philadelphia

Recruiter :  
Alvarez-Ibarra, Angelica (206715356)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WCAU News

Section 4

Career Band :  
Lead Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Glenn Schwartz

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

150000

Relocation Expenses :

Bonus :

Yes

## Section 7

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Responsibilities : Implement NBC 10's philosophy of being the most accurate and trusted source for disruptive weather on all platforms

- Tell the market's weather stories in a way that connects with and captivates viewers on all platforms
- Develop innovative and creative ways of presenting the daily weather story
- Work with the weather team and producers to create complete coverage of weather stories
- Breaking Weather Cut-ins
- Use of social media daily and especially during severe events
- Prepare and post forecasts for multiple platforms
- Be available at any time dangerous weather conditions occur
- Keep producers and managers informed of upcoming weather conditions for coverage plans

- Some live reporting and attendance at community and weather-related events will be required
- Make public appearances on behalf of station as an ambassador for the company

Qualifications/Requirements :

- Minimum of three years experience as a television meteorologist
- Experience with severe weather coverage
- Degree in meteorology. (Certificates, seals and correspondence courses are not acceptable substitutes for more formalized training)
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols

Desired Characteristics :

- Bilingual a plus
- Compelling on-air presence - crisp, clear, and confident delivery
- Should thrive working under the intense deadline pressure of television weather
- Technologically savvy with strong computer skills
- Excellent written and verbal communication/presentation skills
- Strong leadership qualities and self-motivation
- Understanding of the demands of an on-air HD environment

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Researcher :

Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req Required? :

Req team : Quinones, Nancy (206463759)  
Pope, Lia (206628592)  
Alvarez-Ibarra, Angelica (206715356)

Req Creator not on Req Team :

Turn off Autofiler  notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                                 | Date        |
|------------|--------------------------------------|-------------|
| Recruiters | Alvarez-Ibarra, Angelica (206715356) | 25-Apr-2022 |

Notify upon Pope, Lia (206628592) approval

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# 71379BR - Anchor/Reporter - Telemundo Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :

Hernandez Ramos, Ana (206038913)

Send Hiring Manager Survey? :

Yes

Send Hiring Manager Survey to: :

Ana.hernandez@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :

51022424 - Anchor

Job ID Name :

Reporter On Air Talent

Job Title :

Anchor/Reporter - Telemundo Philadelphia

Recruiter :

Arroyave, James (206424861)

TA Team :

NBCU Local & News Group

Requisition Service Level :

Full Service

Referral Bonus Type :

Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :

Dave Crossen

HR Manager :

206463759

HR Representative :

Pope Lia (206628592)

## Section 3

Business Segment :

NBCUniversal Local

SAP Function :

Production

Sub-Business :  
NBCUL - TLM WWSI

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WWSI Union News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Yaima Crespo

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903660

Salary Currency :  
US Dollar



Minimum Salary :

Salary Frequency :

Maximum Salary :

Annual

90,000

Relocation Expenses :

Bonus :

Yes

## Section 7

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Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click [here](#) to learn more about Comcast NBCUniversal's commitment and how we are making an [impact](#).

### Responsibilities :

- Gathering information on newsworthy events and write, edit, produce, and present fair, accurate and unbiased news stories as assigned. Will need to be responsible for providing on-air news including both in studio and frequent field shoots.
- Will be responsible for writing and presenting news for multiple platforms
- Create videos and social media content to engage new audiences
- Create report and help produce news specials and packages, breaking news, and pre-planned stories.
- Work with the Investigative Unit on consumer and in-depth news reporting

- Have a deep knowledge/understanding of political processes, immigration policies and societal issues.
- Ability to improvise on-air and translate news press conferences and breaking news content
- Assist producer in establishing sources, finding, and executing enterprise news investigations, building, and maintaining strong list of story ideas on a year-round basis, both long-term deeper digging stories and quicker turns, document acquisition and paper trails.
- Develop and maintain a network of news sources providing access to exclusive local news stories.
- Large community involvement, making appearances tied into the viewer community
- Stay informed on newsworthy events locally and nationally
- Work cooperatively as a team member under tight daily deadlines

Qualifications/Requirements :

- 2 years of experience as a television anchor or reporter
- BS/BA in Journalism/Communications or equivalent background
- Flexibility with respect to scheduling and/or assigned work shifts
- Must be willing to work in Philadelphia, PA
- Fluent in Spanish and English
- Must have unrestricted authorization to work in the United States
- Must be able to provide a reel/portfolio of work examples -- if available, include a web address when you submit your resume (if applicable)
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols

Desired Characteristics :

- Compelling on-air presence - crisp, clear, and confident delivery
- Should thrive working under the intense deadline pressure of television weather

- Technologically savvy with strong computer skills
- Excellent written and verbal communication/presentation skills
- Understanding of the demands of an on-air HD environment

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

NBCUniversal is an equal opportunity employer and will provide reasonable accommodations as required by applicable federal, state, and/or local laws.

Section 8

Please Note: The Restricted Access feature limits access to your req. By selecting yes, only the recruiter and members of the req team selected below will be able to access this req and view any associated candidates or candidate forms. Once a req is saved as restricted, it cannot be reversed.

**The following information is to be completed by Recruiter only**

Restricted Access No - Standard Req  
Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)

Researcher :  
Talent Acquisition  
Coordinator :  
Target Days to fill  
:

Complexity :  
Application  
Progress :

Req Creator not  
on Req Team :

Turn off Autofiler   
notification for  
this req

Allow Reapplies :

Requisition Notes  
:

Approval routing

| Job title  | User                              | Date        |
|------------|-----------------------------------|-------------|
| Recruiters | Arroyave,<br>James<br>(206424861) | 26-May-2022 |

Notify upon Arroyave, James  
approval (206424861)  
completion

HR Manager  
Notes :

Old  
Responsibilities -  
DO NOT USE :

Gail's Field :

# 72769BR - Meteorologist - NBC 10 Philadelphia

Status: Closed

Job req template: US Requisition Form

## Section 1

Hiring Manager :  
Flores, Elizabeth (206044235)

Send Hiring Manager Survey? :  
Yes

Send Hiring Manager Survey to : :  
Elizabeth.Flores@nbcuni.com

Campus Req Category :

Recruitment Status :

Send Candidate Survey? :

## Section 2

SAP Position Number :  
51000340 - Meteorologist

Job ID Name :  
Meteorologist On Air Talent

Job Title :  
Meteorologist - NBC 10 Philadelphia

Recruiter :  
Alvarez-Ibarra, Angelica (206715356)

TA Team :  
NBCU Local & News Group

Requisition Service Level :  
Full Service

Referral Bonus Type :  
Exempt - \$1000

Allow Employee Referral Submission :

Senior HR Manager :  
Dave Crossen

HR Manager :  
206628592

HR Representative :

## Section 3

Business Segment :  
NBCUniversal Local

SAP Function :  
Production

Sub-Business :  
NBCUL - WCAU

Sub Function :  
Production On Air Talent

Posting Category :  
Editorial

Organization :  
WCAU News

Section 4

Career Band :  
Professional Band

No. of Positions :  
1

Career Level :  
Experienced

Labor Code :

Addition/ Replacement :  
Replacement

EEO Category :  
Professionals

Name of Replacement :  
Glenn Schwartz

Assignment Category :

Section 5

Work Location ID :  
Comcast Technology Center

State/Province :  
Pennsylvania

Country :  
United States

City :  
Philadelphia

Section 6

Company Code :  
T0T9

Salary Type :  
Exempt

Cost Object :  
T0T903620

Salary Currency :  
US Dollar

Minimum Salary :

Salary Frequency :

Maximum Salary :

Bi-Weekly

150000

Relocation Expenses :

Bonus :

Yes

## Section 7

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**Responsibilities :** Implement NBC 10's philosophy of being the most accurate and trusted source for disruptive weather on all platforms

- Tell the market's weather stories in a way that connects with and captivates viewers on all platforms
- Develop innovative and creative ways of presenting the daily weather story
- Work with the weather team and producers to create complete coverage of weather stories
- Breaking Weather Cut-ins
- Use of social media daily and especially during severe events
- Prepare and post forecasts for multiple platforms
- Be available at any time dangerous weather conditions occur
- Keep producers and managers informed of upcoming weather conditions for coverage plans

- Some live reporting and attendance at community and weather-related events will be required
- Make public appearances on behalf of station as an ambassador for the company

Qualifications/Requirements :

- Minimum of three years experience as a television meteorologist
- Experience with severe weather coverage
- Degree in meteorology. (Certificates, seals and correspondence courses are not acceptable substitutes for more formalized training)
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols

Desired Characteristics :

- Bilingual a plus
- Compelling on-air presence - crisp, clear, and confident delivery
- Should thrive working under the intense deadline pressure of television weather
- Technologically savvy with strong computer skills
- Excellent written and verbal communication/presentation skills
- Strong leadership qualities and self-motivation
- Understanding of the demands of an on-air HD environment

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Talent Acquisition

Coordinator :

Target Days to fill

:

Complexity :

Application

Progress :

Restricted Access No - Standard Req

Required? :

Req team : Quinones, Nancy  
(206463759)  
Pope, Lia (206628592)  
Alvarez-Ibarra, Angelica  
(206715356)

Req Creator not on Req Team :

Turn off Autofiler  notification for this req

Allow Reapplies :

Requisition Notes :

Approval routing

| Job title  | User                                    | Date        |
|------------|---|-------------|
| Recruiters | Alvarez-Ibarra, Angelica<br>(206715356) | 08-Jul-2022 |

Notify upon approval Pope, Lia (206628592)

completion

HR Manager

Notes :

Old

Responsibilities -

DO NOT USE :

Gail's Field :

# NBCUniversal

## Executive Producer (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

**NBC 10 AND TELEMUNDO62** span three floors of the world-renowned Comcast Technology Center in a dazzling, 80,000-square-foot broadcast center. As Philadelphia's news epicenter, it features cutting-edge newsroom technology and energy-efficient design. Two news sets that feature 4K LED screens, automated cameras, three control rooms, eight edit rooms, a 1,500 square-foot room dedicated to shooting promotions in-house, extensive use of LED panel displays for immersive experience and Augmented Reality capabilities are among some of the newsroom technologies that are being used for the first time by local TV stations in the U.S.

### Job Description

- Lead the editorial planning and direction of the morning newscasts
- Oversee morning reporters, producers and photojournalists
- Collaborates with other newsroom managers, digital team and all divisions of NBC News for special events planning as well as day-to-day coverage.
- Work with anchors and producers to create exciting multiplatform content
- Oversee the show's digital presence
- Train editorial producers and production staff on best journalism practices
- Copy edit scripts and content
- Works with all facets of the organization, including production, IT and engineering and the newsroom as a whole to ensure the most accurate and compelling local coverage.
- Responsible for scheduling the team's production on a day-to-day and monthly basis.
- Must work closely with NBC Standards & Legal on investigative approaches and story approval process.
- Responsible for tracking coverage-related costs and ensuring fiscal responsibility in the news division.
- Works closely with Creative Services to craft promotions that attract a wide audience.
- Must embrace a fast-paced, highly-graphic, visual storytelling process.

### Qualifications

#### Qualifications:

- Demonstrated experience leading writers, producers and show creation.
- Bachelor's Degree in Broadcast Journalism or equivalent experience.
- Experience in close approval with creative editorial and program

This job is offline.

• Not Published • Aug 23, 2022

English - English (US)

### Custom Candidate Sources



Add sources to create tracker URLs. Post your job using URLs to start tracking candidates. You do not need tracker URLs for jobs you post directly from SmartRecruiters - we'll track it for you automatically.

## Content Producer (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

### Job Description

- Content Producers work closely with assignment editors, reporters, and anchors to produce, write, edit and gather content on all WCAU platforms.
- Must be able to line produce newscasts.
- Must understand the station mission and priorities.
- Must be knowledgeable on daily news events, aware of past events, and understand news in the Philadelphia market.
- Producers will be responsible for the overall newscast and coverage of assigned stories on all platforms throughout the day, including but not limited to Out-of-Home, web, and broadcast.
- The incumbent is expected to be a key communicator in the newsroom, talking with each person who will participate or provide content for that newscast.
- Will collaborate with managers, digital team, and assignment desk to deliver complete local news coverage that is fair and accurate.
- Will be a key contributor for story ideas, participate in daily coverage decisions and be a leader during editorial meetings.
- Will write news scripts and edit video clips.
- Must be able to produce under heavy deadline pressure without compromising credibility.
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no later than 7 days following commencement of employment.
- Must be fully vaccinated against COVID-19 at the commencement of employment or adhere to enhanced protocols if Company determines your job position requires accessing an NBCUniversal worksite.
- Must be willing to adhere to all Company COVID-19 workplace safety policies and protocols

### Qualifications

- Bachelor's Degree
- Must have unrestricted work authorization to work in the United States
- Willingness to join AFTRA as this position may be covered by the AFTRA collective bargaining agreement
- Experience line producing newscasts
- Experience editing content on a desktop editing system
- Ability to make priority decisions under deadline
- Strong ability to deliver news as it develops on all current and future platforms

This job is offline.

• Not Published • Sep 29, 2022

English - English (US)

### Custom Candidate Sources



Add sources to create tracker URLs. Post your job using URLs to start tracking candidates. You do not need tracker URLs for jobs you post directly from SmartRecruiters - we'll track it for you automatically.

# NBCUniversal

## Content Producer (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

-

### Job Description

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### Qualifications

- Bachelor's Degree

This job is offline.

● Not Published • Aug 19, 2022

English - English (US)

### Custom Candidate Sources



Add sources to create tracker URLs. Post your job using URLs to start tracking candidates. You do not need tracker URLs for jobs you post directly from SmartRecruiters - we'll track it for you automatically.

# NBCUniversal

## Research Manager - NBC Philadelphia (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

#### Company Description

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### Job Description

The Research Manager is responsible for analyzing multiple consumer and media datasets to develop reports and presentations that provide insights into how audiences are utilizing media across landscapes.

#### Responsibilities include:

- Daily, weekly, and monthly reports using quantitative media resources
- Support the management, sales, news and marketing teams with research and insights that help drive business and media decisions: including programming performance, audience, consumer, and economic market insights, as well as competitive media analysis
- Evaluation of research vendor's methodology and audience samples/panels
- Create and/or update sales collateral materials including, but not limited to, media kits, industry category decks, and viewer profiles
- Process adhoc requests from account executives and other internal stakeholders
- Assist in the production of custom presentations for advertising clients
- Evaluate programming estimates/forecast
- Oversee local program title across platforms
- Help craft resonant and insightful presentations from raw data
- Contribute to sales meetings and presentations with clients
- Stay current on developments in the media industry and share thoughts on impact

### Qualifications

- Bachelor's degree in advertising, marketing, statistics, or another quantitative or analytical field preferred; specialization in data science is a plus.
- At least 2 years of experience in a data driven and/or media marketing role
- Ability to interpret large amounts of data and provide insights
- Proficiency in data visualization; ability to tell stories through data in a compelling and creative way
- Proficiency in Excel/PowerPoint/Google Docs, and data visualization tools

This job is offline.

• Not Published • Jan 17, 2023

English - English (US)

### Custom Candidate Sources



Add sources to create tracker URLs. Post your job using URLs to start tracking candidates. You do not need tracker URLs for jobs you post directly from SmartRecruiters - we'll track it for you automatically.

# NBCUniversal

## Sr. Director (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

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### Job Description

- Define the overall digital editorial vision for our stations and lead digital team in executing that strategy across all platforms, including [nbcphiladelphia.com](#), [telemundo62.com](#), social media accounts, mobile apps, OTT streaming platforms and other developing platforms
- Lead the broadcast newsroom in publishing across all platforms, including training and coaching employees in multiplatform work and improving workflow
- Supervise, mentor, develop and manage the digital staff
- Coach, train and assist broadcast and other station employees in moving to digital work
- Participate in editorial and content meetings and act as liaison between television and digital platforms
- Develop strategic plans for online editorial coverage of major events
- Collaborate with counterparts at NBC Sports Philadelphia and in other local markets to share stories and resources across all of NBC's local websites and digital platforms
- Liaise with national Integrated Media NBC Local leadership team, providing regular updates of business strategies and objectives
- Monitor traffic, qualitative and engagement trends for digital and mobile

This job is offline.

● Not Published • Sep 7, 2022

English - English (US)

### Custom Candidate Sources

Add sources to create tracker URLs. Post your job using URLs to start tracking candidates. You do not need tracker URLs for jobs you post directly from SmartRecruiters - we'll track it for you automatically.

## Digital Content Producer – NBC10 Philadelphia (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA - Full-time

### Company Description

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world-renowned theme parks and a premium ad-supported streaming service. Here you can be your authentic self. As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. We strive to foster a diverse and inclusive culture where our employees feel supported, embraced and heard. We believe that our workforce should represent the communities we live in, so that together, we can continue to create and deliver content that reflects the current and ever-changing face of the world. Click here to learn more about Comcast NBCUniversal's commitment and how we are making an impact.

NBCUniversal Local is NBCUniversal's local media division that delivers English and Spanish-speakers and bilingual audiences in 31 U.S. markets and Puerto Rico, the very best in local sports, news, weather, consumer and investigative reporting, and lifestyle entertainment across any platform and screen.

NBCUniversal Local is comprised of three individual media groups including the NBC Owned Television Stations, the NBC Sports Regional Networks and the Telemundo Station Group. The division is also home to multicast networks NBCLX, COZI TV and TeleXitos, the regional cable news network NECN, as well as NBC Spot On, an advanced video advertising business designed for local/regional CTV and OTT advertisers and several in-house companies including production company LXTV, marketing and promotions company Skycastle, its out-of-home business NBC Everywhere, and the Arthouse, a graphics design group. With seven regional sports networks and 42 NBC and Telemundo stations serving 38 percent of U.S. homes, NBCUniversal Local is the only network-owned local media division that is home to the largest bilingual local newrooms within the country's top 10 TV markets.

NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere. For more information, visit NBCUniversal.com.

### Job Description

#### Responsibilities

- This person will be responsible for ensuring our digital platforms have the latest news and weather information, for working closely with broadcast reporters and producers and for using all social, multimedia

This job is offline.

● Not Published · Nov 16, 2022

English - English (US)

### Custom Candidate Sources



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ACTIVITY



JOB AD



JOB DETAILS



HIRING PROCESS

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# NBCUniversal

## Account Executive - NBCU Local Philadelphia (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

NBCU Philadelphia is seeking an Account Executive to service the Philadelphia DMA. NBCU Philadelphia is one of the most dominant local media properties in the country. Our portfolio includes NBC10, Telemundo62, NBC Sports Philadelphia, and Peacock OTT. We offer unparalleled scale and have the audience, tools, and resources to satisfy any clients marketing needs. The ideal candidate understands the power of local multi-platform media and can create and sell custom marketing campaigns to both direct clients and advertising agencies. We are looking for a high character, self-motivated team player with excellent organizational skills, creativity, and vision. This candidate is energetic, passionate about new business, enjoys strategic planning and wants to win. Candidate has excellent interpersonal and presentation skills with the ability to successfully sell large scale multiplatform marketing solutions.

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### Job Description

- Strategize and sell high-profile "tentpole" properties such as Olympics; World Cup; Sunday Night Football, Phillies/ Sixers/ Flyers, Thanksgiving Day Parade, Hispanic Heritage Month, Billboard Latin Music Awards, Hispanic Fiesta, etc.
- Responsible for growing shares of core/existing agency business utilizing NBCU Philadelphia's multi-platform assets
- Have a keen understanding of marketing principles that will allow you to create customized, client focused solutions that will demonstrate the power of the NBC Philly portfolio
- Position and sell our best-in-class OTT solutions: Peacock and Spot On; and understand how this product compliments broadcast TV
- Coordinate and manage multi-platform campaigns. Execute elements, monitor performance, and ensure customer satisfaction.
- Educate our clients on the growth and importance of our Hispanic population and help them adapt and execute Hispanic marketing campaigns utilizing Telemundo62
- Understand the importance of business development and spend no less than 40% of your time focused on cultivating new account

This job is offline.

● Not Published • Oct 27, 2022

English - English (US)

### Custom Candidate Sources



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## Digital Sales Director (Default)

3601 S Broad St, Philadelphia, PA • Full-time

### Company Description

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NBCUniversal Local's stations and networks serve diverse audiences and communities across linear, streaming, OTT, digital web, mobile and audio, and cable platforms and work together to keep local audiences informed anytime and anywhere. For more information, visit [NBCUniversal.com](http://NBCUniversal.com).

### Job Description

NBC Local Philadelphia is looking for a result-oriented sales professional to lead the collective digital sales strategy for WCAU (NBC), WWSI (Telemundo) and NBC Sports Philadelphia. The primary responsibility will be to grow revenue and achieve business goals across the triopoly's digital & OTT platforms. The Digital Sales Director will report to the Vice President of Sales. The role will be the day-to-day point person for the digital sales efforts as well as be responsible for educating the sales staff on our portfolio of products including OTT, FEP, Sports Live Stream, Social Media, Apple News, and Out of Home.

#### JOB DUTIES:

- Manage, develop, oversee, WCAU (NBC), WWSI (Telemundo) & NBC Sports Philadelphia website, mobile, OTT and OOH revenue including the opportunity pipeline and forecasting.
- Directly and indirectly manage, motivate & advise triopoly sales staff to achieve digital media revenue targets
- Take ownership of digital sales and marketing strategies for traditional and non-traditional agencies and be able to present digital sales solutions to clients.
- Develop and drive digital revenue strategies for key tentpole events. Work closely with sales management, as well as with content teams to extend sponsorship elements onto the Digital Platforms to increase revenue via cross-platform initiatives.
- Continuous education of sales teams on the most current digital, mobile, video and engagement landscape and offerings.
- Oversee the campaign execution process to ensure client success to drive renewal and growth opportunities

This job is offline.

● Not Published • Oct 7, 2022

English - English (US)

### Custom Candidate Sources



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## Assistant News Director (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

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### Job Description

- Works with VP of News to plan short- and long-term strategies across multiple platforms.
- Manage day-to-day coverage, big story, breaking news, weather and special reports across all platforms.
- Will also oversee investigative/consumer units, elections coverage and other station events.
- Be present at all editorial meetings for daily newscasts.
- Work with Director of Digital to develop new content for digital and streaming platforms, including OTT and FAST Channels.
- Responsible for news staff development and training in coordination with other news managers.
- Manage the performance evaluation process and conduct annual performance appraisals for news department staff.
- Manage schedules for news staff and publish.
- Assist V.P. of News with recruiting and hiring personnel for the news department.
- Back-up for V.P. of News as needed.
- Knowledge of and enforcement of NBC legal and standards guidelines.

### Qualifications

- Minimum 3 years' experience working in medium to large markets as a News Director, Executive Producer, or as a news manager (e.g. Managing Editor, Producer or Assistant News Director)
- Minimum 2 years of experience and success in coaching, leading and motivating a team of employees
- Bachelor's degree in Journalism, Communications or equivalent work experience
- Strong producing, management and leadership skills.
- High level of experience in technical expertise across emerging multi-media platforms.
- Knowledgeable about FCC rules and laws pertaining to news broadcasting in multi-media platforms and employment and labor regulations.
- Must be covered by Solutions, NBCU's Alternative Dispute Resolution Program
- Eligibility Requirements
- Interested candidates must submit a resume/CV through [nbucareers.com](http://nbucareers.com) to be considered
- Willingness and ability to work long hours, late nights and weekends as require
- Must be willing to work at the station in Philadelphia, PA
- Must have unrestricted work authorization to work in the United States
- Must submit an attestation disclosing your COVID-19 vaccination status and, if partially or fully vaccinated, submitting your vaccination record no

This job is offline.

● Not Published • Sep 29, 2022

English - English (US)

### Custom Candidate Sources



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● Not Published • Dec 6, 2022

English - English (US)

## Account Executive - NBCU Local Philadelphia (Default)

1800 Arch St., Philadelphia, PENNSYLVANIA • Full-time

### Company Description

NBCU Philadelphia is seeking an Account Executive to service the Philadelphia DMA. NBCU Philadelphia is one of the most dominant local media properties in the country. Our portfolio includes NBC10, Telemundo62, NBC Sports Philadelphia, and Peacock OTT. We offer unparalleled scale and have the audience, tools, and resources to satisfy any clients marketing needs. The ideal candidate understands the power of local multi-platform media and can create and sell custom marketing campaigns to both direct clients and advertising agencies. We are looking for a high character, self-motivated team player with excellent organizational skills, creativity, and vision. This candidate is energetic, passionate about new business, enjoys strategic planning and wants to win. Candidate has excellent interpersonal and presentation skills with the ability to successfully sell large scale multiplatform marketing solutions.

**NBC10 AND TELEMUNDO62** span three floors of the world-renowned Comcast Technology Center in a dazzling, 80,000-square-foot broadcast center. As Philadelphia's news epicenter, it features cutting-edge newsroom technology and energy-efficient design. Two news sets that feature 4K LED screens, automated cameras, three control rooms, eight edit rooms, a 1,500 square-foot room dedicated to shooting promotions in-house, extensive use of LED panel displays for immersive experience and Augmented Reality capabilities are among some of the newsroom technologies that are being used for the first time by local TV stations in the U.S.

### Job Description

- Strategize and sell high-profile "tentpole" properties such as Olympics; World Cup; Sunday Night Football, Phillies/ Sixers/ Flyers, Thanksgiving Day Parade, Hispanic Heritage Month, Billboard Latin Music Awards, Hispanic Fiesta, etc.
- Responsible for growing shares of core/existing agency business utilizing NBCU Philadelphia's multi-platform assets
- Have a keen understanding of marketing principles that will allow you to create customized, client focused solutions that will demonstrate the power of the NBC Philly portfolio
- Position and sell our best-in-class OTT solutions: Peacock and Spot On; and understand how this product compliments broadcast TV
- Coordinate and manage multi-platform campaigns. Execute elements, monitor performance, and ensure customer satisfaction.
- Educate our clients on the growth and importance of our Hispanic population and help them adapt and execute Hispanic marketing campaigns utilizing Telemundo62
- Understand the importance of business development and spend no less than 40% of your time focused on cultivating new account

### Qualifications

#### Qualifications:

- Minimum of 3 years' experience in overall Sales and Marketing
- Bachelor's degree or relevant experience
- Proven track record of developing and selling broadcast and digital solutions
- Strong marketing instincts are essential to this position
- Working knowledge of Wide Orbit a plus.
- Strong presentation and negotiations skills

### Custom Candidate Sources



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